



THE PETER O'CONNOR FOUNDATION LIMITED
(AS TRUSTEE OF THE O'CONNOR FOUNDATION, A PUBLIC CHARITABLE TRUST)
"The Foundation"

Minutes of Meeting of Board of Advisors
Held Wednesday 25 January 2017 at 11:00am

By tele-conference

Present: Mr John Bottoms (Chairperson)
Mr Rio Fiocco, OBE (Foundation Solicitor, by telephone, PNG)
Mr Michael Mayberry (Foundation Accountant, by telephone, PNG)

A. Commencement

The meeting commenced at 11:30am AEST.

B. Minutes of last meeting

The Minutes of the last meeting held on 28 January 2016 were tabled and adopted.

Moved: John Bottoms

Seconded: Rio Fiocco

Passed unanimously.

C. Matters arising out of the minutes

- Report re letter to various charities

Mr Fiocco advised that the Kokoda Track Foundation people had come to see him as a result of that correspondence. He explained that we had not been able to help their activities as we did not have sufficient funds, as we were concentrating on education in the squatter camps.

Mr Bottoms commented that at least all the charities we had written to would now know about the Foundation and what it was doing.

Mr Bottoms reported that Mr Hull had filled in the annual return for the Peter O'Connor Foundation registration with the Australian Charities Commission.

D. Financial Reports

Mr Mayberry tabled a set of financial statements. He confirmed that tax refunds had been lodged (as attached) with the Papuan New Guinea Internal Revenue Commission.

He noted that we had built up the sum of approximately 190,000 Kina in the bank account. He had accrued rent for November and December (which we have not actually received) for the commercial building. Mr Fiocco noted that the economy was in a deep recession in Papua New Guinea – there was a drop off of approximately 30% in turn over on businesses and the rental market had a substantial over supply. Our unit had been vacant since the middle of last year with no income. The office tenant had approached us for a rent reduction and we had reduced the rent from 25,000 Kina per month to 18,000 Kina per month. October rent had just been paid and he was behind for November and December.

It was obviously necessary that we have someone in the office rather than no tenant at all. The story we had been given was that the commercial tenant was waiting payment from Curtains (Construction) who in turn were waiting payment from the Government. Discreet enquiries had been made and it was ascertained that Curtains were in fact owed a substantial amount of money from the Government and were still waiting for payment. We had also reduced the rent in the unit in a further endeavour to obtain a let.

Mr Mayberry spoke to the financial statements reviewing the main issues. In addition to having a substantial amount in the bank the Foundation (which has still not been granted tax free status) had a tax refund coming to it and there was no tax liability. They were following up the tax refund but had not been successful in getting the Tax Office to pay it.

It was noted that the shares held by the Foundation, on a snap shot of 30 December 2016 were showing an approximate \$20,000 capital gain. They could just as easily go up or down – the main thing was that they remained a solid investment.

It was noted that some 18,000 Kina were held in the Bottoms English Trust Account (this has been converted from Dollars) as an asset of the company. This was from the Australian dollar dividends on the Company's investment in Australian Shares.

Over all the company's gross assets were 2,288,080 Kina with no debt.

E. Charitable Works

The financial statements set out very clearly that the Foundation had distributed 187,805 Kina over the last 12 months of the calendar year.

The Peter O'Connor School at Geheru has approached the Foundation for certain capital works.

The Alotau Primary School had also approached the Foundation for certain capital expenditure.

IT WAS RESOLVED to meet the extra capital expenditure requested by both schools.

IT WAS RESOLVED to cover the freight with the aim of obtaining one container load of various donated school items from Cairns and one from the Blackheath and Thornburgh College in Charters Towers (including other schools in Charters Towers). Both of these containers would have to be shipped from Brisbane.

The request for further funds from the Peter O'Connor School at Geheru was tabled.

The request for further funds from the Alotau Primary School was tabled. Mr Fiocco suggested that the donated photocopier offer obtained by Mr Bottoms from Think Technology should go into the container from Cairns and be given to the Peter O'Connor School.

Given the difficulties associated with arranging things in Alotau we should ask them to obtain and estimate of fees for their photocopier and also ask for a formal note covering estimates for the extra material for their PCs which they had requested, and we would buy them in Alotau via the company's PNG bank account.

F. Future Plans

The Foundation would endeavour to obtain two containers – one from the Cairns area via St Mary's and Harry Graepel, and the other from the Charters Towers/Townsville area. The Cairns area one could include old PCs and similar items for Geheru – thus justifying purchase of the new material for Alotau (which would take into account all the difficulties associated with Customs and shipping).

IT WAS RESOLVED to adopt the tabled financials (as amended).

Moved: John Bottoms

Seconded: Rio Fiocco

Passed unanimously.

There being no further business the meeting closed at 12:15pm AEST.

John Bottoms, Chairman

Dated: 25 January 2017