

MINUTES OF THE FINAL MEETING OF THE ADVISORY COMMITTEE OF THE BUREAU OF LITERACY AND LITERATURE HELD AT 10 A.M. ON 27th MAY, 1964, IN THE BOARD ROOM, AUDEN HOUSE, 68 DE KORTE STREET, JOHANNESBURG.

PRESENT: The Rev. D.P. Dugmore (in the Chair), Prof. D.T. Cole, the Rev. Dr. W.A. Malherbe, Dr. J.S. Schutte, Mrs. M. Oosterwijk (recording), Miss J. Pike and Mrs. M.E. Whyte (in attendance).

APOLOGIES: The Rev. Dr. C.B. Brink, Mr. E.J. Donaldson, Mr. G.F. Laurence, Mr. Q.A. Whyte, Mr. F.J. van Wyk.

(a) Dr. Malherbe opened the meeting with prayer.

(b) Opening Remarks

The Chairman, after welcoming those present, spoke with regret of the absence through illness of Dr. Brink and suggested that a letter with good wishes be sent to him from the Meeting.

(c) Confirmation of Minutes of the Previous Meeting

The Minutes of the last formal meeting, that held on 4th December, 1962, were tabled and read. With Dr. W.A. Malherbe proposing and Dr. J.S. Schutte seconding, these were confirmed and then were signed by the Chairman.

(d) Matters arising out of the Minutes of the Previous Meeting

The Chairman reported that registration of the Bureau was effected on April 22nd, 1964. He expressed the thanks of the Advisory Committee to:-

- (i) The firm of William Aronsohn for handling legal stages;
(ii) Dr. W.A. Malherbe for lodging the documents for registration;
(iii) Officials of the Registrar's Office.

The Certificate of Registration, along with an officially stamped copy of the Constitution, (Memorandum of Association and Articles of Association), were handed over to the Chairman.

(e) Arrangements for the first General Meeting of the Bureau

It was unanimously agreed, all present being both members of the Advisory Committee and incorporating MEMBERS of the registered Bureau, that the arrangements made for the first General Meeting of the Bureau be confirmed.

It was noted that in accordance with statutory requirements, there had been sent out to every member of the Bureau, a Notice accompanied by an Agenda and a copy of the Constitution.

It was noted that in preparation for the winding up of the affairs of the un-registered organisation, there were before the Committee certain documents for consideration under item (f) of the Agenda.

(f) Report

The Chairman presented:

- A. Memorandum II : BLL.1964 which had been prepared for attachment to applications for grants and for information of persons interested. Certain editorial points were made

by the Committee; these were noted. In answer to questions, Mrs. Whyte explained certain items:

- (i) The Institute of Bantu Languages had asked the Bureau to administer its affairs. Pending approval of this Committee, she had agreed. A monthly grant from that Institute covers the salary of the member of staff who handles the work, mainly handling and typing of manuscripts. The Institute does, in fact, cover activities which fall within the scope of the Bureau and so relieves the latter.
- (ii) The Language Project had been undertaken privately until this Committee might agree to its being administered by the Bureau. The Language Project rents some of the Bureau's offices and covers the salaries of "two and a half" of the staff, who are seconded to the Project for the time being. The Language Project will result in valuable material and results which will spill over to the benefit of the Bureau.

With reference to the Institute of Bantu Languages and the Language Project, it was noted that since these are self-financing it has been possible, by sub-letting rooms and seconding staff, to relieve the Bureau temporarily of certain overheads and costs.

- B A draft of the final report of the Advisory Committee which, it was suggested, might serve as an instrument of hand-over to the members of the registered Bureau on June 8th.
- C Two sets of financial documents: the audited Statement of Income and Expenditure and the Balance Sheet for the year ending September 30th, 1963; the Statement of Income and Expenditure and the Balance Sheet for the period October 1st, 1963 to April 30th, 1964.

The Chairman pointed out the reduced deficit which showed in the second set of statements, and he asked Miss Pike (who was responsible for keeping the accounts of the Bureau and who was present in order to clarify where necessary) to explain.

Miss Pike, referring to the April statements, asked for approval for - transfer of Expenditure to Revenue of the items ABE BAILEY TRUST and LITERACY IN TRUST, as these projects had been completed;

- transfer of accumulated sales, shown as BALANCE OF THE REVOLVING FUND to Income and Expenditure.

Dr. Schutte proposed that:

- the Statement of Income and Expenditure and the Balance Sheet for the year ending 30th September, 1963, be adopted;
- the transfers suggested by Miss Pike be agreed to.

The Committee unanimously agreed to these proposals and the Chairman signed the audited documents.

Miss Pike then pointed out that the sum owing on the Gestafax Machine would be met before the end of May by the Language Project, so reducing the accumulated deficit by R.869.75.

The Chairman reported that approximately R.1200 of promised grants had not yet arrived, but that Mrs. Whyte had personally agreed to guarantee the sum of R.1200 against these coming in.

Summing up, the Chairman pointed out that accumulated liabilities amounted to R.3717.08, less R.869.75, but against this there were realisable assets, namely furniture and equipment which could, at short notice, realise R.400, and material which was included in stocks of books which would realise within a few months, R.1200. These, along with Mrs. Whyte's guarantee against the grants promised, brought the realisable assets up to R.2800, almost balancing the amount of R.2847.33 (R.3717.08 less R.869.75). It was noted that, counting items not included in these amounts, the Advisory Committee could hand over to the registered Bureau in a solvent state.

Miss Pike indicated that she could have the statements brought up to date for the end of May so that the Advisory Committee could clear the affairs of the Bureau to that date.

The Chairman was unanimously supported in his expression of appreciation and thanks to Mrs. Whyte and the other members of the Bureau staff and to Miss Pike for these reports and statements.

- (g) It was unanimously agreed that the final report of the Advisory Committee be prepared with May figures, bringing it up to date, and that this final report would be approved at a brief adjournment of this meeting to take place on June 8th at 9.45 a.m. in Room 10 of Auden House, for the express purpose of clearing all matters to the point of handing over.

(h) General.

There were no matters to discuss under General.

(i) Conclusion

There being no further points to discuss, Dr. J.A. Schutte closed the meeting with prayer.

CHAIRMAN

DATE

AIR
CONQUEROR

Box 58
Item 11 (e)

BUREAU OF LITERACY AND LITERATURE

307 Dunwell, 35 Jorissen Street, Johannesburg.
Telephone Number: 724-5151 (from August, 1964)

SEE ARTICLE
OF
ASSOCIATION

NOTICE OF MEETING

The Inaugural Meeting, "the first General Meeting" of THE BUREAU OF LITERACY AND LITERATURE will take place in the Board Room of Auden House, 68 De Korte Street, Braamfontein, Johannesburg on Monday, June 8th, 1964, at 10 a.m.

20 & 22

M.C. Wyle

for THE BUREAU OF LITERACY AND LITERATURE

AGENDA

- ✓(a) Opening prayer.
- (b) Chairman's welcome to Members and others present, and introduction. 2, 40 & 41
- ✓(c) Report from the Advisory Committee of the un-registered Bureau:
 - (i) ✓ Present activities, (including additional functions) and programme;
 - (ii) ✓ Financial position.
- ✓(d) Resolution accepting the Report of Advisory Committee.
- ✓(e) Election of Honorary President and Honorary Vice-President:
 - ✓(i) Honorary President (takes the Chair); - *Dr. C. B. Brink* 3 & 30
 - ✓(ii) Honorary Vice-President. *W. B. Koutze*
- 11 a.m.* → (f) Constitution of Council. 5, 6 & 7
- (g) Appointment of Executive Committee.
 - Honorary Chairman, Honorary Vice-Chairman, Honorary Treasurer, 10 - 13
 - Honorary Legal Adviser, Honorary President, Honorary Vice-President, and additional members.
- ✓(h) Resolution by Council formally accepting
 - Responsibilities, (including administration of the Language Project and of the Bantu Language Institute), assets, and liabilities of the un-registered Bureau;
- ✓(i) Resolution of thanks by Council to former Advisory Committee.
- ✓(j) Appointment of Director and Staff. - 16(a)
- ✓(k) Consideration of immediate programme and budget until *Referral to Exec* September 30, 1964.
- ✓(l) Resolutions concerning accounts, banking account, and signing powers. 16(f) & 38
- ✓(m) Appointment of Auditor. 36
- ✓(n) Resolution empowering Executive Committee to carry out functions, as decided by the Council. 18 & 14
- ✓(o) Date of next meeting. - *Exec. Inday 10:00am*
- ✓(p) General.
- ✓(q) Conclusion and prayer.

M. William Ansohn

307 Dunwell

*Adjunct meeting
May 18th
Tuesday 10pm*



Advisory Committee

*Ian Gregg
Dr van Rooy*

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(b) Memorandum

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- (3) Dr. Shan Swambal
- (4) Proj. H. D. N. an Fort.
- (5) Proj. -
- (6)
- (7)
- (8)

— Proj. Suru

Box 58
Item 11(c)

BUREAU OF LITERACY AND LITERATURE (UNREGISTERED)

307 Dunwell, 35 Jorissen Street, Johannesburg.
Telephone Number: 724-5151 (from August, 1964)

NOTICE OF MEETING

A meeting of the Advisory Committee will be held in the Board Room of Auden House, 68 De Korte Street, Braamfontein, Johannesburg on Wednesday, 27th May, 1964, at 10 a.m.

M. J. W. J.

for THE BUREAU OF LITERACY AND LITERATURE

AGENDA

- (a) Opening prayer.
- (b) Chairman's opening remarks.
- (c) Confirmation of Minutes of last meeting.
- (d) Matters arising out of Minutes.
- (e) Resolution confirming arrangements for the first General Meeting of the registered Bureau.
- (f) Report:
 - (i) Present activities and programme;
 - (ii) Financial position.
- (g) Resolutions concerning the handing over to the registered Bureau at the meeting on 8th June, 1964.
- (h) General.
- (i) Conclusion and prayer.

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