

FileFLORENCE NIGHTINGALE INTERNATIONAL FOUNDATION

15, Manchester Square,

W.1.

27th September, 1939.

Dear Miss Monkhouse,

An emergency meeting of the Committee of Management was called immediately on the outbreak of war to endorse action already taken and to decide on the conduct of the business of the Foundation during war time.

The following action has been taken:-

1. The International Nursing Courses 1939/40 have been cancelled.
2. Those students already in England have been assisted to return home.
3. Those students remaining in the country have accepted temporary positions on the staffs of Hospitals out of London and will return to their own countries as soon as possible.
4. Money received in advance on behalf of the 1939/40 students is being held to the account of bodies from whom it was received.
5. The house at 15, Manchester Square has been closed and the furniture has been packed and warehoused by Messrs. Arthur Dixon & Co. 32, Harrow Road. W.2.
6. All the staff have been temporarily released.
7. The archives of the Foundation, i.e. one complete record of all minutes and reports, copies of the constitution and by-laws, copies of curriculum, lists of addresses, account books, and all records of financial transactions together with a record of the Minutes of the Old Internationals Association, have been placed in a strong box and deposited with the Westminster Bank, Portman Square Branch, W.1.
8. A skeleton Committee consisting of Mrs. Carter, Chairman, The White Cottage, Radnage, Nr. High Wycombe, Bucks; The Hon. Sir Arthur Stanley, Treasurer, The Grand Hotel, Eastbourne; and Miss Olive Baggallay, Secretary, 55, Ridgway Place, Wimbledon, S.W.19: has been formed to act for the Committee of Management during the war or until such time as the Foundation can re-open.

9. Keys of the house are held by Mrs. Carter, Miss Baggallay, the Trustees, and by James Douglas - houseman - who has been employed to visit the house at regular intervals and report.
10. The Current Account at the Westminster Bank, Portman Square Branch, has been closed as from September 30th, 1939, and an audit has been taken.  
A copy of the audited accounts March 31st - September 30th, 1939, will be circulated later.
11. The Trustees of the Foundation - the Trustee Department of the Westminster Bank Ltd. Priory Mansions, Bath Road, Bournemouth, Hants, have undertaken to pay any standing charges such as ground rent and insurances during the period, and any monies to be sent to the Foundation should be addressed to them.

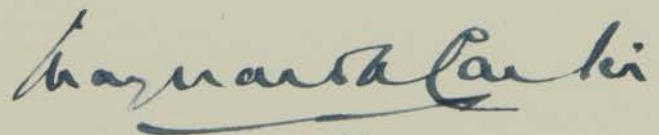
The Committee hope that this action will meet with your approval, and would like to take this opportunity of thanking you for your support and interest in the work.

They are confident that the affairs of the Foundation have been so arranged that it can be brought into active work again, when times allow, with the least possible loss of efficiency.

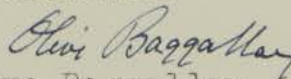
It is with the greatest regret that we have to make this final report of the cessation of work that is not only of the greatest importance to nursing as a whole but is also a contribution to world understanding and international friendship.

We remain,

Yours sincerely,



Maynard Carter.  
Chairman.



Olive Baggallay  
Secretary.