



## **Minutes of Meeting – Friday, 1st July 2011**

**Chilton Country Club, DH4 6LX**

### **MINUTES**

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

- **Present:** Derek Airey (Chair), Barrie Braidford, Judith Burgess, Claire Crozier, Joan Whitney, Brian Wood and Adrian Woodcock.
- **Apologies:** Tony Chapman, Prof Paul Corris, Janet Long and Susie Wood.

#### **2. Minutes of previous meeting**

- Joan asked that the following amendment be made to the previous minutes: 'It is the 'Justgiving' donations that are down 86% not all donations as stated'.
- Following this amendment, Brian Wood proposed that these minutes be accepted as a true and correct record. Joan Whitney seconded this motion.

#### **3. Matters arising**

- There were no matters arising from the previous minutes.

#### **4. Chairman's report**

- Derek told the meeting that he had nothing to report.

#### **5. Secretary's report**

- Judith told the meeting that she had received an application for funding from Lynne Holt to attend a Paediatric Transplant Conference to be held in Montreal, Canada.
- Judith went on to say the amount Lynne is requesting is £1,480.24. The breakdown of these costs are as follows:

Registration	£270.00
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Accommodation (room only) £488.10

Flight £722.14

**Total £1480.24**

- All were in agreement that Lynne should be awarded these costs.
- Judith told the meeting that Maggie Cowman has contacted both her and Derek as she is going to do a sponsored 'Croquet Competition' to raise funds for the FHLTA.
- Judith has provided Maggie with the appropriate sponsor form and Derek has provided her with t-shirts and sweatshirts for the event.
- The event is to be held on 15th & 16th August 2011 at the Ripon Spa Hotel , Ripon and it was agreed that some members of the committee would attend to offer their support.

## 6. Treasurer's report

- Joan told the committee that there has been some developments in regard to the new rules for Charities becoming Companies Limited by Guarantee and there is now a draft constitution on the Charity Commission website which is awaiting Government sanction.
- Joan informed the meeting that the final total paid by the FHLTA for funding of the medical staff attending the ISHLT conference in San Diego was £19,801.92.
- Joan informed the meeting that our funds are presently:
  - **Treasurer's account £18,791.14**
  - **Instant access account £23,828.00**
  - **30 day notice account £98,790.00**
- Joan told the meeting that Sonny Klawiter has raised £409 for the FHLTA by doing a 'Fine Dining' event.
- Claire Crozier has raised £650 from 'Waitrose'.

## 7. Children's report

- As Janet was absent there was no report but Derek informed the meeting that CHUF will be doing a fundraising event on 13th October 2011 at the Old Assembly rooms in Newcastle.

## 8. Games report

- Judith informed the meeting that there will be 23 competitors and 22 supporters attending the British Transplant Games in Belfast.
- Of these competitors there are 19 hearts and 4 lungs.

- There will be 4 new competitors.

## **9. Flats**

- Derek told the committee that there has been some confusion about the tariff for the flats.
- After much discussion it was agreed that the tariff should be £6 per person per night except in exceptional circumstances.

## **10. Investing our money**

- Joan told the meeting that she has spoken to our accountants, Draycott, Kirk & Co about this matter and they are quite happy for us to transfer money into the Monmouthshire Building Society.
- Given this information, Judith proposed that we transfer £80,000.00 from the 30 day notice account into the Monmouthshire Building Society. Adrian Woodcock seconded this motion. All were in agreement.
- It was agreed that Derek (Chair), Joan (Treasurer) and Tony should deal with this matter.

## **11. Public Liability Insurance**

- It was agreed that we should go ahead and invest in Public Liability Insurance. Joan agreed to contact Tony Chapman to tell him to go ahead with this using Zurich as he had proposed. The cost of this being £75 per annum offering £5,000.00 cover as standard.

## **12. Any other business**

- Claire told the meeting that we will need to submit a letter for places for the Great North Run, Swim and Ride some time near October.
- Joan asked if the committee should be CRB checked. It was agreed that the only people that need this is are the Sports Managers.
- Derek informed the meeting that we are still looking into getting vending machines installed in the new Transplant Institute.

## **13. Date of next meeting**

Monday, 12th September 2011 at Chilton Country Club at 12.00 (noon).

