



Minutes of Meeting – Monday, 3rd April 2006

Freeman Hospital, Newcastle

MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

Present: Tony Armstrong (Chair), Barrie Braidford, Judith Burgess, Graham Marsh and Joan Whitney.

Apologies were received from: Carol Davidson, Stuart Kaye and David Lyth.

2. Minutes of previous meeting

- Tony Armstrong proposed these minutes as a true and correct record. Barrie Braidford seconded this motion.

3. Matters arising

- Barrie told the meeting that he had a promise of a raffle prize from C & E Maughan and also that David Berson from Real Access had promised him £50. Graham went on to say that he is not very hopeful about getting a raffle prize from M & S.
- It was brought to the attention of the committee that members are not receiving copies of the newsletter. Barrie assured the committee that he has been sending them out.

4. 21st Celebrations

- It was agreed that all cardiothoracic staff should be charged £10 for tickets for the 21st celebrations.
- It was agreed that Graham should add contact details to all the posters in the hospital.
- Tony informed the meeting that Gareth Parry would not be able to attend the celebrations and it was suggested that he ask John Dark if he would consider giving a short speech. Graham suggested asking Christine Evans of the Transplant Sports Association (TSAGB).
- Judith asked the committee to help with the contract and the following was agreed:

- Judith to be the named contact
 - Layout of 10 per table
 - Arrival of guests 7.00p.m.
 - Dinner 8.00 p.m.
 - Closure of bar 12.30
 - Departure 1.00 a.m.
- It was agreed that Judith sends off the contract with these details and if there is any problems they can get back to her.
 - The Centre of Life has given Judith details of a photographer and it was agreed the Judith should contact him.
 - It was agreed that we do not need the donor bus to be at the event as this could work out to be very expensive. It was also agreed that we do not need a disco at the evening event but we will require some background music.
 - There have been approx. 100 tickets sold to date.
 - Judith informed the committee that she had written to Gareth Parry, John Dark and Paul Corris inviting them to the celebration but as yet has only had a reply from Paul Corris saying that he already has an engagement on that date but he will try to cancel it to make it to our celebrations. She went on to say that as yet she has had no reply from Peter Lawson re Master of Ceremonies.
 - Graham suggested that we ask the TSAGB if they would like to attend. He agreed to speak to Mary Twomey on this matter.
 - Judith told the committee that Astellas Pharmaceuticals have contacted her and are willing to offer £2,000 of sponsorship for the children's afternoon.
 - Barrie agreed to purchase the pre-dinner drinks and it was suggested that he contact Asda as they may give us a subsidy.

5. Games report

- Carol Davidson has asked for £3200, £160 per child, £160 per adult, towards the cost of the British Games. This was agreed to on the condition that any sponsorship money comes back to the FHLTA.
- It was suggested that our logo should be on the Children's Sports Team headed paper and it was agreed that Judith contact Carol on this matter.
- Graham told the committee that there are 22 competitors and 17 supporters attending the European Games to be held in Naples in June.
- He went on to tell the committee that Heart Research is sponsoring all the competitors.
- Graham has sent out a letter to all competitors attending the British Games asking if anyone would prefer to stay in hotels rather than on campus as it works out cheaper @ £91 per room per night. It was agreed that Graham should go ahead and book 6 rooms for those who have requested this.

- Graham asked if the FHLTA would initially fund a minibus for the cricket tour with repayment of this later. This was agreed to.

6. Any other business

- Barrie asked if he could purchase a laser printer. This would enable him to do address labels easier. All were in agreement with this.
- Tony told the committee that Dave Donkin has sent his written resignation to him. It was agreed that Tony should reply to him with a thank you for all his past work.

7. Date of the next meeting

Tuesday, 2nd May 2006 at 12.00 (noon).