



Minutes of Meeting – Monday, 7th June 2010

Tyne Youth & Community Centre, Chirnside House, Mariners Lane, Tynemouth. NE30 4AT

MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

Present: Barrie Braidford (Chairman), Derek Airey, Alf Brown, Judith Burgess, Jim Carlin, Claire Crozier, Janet Long, Joan Whitney, Brian Wood, Susie Wood and Adrian Woodcock.

Apologies: None were received. All were in attendance.

2. Minutes of previous meeting

- Brian Wood proposed that these minutes be accepted as a true and correct record. Adrian Woodcock seconded this motion.

3. Matters arising

- The order we placed with Logos Unlimited on behalf of the British Heart & Lung Transplant Association has now arrived including an additional Black Rugby shirt. Judith agreed to contact the company about this.
- Joan asked if Judith would also enquire about ordering a rain jacket in size XXL for one of the Freeman competitors.

4. Rule Book

- Following the agreed proposal at our last Annual General Meeting, it was agreed that we should make the following changes to our Rule Book:
- Pt 1 - The name of the Association to be changed to 'Freeman Heart & Lung Transplant Association'.
- Pt 3d - This should be changed to read 'to provide or assist in the provision of amenities for the Freeman Hospital including equipment which may be needed for transplant patients.
- Pt 8 - this should be amended to 'the financial year shall be from 1st November to the last day in October'

- It was suggested that we change the wording in Pt 12 from remuneration to expenses.
- Janet suggested that we add a further point that there should be one nominated adult per child allowed to vote at each AGM. This would have to be put to an AGM as it would be a new ruling.
- The reverse of the rule book need to be changed as there is now a new logo for the NHS Donor Register. It was agreed that we delay these changes as we cannot go ahead until after an AGM.

5. Games report

European Games

- Derek told the committee that all is in order with these Games and that there will be 13 competitors and 4 supporters attending. Two members have had to withdraw.

British Games

- Judith told the meeting that there will be 21 competitors and 18 supporters attending the British Transplant Games which are to be held in Bath in August. She went on to say that a 12 seater minibus has been hired for those travelling from the North East. There will be 11 people on this minibus, driven by Kez Greenwood.
- It was brought to the attention of the committee that all past Sports Managers had all their costs paid for when attending Transplant Games. Judith explained that the committee had taken this decision because it was thought that for the Sports Manager to do their job effectively they have to attend these Games. She went on to ask if we continue this and if so how will this be managed as there are presently a Sports Manager and assistant in position.
- Barrie Braidford proposed that Derek Airey has his costs paid for the European Games and Judith Burgess has her costs paid for the British Games. This motion was seconded by Jim Carlin. All were in agreement with this, with the situation being reviewed again next year.
- Judith asked if we could purchase 2 cups in memory of Graham Marsh. These being for the European Games and the British Transplant Games and to be awarded to a Freeman member at each Games.
- As neither Derek or Judith have been CRB checked, Judith agreed to contact Lynne Holt and Carol Olley for the appropriate forms.

6. Children's report

- Janet told the committee that the Children's Sports Weekend/25 years celebrations had gone very well and generated an enormous amount of publicity.
- Publicity of this event was provided by BBC, ITV, Metro Radio, The Journal and the Sunderland Echo.
- Susie went on to say that she has written an article about this for the newsletter.
- Janet agreed to send Judith and article for the website.

- Janet told the meeting that there will be 5 children attending the British Transplant Games in Bath.
- Janet asked for financial help for a child plus 2 sibling to attend the British Transplant Games at a cost of £488. This was agreed by a majority vote.

7. Accounts

- Joan informed the committee that there is presently £28,871 in the Treasurer's account.
- Joan informed the committee that the 25 years Golf Tournament has raised £1,945 profit.
- Our accountants, Draycott & Kirk have informed us that there is still no news regarding the legislation for the setting up of a Company Limited by Guarantee.
- Joan has had a request from Sister Mary Jewels to ask if the FHLTA will provide financial assistance for a Research Nurse doing a PhD to buy books at a cost of £110.00. All were in agreement with this providing that these books are left with the NHS for other people to use afterwards.
- Joan requested that expenses for telephone use are revised. She informed the committee that currently the officers of the committee who are eligible for telephone expenses put their bill in and the total of this is divided by 1.75. She went on to suggest that this is changed to 1.3. All were in agreement with this.
- Judith proposed that we make changes to travel expenses and suggested that instead of just being refunded fuel costs we are awarded 40p per mile for any work carried out on behalf of the FHLTA.
- She went on to say that she had check this with her own accountant and with the HMR&C website and this is the going rate across the board, no matter what size of car, without incurring tax penalties.
- This motion was seconded by Derek Airey and was agreed by a majority vote.
- Judith showed the committee a mileage form she had drafted. It was agreed that this should be used and that Judith add an extra column for additional expenses.
- The signatures on the bank account now need bringing up to date. Judith proposed that Adrian Woodcock be a signature on our bank account. This was agreed.

8. Website

- Judith told the meeting that the website has now been transferred into her name. The cost of transferring this was £11.75 but the BHLTA will be paying half of this.
- Judith told the committee that her friend, Paul Edwards, had been a great help to her and suggested that we purchase a bottle of wine as a 'thank you' as he will not take any payment for the time he has spent on this. All were in agreement with this.

9. Flats

- Derek told the committee that there are now numbers on all the doors of the flats.

- All is in order and there are now plenty of towels and sheets.
- Derek suggested that there be an increase in the rents for these flats. Barrie Braidford proposed that we should charge £6.00 per person per night. Adrian Woodcock seconded this motion. All were in agreement.
- This increase will take effect from 1st July 2010.

10. Any other business

- Judith has received correspondence from a member, regarding transport cost to and from hospital.
- It was agreed that Judith write to Tessa Gibson on this matter and to the NHS.
- Claire told the meeting that she will be having a stall at Ponteland Party in the Park on Sunday, 13th June 2010.
- Derek brought to the committee a sample of a folder which he has designed. He suggested that this should be given to all new transplants and should include, Car Sticker, Pin Badge, Red Book, Rule Book and Newsletter. All were in agreement with this.
- It was suggested that we try for a different venue for our next AGM. Susie agreed to enquire at Disability North (next to Freeman Hospital) and Claire to enquire at the Hilton Hotel.

11. Date of the next meeting

Monday, 12th July 2010 at 12.00 (noon)