



## **Minutes of Meeting – Wednesday, 11<sup>th</sup> October 2006**

**Freeman Hospital, Newcastle.**

### **MINUTES**

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

**Present:** Tony Armstrong (Chair), Judith Burgess, Jim Carlin, Graham Marsh, Joan Whitney and Adrian Woodcock.

**Apologies were received from:** Stuart Kaye

The meeting began by welcoming Adrian Woodcock as a member of the committee.

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

- Tony Armstrong asked for it to be noted that he was not in agreement with David Donkin being asked to stand down as Badminton/Volleyball Manager so therefore it should read that the majority in the meeting was in agreement with this.
- Following this amendment Graham Marsh proposed that these minutes be accepted as a true and correct record. Joan Whitney seconded this motion.

#### **3. Badminton Tournament 2007**

- Judith told the committee that upon checking with the Charities Commission helpline she was verbally informed that it is illegal to raise funds using stationery or promotional literature of one company or organisation and then have that money paid into a different named account. Therefore money cannot be raised in the name of the FHLTA and paid into any other account than that of the FHLTA. This information was confirmed in writing with a letter from the Charities Commission
- Given this information Judith pointed out that the compromise the committee had offered to David Donkin at the last meeting was wrong.
- Given this information, Graham Marsh proposed that David Donkin be given two options that he either uses the good offices of the FHLTA for the badminton tournament or he goes alone. Tony Armstrong seconded this proposal. All were in agreement.

#### **4. Annual General Meeting**

- The date for the AGM is Friday, 8<sup>th</sup> December 2006. Judith has brought the invitations, which Tony will pass on to Barrie to send out.
- Tony suggested that the invitations be sent out with the newsletter to save money on postage. Judith agreed to contact Barrie to ask him to do this.
- Tony agreed to contact the caterers with numbers etc. He also agreed to sort out refreshments for the buffet.
- Tony went on to tell the meeting that there has to be a quorum of 20 people for us to proceed with the AGM.

#### **5. Stationary**

- Judith asked that now we have changed our name to **Freeman Heart & Lung Transplant Association** that we think of having new rulebooks and car stickers.
- As we now have no contact for the printing of car stickers it was agreed to contact The British Heart Foundation to ask who prints theirs and Judith agreed to look on the Internet for information.
- Tony agreed to make enquiries regarding the printing of new rulebooks and asked Judith to send him the minute of the new ruling for committee members.

#### **6. Any other business**

- There was no further business and the meeting closed at 1.30 p.m.

#### **7. Date of the next meeting**

Monday, 20<sup>th</sup> November 2006 at 12.00 (noon)