



Minutes of Meeting – 12th September 2011

Chilton Country Club, DH4 6LX

MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

Derek Airey (Chair), Barrie Braidford, Judith Burgess, Jim Carlin, Tony Chapman, Janet Long, Joan Whitney, Brian Wood and Adrian Woodcock.

Apologies were received from: Alf Brown

2. Minutes of previous meeting

- Joan asked that the following amendment be made to the previous minutes - 'the amount transferred to the Monmouthshire Building Society was £85,000 not £80,000 as stated'
- Following this amendment Brian Wood proposed that these minutes be accepted as a true and correct record. Adrian Woodcock seconded this motion.

3. Matters arising

There were no matters arising

4. Chairman's report

Derek told the meeting that he had nothing to report as the matters he wished to discuss will be brought up under other items on the agenda

5. Secretary's report

- Judith informed the meeting that there were three funding applications to be discussed. The first one being from Hazel Muse and Katie Morley, Transplant Co-ordinators at the Freeman Hospital. They are requesting funding to attend the European Respiratory Society 10th Annual Conference which is to be held in Strasbourg, France, 22nd - 25th February 2012.
- Judith went on to say that the request was for £1,182.68 each. The breakdown of this being £369.97 for 4 nights accommodation, £283.98 for flights and £530.873 for conference fees.
- It was agreed to fund the cost of the accommodation and flights but to ask if the cost of the registration fee could be found elsewhere. If this is not possible it was agreed to discuss the matter further.
- The second application form was from Dr Tanveer Butt, Speciality Doctor in Cardiopulmonary Transplantation.
- Dr Butt has requested €620 to cover the cost of the Registration fee to attend the European Cardiothoracic Surgeon's meeting in Lisbon where he will be giving a presentation.
- It was agreed that Judith should write to Dr Butt to tell him we have agreed to fund this although we are surprised he has to pay a registration fee as he is doing a presentation.
- The third Grant application came from Helen Warlow who is requesting £6,600 for equipment for the Screening Room.
- All were in agreement that we should fund this.
- Judith informed the committee that she has now put a hit counter on the website.
- Judith told the committee that she has spent quite some time trying to put the Grant application form on the website in 'Word' format and has been unable to. She has now asked her IT friend for help and he is on the case.
- Judith told the meeting that she has received correspondence from a company asking if they could advertise on our website.
- It was agreed that Judith should reply saying that we are currently discussing this matter.
- Tony agreed to check the company out with Companies House etc.

6. Treasurer's report

Joan gave the committee a breakdown of the accounts. These are as follows:

Treasurer's account	£35,215.72
Instant access	£28,883.78
Monmouthshire	£85,000.00

Joan went on to say that the 30 day notice account has now been closed as the money in that account has been transferred to the Treasurer's account and then transferred to the Monmouthshire Building Society for which there was a £400 withdrawal charge.

Public Liability Insurance is now in force although this only covers the members and not the committee. We will need to take out Corporate Insurance for this.

7.Children's report

- Janet informed the meeting that 4 children had attended the British Transplant Games in Belfast.
- As many had been concerned about the cost of the Games, Janet has suggested that parents do fundraising and asked if this money could then be paid into the FHLTA account to be used for their purpose at a later date.
- Judith suggested, that as we have agreed not to ring-fence money it may be better if this money is paid into a fund nominated by themselves.
- Janet was in agreement with this and said there is an account called 'Children's Transplant Fund'.

8.Sports Manager's report

- Judith reported that the Freeman Sports Team had won 15 Gold, 14 Silver and 10 Bronze medals at the British Transplant Games in Belfast.
- Andy Drysdale was the worthy winner of the Graham Marsh trophy.
- David Robinson was awarded the Arthur Hardy Memorial Trophy by the TSUK.
- Transplant Volleyball Tournament - 12th November 2011 in Reading.
- British Transplant Games 2012 - Medway - 23rd - 26th August 2012.

9.Flats

- Derek reported that all is in order with the flats.
- He went on to say that there is now a new ruling, only one carer allowed per transplant patient at any one time.

10.Fundraising

- There are some concerns about two fundraising events which we have not received any money from.
- Maggie Compton has held a Sponsored Croquet Competition at Ripon and to date has raised £3,600.
- Tony Chapman is doing a fundraising Quiz night on 13th November 2011.
- There has been a Charity night in memory of Jamie Woodhouse which has raised £2,100. This is to be divided between the FHLTA and the TSUK.
- Gerard Falsey is holding a fundraising event in Glasgow on 7th October 2011.
- John Wink has raised £6,000

- Tony asked Judith if she could send a template letter of authorisation to sign letters. Judith agreed to do this.

10.Any other business

- Susie reported that there is to be a new style newsletter. This should be due out about the middle of October.
- The Welcome pack is now in process.
- Brian Wood reported that the Wooden Spoon Association are giving funding for Children. Janet agreed to look into this.
- Brian went on to tell the meeting that North East FM are looking for people talk about their charities.
- As the meeting was due to close a message was received that the money from the two fundraising events will be sent in cheque format by registered post.

10.Date of the next meeting

Monday 5th December 2011 at 12.00 (noon) at Chilton Country Club.