



Minutes of Meeting – Monday, 16th April 2007

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

MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

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

Apologies were received from: Stuart Kaye

2. Minutes of previous meeting

- It was pointed out that the amendment was still not correct and that it should read “All competitors will be offered a subsidy of £10 per person per night in addition to registration fees, Gala Dinner and travel costs”.
- Following this amendment Joan Whitney proposed that these minutes be accepted as a true and correct record. Tony Armstrong seconded this motion.

3. Matters arising

- The new rule books are now waiting to be distributed with the latest edition of our newsletter to all our members.
- Judith asked Barrie to let her know if the newsletters do not arrive within the next few days so that she can follow this up.
- The car stickers have been printed but unfortunately with the wrong web address on. As it was our mistake the printer has quoted £300 for them to be printed again with the web address amended. It was agreed that we should go ahead with this.
- Graham told the committee that he has yet to follow up the idea of pin badges.
- Judith told the committee that she had written to both Stuart Kaye and Derek Riley regarding committee meetings. Stuart has replied saying that he will have to stand down due to work commitments and will send a formal letter of resignation. There has been no reply from Derek Riley.

- Judith has not received a reply to her letters re Parking charges and Prescription charges. Barrie asked Judith to write to Len Fenwick again asking for an answer and also to ask why the MRI scanner is parked across the disabled bays at the entrance to the Cardiothoracic Department.

4. Games report

- Graham informed the meeting that there are 31 competitors and 17 supporters attending the British Transplant Games in Edinburgh.
- He went on to say that he is still waiting for the majority of registration forms to be returned to him before he can go ahead and order kit for the newcomers.
- It was agreed that Judith should write to Christine Evans, TSUK Chair outlining the amount that we had agreed to pay to Lynne Holt towards her costs for Bangkok 2007 and the reasons behind this.
- Joan went on to tell the committee that she had received correspondence from David Donkin asking for expenses to cover the cost of the Gala Dinner and registration fee for 4 members of the FHLTA taking part in the forthcoming badminton tournament. Joan has forwarded a cheque made payable to "Transplant Badminton Tournament – Gateshead".
- Graham suggested that Joan should not have sent a cheque payable to this account but should have told David Donkin that any of our members taking part in this tournament should have claimed their expenses from Joan, the FHLTA treasurer in the usual manner.

5. Newsletter

- Judith asked the committee if they had any ideas as to how to make the newsletter more informative for our members as she felt that in its present state there is too much about sport etc and not enough information for our members.
- Judith went on to suggest that we should be using the newsletter as a tool to inform our members how we spend our money. Another suggestion was to have a profile of members of the medical staff and went on to suggest that Mary (Sister) should be the first one to be approached. All were in agreement with this.
- Graham went on to suggest that we should have an article entitled "How your money is spent" and suggested that Joan sends this information to Judith bi-annually.

6. Accounts Invoices

- Judith suggested that as Tony has said he may resign from the committee after Christmas that he should hand over the job of invoicing for rents to someone else.
- Tony said he may stay on the committee but even if he doesn't he is still willing to continue with this job.
- Judith suggested that Tony should hand over the 'Eric James memorial fund' to the Treasurer, Joan Whitney but Tony suggested that it should be handed over to Barrie Braidford, our Chairman. All were in agreement with this.

- It was asked if there is any way some of this fund could be spent and Tony agreed to speak to Gareth and John Dark, giving them the relevant forms to see if any of their medical staff require any financial assistance for further education.

7. Any other business

- Jim Carlin has been invited to the AGM of the Northern Ireland Transplant Association and was given the date 13th June 2007 and booked his flight to attend on that date and it had been agreed in the previous meeting that the cost of this would be met by the FHLTA. However, when the official invitation arrived the date is 20th June 2007. As his flight is non-re-fundable it was agreed to write off the cost of this as the flight will not be wasted as Jim intends to travel to Ireland on that date but will be unable to attend the AGM.
- Barrie has had to purchase Toner for his printer and due to problem with his computer has bought a 'USB pen' to load important FHLTA information on as a backup. It was agreed that the association would meet the cost of these.
- It was agreed to give Barrie a float of £500 to be used for postage costs when sending out the newsletters. This will be topped up after every large posting.
- Judith informed the committee that she is travelling to Brussels on 25th May as the representative of the British Heart & Lung Transplant Association (BHLTA) at the General Assembly of the European Heart & Lung Federation. All her costs are to be met by the BHLTA.
- It was suggested that Joan write to Carol Davidson again regarding the logo on the 'Children's Sports Team' headed paper as our logo is still not on the paper. It was suggested that Joan also ask Carol for an acknowledgement for the £4,500 which was sent to her on behalf of the children.

8. Date of the next meeting

Monday, 18th June 2007