

## Freeman Heart & Lung Transplant Association

Minutes of the meeting held on Monday, 10<sup>th</sup> December 2012 at the Institute of Transplantation, Freeman Hospital, Newcastle upon Tyne NE7 7DN

**Present:** Derek Airey (Chair), Barrie Braidford, Judith Burgess, Tony Chapman, Janet Long, Simon Ripley, Joan Whitney, Brian Wood and Adrian Woodcock.

**Also present:** Kez Greenwood

**Apologies were received from:** Vicky Pettersen and Susie Wood.

### Minutes of the previous meeting

- Joan Whitney queried Judith's concern about the charities commission as stated in the previous minutes.
- Joan stated that the present guidelines are for both companies and charities but there are to be new guidelines for charities only.
- Judith went on to say that she has no longer any concerns as she now understands everything following her conversation with the Charities Commission.
- Following this Joan proposed that these minutes be accepted as a true and correct record. Derek Airey seconded this motion.

### Matters arising

- Judith raised her concerns over the sports section in proposal 1 as set out in the previous minutes.
- Judith went on to say that she has spoken to the Charities Commission about this and was told '*any committee member/trustee who is carrying out specific duties at any event can legitimately claim all expenses including accommodation and sustenance (meals) as laid down in Section D1, bullet point 9 of the Charity Commission guidelines on expenses*'
- Judith went on to say that the following was agreed by the Charities Commission '*the figurehead role of the Chairperson by the very nature of the position can legitimately claim the same at any event for which the Association feels the need for him or her to be present.*'
- Tony intervened by asking the committee to decide what roles are an essential part of our work. This should in turn decide whose expenses are paid for any event where they are carrying out a specific role.
- Tony proposed that these expenses should cover only the British Games and satellite events. Derek seconded this proposal. All were in favour.
- Tony went on to suggest that we look at role in turn and vote on it.
  1. Sports Manager – all agreed that this is an essential role.
  2. Children's Manager – all agreed that this is an essential role.
  3. Coach – this was agreed by the majority
  4. Web site manager – agreed by the majority
  5. Chairperson – all agreed that this is an essential role

- After concerns from some committee members. Tony asked that the mileage rate for competitors attending sporting events be looked at again.
- He went on to say that he has looked at this once again and proposed that we increase the rate to 60% of the current HMRC rate. This currently stands at 45p per mile so mileage for competitors would currently be 27p per mile. This motion was seconded by Brian. All were in agreement with this.
- The current mileage rate for committee members using their vehicle for FHLTA business is 45p per mile.

### **Treasurer's report**

- Joan gave a brief resume of the accounts.
- Joan told the committee that she had attended Monica White's Coffee & Craft morning. Monica has been doing this event for several years in memory of her husband David and has raised almost £7,000 for the FHLTA.
- It was agreed that the Association should send Monica a bouquet of flowers as a thank you for her efforts. This was agreed.
- Joan went on to say that there is a small piece on the website about this.
- Adrian told the meeting that the Catholic Club in Chester-le-Street wants to give to a charity. It was agreed that Janet should approach them for more information.
- Joan informed the meeting that the accounts are now ready for the AGM
- Derek has visited Draycott & Kirk, our accountants.
- The accountants have suggested that our applications should be means tested.
- He went on to suggest that three committee members are appointed on a rotation basis for this purpose.
- Derek went on to say that the accountants have also suggested that we take £20,000 from the Monmouthshire account to set up a hardship fund.
- Brian suggested, rather than take this money from the Monmouthshire we take this from an account that does not give much interest. Judith agreed with this.
- It was agreed that we should set up an account of £20,000 to use as a hardship fund.
- It was suggested that our Grant application form is redesigned to take this matter into account.
- Joan reported that the cost of becoming a Company Ltd by Guarantee is approximately £350.00 and this should go ahead in July 2013.

### **Chairman's report**

- Derek reported that there has been two applications for Clinic Leader (to replace Sister Mary Jewells) and a decision is to be made later in the week.
- Derek told the meeting that the main out-patients of the hospital are now closed and all out-patient clinics are being held in the Institute of Transplantation.
- Derek has had a meeting with Pam Yanez to discuss the finalizing of the surgery we are to hold, starting on 7<sup>th</sup> January 2013.
- Derek asked for volunteers to man this.

- Derek went on to say that he had attended a charity night at Pocklington near York which raised approximately £1,000.

### **Secretary's report**

- Judith told the meeting that she has now received an official grant application form from a member requesting help with Train fares for clinic appointments.
- The member in question is requested £520.00 to cover the cost of four clinic appointments @ £130.00 each.
- It was agreed to cover the cost of the January appointment on receipt of the appropriate documentation.
- It was agreed that Judith should write advising to look for cheaper advanced fares as they are released 12 weeks in advance.
- Judith went on to say that she has received a Grant application from Stephen Clark requesting £4,650 for a Full Body Passive/Active Exercise Machine.
- It was agreed unanimously to fund this.
- The third grant application that Judith received was from Lynne Holt requesting £1,500.00 to cover her costs for the World Transplant Games.
- It was agreed that as Lynne is a trustee of Transplant Sport UK, which is a charity we are unable to fund this as one charity is unable fund another.
- Judith told the committee that she has been asked if the FHLTA would like to purchase some Green Ribbons (designed like the red ribbons for HIV).
- These ribbons are to promote organ donation.
- It was agreed that Judith should contact Ulf (from Austria) and request £100 worth of ribbons.

### **Children's report**

- Janet requested funding for one child to attend the Tackers ski camp at a cost of £350.00 for the child and the cost of a flight of £170.00 for one child plus one adult/carer.
- This was agreed.
- It was agreed that 25% would be paid towards the cost of the accommodation costs for the adult.
- Janet went on to say that TSUK are organizing an 'Adolescent event' in April to keep young people interested in attending the Games etc.
- Janet asked if the funding policy would also apply to this event.
- It was agreed that this should be dealt with in the same manner as all other satellite events.
- Janet asked if anyone had received a copy of the accounts or feedback for the 25 years paediatric event.
- As no-one has received anything it was agreed that Judith should contact both Stephen Clark for the receipts of these.

### **Games report**

- Judith reported that the 2013 Racquets tournament is to be held in Oxford 6<sup>th</sup>/7<sup>th</sup> April 2013.
- There is to be a Team Manager's meeting is to be held in Sheffield, 9<sup>th</sup>/10<sup>th</sup> February 2013.

- After much discussion it was agreed that anyone attending the World Games using cheaper accommodation than the approved package should only receive 25% of their costs.

### **Flats**

- Derek is to meet with Steve Clark, Gareth Parry, Alison Brookes and the new Clinic Leader to discuss the matter of flat bookings.
- Priority will be given to Heart & Lung Transplant patients.
- Tony told everyone that he has now completed the Flats Guide which should soon be available and on the website.
- Following the meeting Derek, Tony and Judith had with Pam Yanez and representatives of other transplant charities, Derek has now been asked to meet with the Financial Director due to issues that were brought up in this meeting.

### **Newsletter**

- The last issue of the newsletter had to be destroyed due to errors.
- Susie has apologised about this.
- Tony asked that all future newsletters be more appealing to outside bodies not just to our members.

### **Website**

- Tony reported that all was in order with the website and that the site now has a hit counter with hits from all over the world.
- Tony went on to say that we have 247 people are members of our Facebook group.

### **Any other business**

- It was agreed that we hold the AGM on 14<sup>th</sup> March 2013 and that Judith book the Lecture Theatre and 2 seminar rooms to serve refreshments.
- It was agreed to cater for approximately 30 people.
- Judith agreed to contact the relevant person to confirm these details.
- It was agreed that notification of this should be sent out to our members.
- Tony asked that everyone read the Aims and rules before the next meeting in order to be able to put a motion to the AGM for approval.
- Barrie informed the meeting that Bikewise, of Durham Police run events and we have been invited to run a stall.
- Their next event will happen on 28<sup>th</sup> July 2013.
- Tony requested to purchase a Nikon D90 camera at a cost of £350. Barry proposed that we purchase this. Judith seconded this motion. All were in agreement.

**Date of next meeting:** Monday, 21<sup>st</sup> January 2013 at 10.00 a.m.

**FHLTA/JB/10.12.12**

