

## **Freeman Heart & Lung Transplant Association**

**Present:** Derek Airey (Chair), Barrie Braidford, Judith Burgess, Kez Greenwood, Janet Long, Vicky Pettersen, Simon Ripley, Brian Wood & Joan Whitney

**Apologies were received from:** Alf Brown, Susie Wood & Adrian Woodcock.

### **Minutes of the previous meeting**

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

### **Matters arising**

- Following the letter that Judith wrote to the trust, requesting parking places for committee members, we have been given four places.
- There are now forms to complete for these places which are asking for the day of the week and car registrations these are needed for.
- Judith pointed out that we do not want to be restricted to a certain day of the week to hold our meetings. Also it would be a better idea if these places were put in a pool.
- It was agreed that Judith should ring the trust to get further information before completing these forms.
- Joan pointed out that the work for the website cost £52 not £43 as quoted in the previous minutes.

### **Committee issues to be discussed**

- Derek informed the committee that he has received a letter of resignation from Tony Chapman.
- It was agreed that Judith should write to Tony, thanking him for the contribution he has made to the FHLTA and to arrange to meet Derek to hand over any articles belonging to the Association.

### **Objects and Powers**

- Judith brought to the attention of the committee that our Objects and Powers should read 'to relieve **heart & lung** transplant patients of the Freeman Hospital etc' due to the fact that all transplants are now based at the hospital.
- Brian suggested that Judith contact the Charity Commission to ask if there is a time allowed to make an amendment without having to get written permission again.
- Judith agreed to do this.
- There was some discussion about who qualifies to be the Children's Sports Manager and whether or not they qualify for a vote.
- To cover ourselves it was agreed to add the following to Rule 6(2) 'Any non transplant serving on the committee shall have full voting rights.'

## **Chairman's report**

- Derek reported that approximately 110 tickets have been sold so far for the fundraising event at the David Lloyd centre on 31<sup>st</sup> May 2013.
- The band for this has cost £500 and has been paid by the David Lloyd Centre.
- Tickets for this are available at a cost of £10.
- Derek informed the committee that Kerry, the receptionist at clinic, has left and has not yet been replaced.

## **Secretary's report**

- Judith informed the committee that there is now a space available for the Great North Run as Adrian Johnson has had to pull out due to an Achilles injury.
- Simon and Vicky agreed to make enquiries to see if they can fill this place.
- Judith agreed to send out an email to all runners asking them to contact Derek in order to reserve a t-shirt/vest for the run.

## **Treasurer's report**

- Joan gave a brief resume of the accounts.
- Joan told the committee that Richard Caulkin has raised £425 by doing the Whitby steps challenge by running up and down 7,960 steps twenty times.
- Tony Chapman held a Golf night and raised £602.47.
- The support fund sub-committee has allocated £1,200 since January. Most of this being for patients travel costs to appointments.
- A thank you letter has been received from Nicola Griffiths (Sam's mum) expressing the thanks of the family for the financial help received from the FHLTA in getting Sam to the World Transplant Games.
- Joan informed the committee that Joan has come across an article on the internet saying that a cheque of £10,000 has been given to the FHLTA from Transplant Life UK.
- There is also a photograph with the article of Lynne Holt receiving the cheque.
- Derek has contacted Gareth expressing our concern about this and in turn Gareth is trying to sort it out.
- This money has gone into the Patients Amenity Fund
- It was agreed that Judith should write to Transplant Life UK asking them to remove this article from their website.

## **Children's report**

- Janet requested additional funding for 2 families for the British Transplant Games.
- The amount requested for this is £700.00
- The second request from Janet was for £300 to cover additional funding from 1 family.
- Barrie proposed that we fund these amounts. Judith seconded these proposals. All were in agreement with this.

- Janet informed the committee that there is 1 new member attending the Games this year and 3 families attending for one day to see what is involved in the Games.
- Janet reported that One Stop have raised £1,200.
- Janet requested t-shirts for the Children's sports team and gave the appropriate information to Derek.

### **Sports Manager's report**

- Judith informed the committee that there are 40 people registered for the British Transplant Games.
- These being 25 competitors and 15 supporters.
- Judith went on to say that a number of kidney transplant patients from the Freeman hospital have registered with our team.
- Judith asked if she could contact MLS to ask them to add 'Heart & Lung only' to our team name to avoid this in the future.
- This was agreed.
- Judith told the committee that she will be submitting the team within the next few days.
- The annual Transplant Golf tournament is to be held 24<sup>th</sup>/25<sup>th</sup> May 2013 in Cheshire.
- David John from the Freeman will be attending.

### **Reports on sub-committee meetings**

- Vicky gave a brief report of what had been agreed at the Support fund sub-committee (these minutes were circulated prior to the meeting).
- The minutes of the Expenses sub-committee were circulated prior to the meeting.
- Judith asked that the following be added to the general expenses 'any reasonable expenses can be claimed whilst on FHLTA business.
- Any expenses incurred whilst attending committee meetings will be reimbursed, at the HMRC rate, currently 45p per mile. Accommodation, if needed, will be paid for.
- It was agreed that there should be no need for travel insurance for the British Games but that this should be replaced with 'any competitor unable to attend may have to reimburse costs.
- There was discussion as to whether or not any full member who cannot compete for medical reasons attending in a supporting capacity should get the same subsidy as competitors.
- It was agreed that we should look at each case individually.
- Janet queried about the expenses of the Children's Team Manager for the British Transplant Games.
- It was agreed that Janet should get the same as the Chairman and the Sports Manager. This is classed as an essential role.
- This will be the same for Satellite events
- Travel insurance will only be required if the event is abroad.

## **Flats**

- Derek reported that all is in order with the flats other than a fridge exploding in Flat 805C. This has now been replaced at a cost of £69.00.

## **Website**

- Due to the resignation of Tony Chapman we need to find someone to update our website.
- It was suggested that it may be an idea to update the website collectively.
- It was suggested that we contact Itchy Robot to arrange for a group of people to be shown how to update the website.
- Judith agreed to do this.
- Vicky suggested that we contact Tony to get the password for Twitter.
- Once we have this we know this Vicky agreed to update Twitter.
- Simon agreed to update Facebook.

## **Any other business**

- Joan informed the committee that she is singing in the choir at the Donate Life concert which is to be held in Sheffield on 13<sup>th</sup> July 2013.
- Special guests for this include Aled Jones, McFly and Leona Lewis.
- Brian reported that his nephew, Steven Young has recently done the Coast to Coast and raised £200.

**Date of next meeting:** Monday, 24<sup>th</sup> June 2013 in the Institute of Transplantation.

**FHLTA/JB/13.5.13**