



Freeman Heart & Lung Transplant Association

Minutes of the meeting held on Monday 21st January 2013 at the Institute of Transplantation, Freeman Hospital, Newcastle upon Tyne, NE7 7DN

Present: Derek Airey (Chair), Joan Whitney, Barrie Braidford, Tony Chapman, Simon Ripley, Brian Wood and Adrian Woodcock

Also Present: Vicky Pettersen

Apologies were received from: Susie Wood, Judith Burgess, Janet Long and Kez Greenwood.

Minutes of previous meeting:

- Joan Whitney pointed out that there were a few mistakes in the previous minutes. Tony had already amended one of the mistakes but noted the second one and said he would amend it on the website.
- Tony said that the issue of the camera was to be discussed again but he would talk about it later.
- Following this Brian proposed that these minutes be accepted as a true and correct record and Simon Ripley seconded this motion.

Matters arising

- Joan said that cheque had been sent to Bobby Doherty re: his train expenses
- Derek confirmed he had received it and he had informed Derek that the clinic had told him that they couldn't always guarantee a Monday morning appointment which would prevent him from missing two days from work.
- Tony confirmed the Expenses Policy was in place and could be amended if required.
- Janet needs to know about the funding for the Adolescent Event in April and she wishes to know if the same funding policy as the adults would apply. But because she did not send a report we could not discuss it.

Chairman's report

- Derek reported the Information Desk is up and running and he still needs offers of help especially when he is on holiday. You are able to leave the desk for a break but need to lock away all the personal information or take it with you. You must obtain details from members such as their names and email address.

- Tony informed us that there is a list of requirements and a day book to use while working at the desk.
- Details are to be kept in the locked drawer. Derek is obtaining multiple keys for people covering at the desk.
- Derek will meet people at the desk on their first time of covering.
- Expenses will be covered while working at the desk at £10 Lunch, £15 Dinner and overnight stay will be paid if required in the flats or if full at the Premier Inn, Shiremoor.
- Other hotel suggestions were put forward as Adelphie - £40, Silverlink and Stoneybridge.
- You are required to cover from approximately 8.00am – 12.00 Noon if possible.
- Derek has received an application from the Physio on ward 38 for a Barton Convertible chair - £4795
- Brian asked if it was possible for other committee's such as Liver, Kidneys and Pancreas to contribute towards the chair
- Tony suggested we buy one then ask them to contribute another
- All agreed it should be funded by us but Derek is going to put to Georgiana that she ask the other organ groups/committee's to contribute

Hardship fund

- It was agreed that Vicky would come up with questions to put on a form and then it would be reviewed later
- Derek has received two applications for train expenses from Aberdeen area.
- Adrian suggested that the FHLTA pay up to 50% for travel expenses.
- Adrian proposed and Joan seconded.

Secretary report

- Judith was unable to attend so her report was submitted
- Judith needs to know numbers allocated for the Great North run.
- We worked out that 14 are already allocated so there are 6 left to advertise on the FHLTA Facebook site.
- Tony said he would advertise them on the site

Treasurer's report

- Joan gave a brief resume of the accounts
- Joan informed the committee that she had received a Thank you from Monica White for the flowers that were sent to her.
- Joan had received a £400 donation from Carol Olley – Kaylee's mum. This was raised at Kaylee's 25th Anniversary celebration.
- Just Giving donations are from July 2012 to January 2013 totalling £11,532.92.
- Tyne Bridge Harriers donated £700.00 from an event they did in April 2012.
- Printing.com has sent a voucher for £25 as a refund. Tony is going to put it toward printing that is needed this month.

Games Report

- Judith had booked 5 flights for the World Transplant Games at a cost of £803.44 each.
- One of these flights is for a supporter who has funded herself.
- Alan Hodgesson is travelling with the British team

Flats

- Steve Clark still needs to finalise an appointment to work out a suitable booking system so there are no double bookings with the flats.
- Tony suggested that he look for suitable software that would help co ordinate the bookings.
- Two keys were taken home by patients and we are still waiting for them to be returned in the post.
- Tony has compiled a brochure of information for the flats rather than having lots of posters.

AGM

- The new Aims and Amendments to the rule book that Tony had put forward were discussed. All the required amendments to the proposal were made and Tony is going to finalise them.
- Joan pointed out that as the rule book says *'No alteration to clause 3 shall take effect until the approval in writing of the Charity Commissioners or other authority having*

charitable jurisdiction shall have been obtained ' so therefore Tony needs to contact them.

- Tony is going to phone them tomorrow to see if he is still able to put them forward in time for the AGM by email instead of writing.
- Tony proposed the amendments and Brian seconded them
- Tony advised that this would be the last time we would be sending paper invites to the members. Tony said we need to get the invites out by 14th February 2013.

Website

- Tony reported the website has been quiet.
- Tony has fully set up the 'Paypal giving fund' and paypal are paying the commission so 100% of the donation goes to the FHLTA.
- Tony has put a link on the Facebook site so anyone can share the link to promote it with fellow Facebook friends etc.
- Tony informed us that a hit counter has been set up which gives him information/statistics of who is viewing the Facebook page.
- Tony provided a full graph and run down of statistics for us to view.

Any other business

- Because Janet was unable to attend the meeting there was no Children's manager report
- There is still no official date for the official opening of the Institute of Transplantation.
- Tony advised us if we were considering setting up a retail site the initial set up fee would be £1000. It was decided this was maybe something for the future.
- Joan brought a card from the 'children's transplant fund' and suggested that we do something similar to raise funds next year. It was agreed by all that this was a good idea. Simpson group was the publisher.
- Vicky put forward her concern over buying a second hand camera for the sum of £325. It was discussed at length and decided by all that Tony should buy a new camera and choose between the budget of £170-£310 after liaising between him and Vicky.
- Tony proposed this and Adrian seconded it.

- Vicky mentioned that she had seen another clinic being provided with tea/coffee facilities and asked if the FHLTA could look into this being available for their patients.
- Derek said he would ask about it tomorrow.

Date of next meeting: 14th March 2013 at 10am.

Minutes taken by Vicky Pettersen