

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

Minutes of the meeting held on Monday, 23<sup>rd</sup> January 2012 at the Institute of Transplantation, Freeman Hospital, Newcastle upon Tyne. NE7 7DN

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

**Apologies were received from:** Jim Carlin and Susie Wood

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

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

### **Matters arising**

- Judith told the meeting that she has received an email from Susie Wood to express her concerns about having to apply for a place in the Great North Run.
- Judith proposed that as both Susie and Simon Ripley are both full members of the FHLTA and have both had transplants that they should be offered one of our places but should also be encouraged to apply for an individual place. All were in agreement with this.
- It was also agreed that all costs would be reimbursed to anyone who was successful in applying for an individual place.
- Brian informed the meeting that there would be no drinks machines allowed in the Transplant Institute. Helen Warlow has agreed to approach the board about this.
- Tony informed the meeting that there is some uncertainty about our website as the current provider has made major alterations to its web service software which will cause us some problems.
- He went on to say that it is now definitely in our interest to transfer to a new provider with the FHLTA as the owner rather than Judith.
- He told the meeting that he will make an appointment with a local specialist for advice.
- The application for 'Missionfish' has had to be postponed due to website uncertainty.
- 3 Sharp Ltd have now a link on our website's home and sports pages. We also have a link on theirs.
- Joan went on to ask if there is a disclaimer on as the accountant has advised this. It was agreed that one should go on.
- Tony has contacted Dr Parry about his old computers and one computer is too old to be of any use. The other one appeared to be beyond repair but this now may not be the case and can be utilised, along with one of the two spare monitors, by the clinic. The other monitor is at our disposal.

### **Procedures at meetings**

- Joan asked that we try to convey meeting in a more coherent manner so as to get through the agenda.
- It was agreed that we should begin our meetings an hour earlier at 11.00.
- Tony proposed that Judith should be allowed accommodation whenever needed and that the expense should be met by the FHLTA. All were in agreement with this.

## **Chairman's report**

- Derek informed the meeting that he had visited Ward 38 (the new transplant ward) before it had opened and noticed that there were only pay per view televisions.
- Given this Derek purchase a TV for the common room at a cost of £393.00 but has since noticed that this television is now in the staff room and that there is now a 42" one in the common room.
- The new telephone numbers for Ward 38 are 0191 213 7538 and 0191 8878
- Derek asked if we could refund the Social Worker's fund as it has been used recently. It was agreed that this should be updated at all times.

## **Secretary's report**

- Judith informed the meeting that David Robinson, a member of the FHLTA has been awarded the MBE for his services to Health and Transplantation.
- Judith informed the meeting that Dr Butt no longer needs the £775 funding he requested to attend the European Mechanical Circulatory Support Summit as he has secured the funding from elsewhere.
- Judith informed the meeting that she has received a funding application from Helen Warlow requesting £17,971.74 for Screening room monitoring equipment.
- As we have already purchased the same equipment for Ward 38, Tony proposed that Judith writes to Helen Warlow to ask what is the reason for having two sets of this and to ask for a full detailed report of the benefits to staff, department and patients and why the cost of this was not foreseen in the original budget. Adrian Woodcock seconded this motion and all were in agreement.

## **Treasurer's report**

- Joan reported that the accounts have now been audited and that the accountants have charged £144.00 for this service.
- Joan went on to say that all is in order with the accounts and that there are no issues.

## **Children's report**

- An invoice has been received from TSUK for funding for four children to attend the Winter World Transplant Games.
- The amount requested is £2142.00 and this covers the cost of flights, registration fees and coach transfer.
- It was agreed that if these children are FHLTA members we would pay for these costs.
- Janet agreed to speak to Lynne to ask if these children are our members.
- Further to the email Judith sent out re Janet's expenses for the Team Manager's meeting, it was agreed that Janet should claim 40p per mile rather than just the cost of her petrol.

## **Games report**

- Judith told the meeting that the 14<sup>th</sup> European Heart & Lung Transplant Games are to be held in Apeldoorn, Holland from 27<sup>th</sup> June – 1<sup>st</sup> July 2012.
- The total cost of these Games is £435.00 based on 2 people sharing and £609 for a single.
- Judith proposed that an amount of up to £200 is allowed for each competitor for travel costs and a subsidy of £100.00 towards accommodation costs. Derek seconded this motion and all were in agreement.

- Judith went on to say that she has received an application for full funding for one of our members to attend these Games and Judith told the meeting that there could possibly be another member who requires funding. It was agreed that we should fund both of these members.
- Judith informed the meeting that she will be attending the Team Manager's meeting to be held in Gillingham, 27<sup>th</sup> – 29<sup>th</sup> January 2012.
- She told the meeting that the cost of her train fare is £92.50 and her accommodation expenses would be £27.50 per night as she is sharing a room with the Bristol Team Manager.

### **Flats**

- Derek told the meeting that there have been some issues with keys but that these are now sorted.
- Another issue that has come to light is that our flats are being used by the families of VAD patients.
- Alf proposed that Judith write to the Co-coordinators office saying that these are FHLTA flats to be used by Heart & Lung Transplant patients but they can be used by VAD patients on Friday and Saturday by prior agreement with our Chairman, Derek Airey. Janet seconded this motion and all were in agreement.
- Derek asked if he could upgrade the flats with new curtains, duvets etc. All were in agreement with this.

### **Emails to committee members**

- Further to the email sent out by the Chairman saying that no emails had to go out to discuss committee business, Tony proposed that other than funding applications, we should be able to email other committee members with items for discussion at meetings but that no decisions could be made using this method. Judith seconded this motion. This was agreed by all but one member and one committee member abstaining.

### **Newsletter/Questionnaire**

- Tony circulated a draft copy of the questionnaire for all to see.
- Judith suggested that a copy of this is included in the pack given to new members.

### **Annual General Meeting**

- The Annual General Meeting is to be held on Thursday, 26<sup>th</sup> April 2012 in the Lecture Theatre, Institute of Transplantation, Freeman Hospital from 10.30 a.m.
- Tony circulated a draft invitation for approval.
- Judith suggested that this needs should include our logo and asked that the print be in the colours of red and blue.
- It was also agreed that the word 'buffet' should be changed to 'refreshments'.
- Tony informed the meeting that he has had a quote from Vista print for 750 cards (139 x107 mm) for £80.00.

### **Any other business**

- An introductory email has been received from Steve Clark who is the new Director of Transplantation and interested in becoming involved with the FHLTA.
- It was agreed that Judith should write to him, inviting him to our next meeting and the Annual General Meeting.
- The packs are now ready to go out and Derek asked if he could purchase some more 'bags' for the information to go in. It was agreed it he should purchase 10.

- Sister Mary Jewel is retiring from Clinic on 1<sup>st</sup> April 2012 and it was agreed that we should buy her a Kindle as a thanks from the FHLTA. Tony agreed to deal with this.
- Kate Morley has been in touch with Judith to say that the price of her flight is now more than she was granted. It was agreed that we should honour her application.
- It was agreed that we should hold all future meetings at the Institute of Transplantation.

**Date of next meeting: Monday, 5<sup>th</sup> March 2011 at 11:00 at the Institute of Transplantation, Freeman Hospital.**

**FHLTA/JB/23.1.12**