

Freeman Heart & Lung Transplant Association

Minutes of the meeting held on Monday, 24th June in the Institute of Transplantation, Freeman Hospital, Newcastle upon Tyne NE7 7DN

Present: Derek Airey (Chair), Barrie Braidford, Judith Burgess, Kez Greenwood, Janet Long, Vicky Pettersen, Joan Whitney, Brian Wood, Susie Wood and Adrian Woodcock.

Apologies were received from: Alf Brown and Simon Ripley

Minutes of the previous meeting

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

Matters arising

- Judith told that she has now contacted the relevant person with regard to the four parking places we have been allocated and went on to explain that we will need to provide car registration numbers for all committee members in order that these four places can be used by anyone on the committee, although we will still be able to use four at any one time.
- Judith continued to say that she will send out the relevant forms which should be completed and sent back to her.
- Judith told the committee that as requested she has written to the Charity Commission to ask if we have a time frame from when we last updated our objects and powers in which we allowed to amend these again without seeking permission once again. Unfortunately this we have not.
- Judith went on to say that given this she has once again written to the Charity Commission seeking permission to change the wording in our Objects and Powers. The change being 'to relieve **heart & lung** transplant patients of the Freeman Hospital.
- Permission to make this change has now been received.
- The other amendment to be made is to Rule 6(2) 'Any non transplant serving on the committee shall have full voting rights'
- It was agreed that our next meeting on 9th September 2013 will be an EGM in order that the members can vote on these amendments.
- It was agreed that Vicky will put notices for this on the website, Facebook and Twitter
- This will be followed by a committee meeting.
- It was asked that Judith amend the Expenses proposal to include 'if you are unable to share with anyone due to medical reasons, half of the persons costs will be paid.
- Judith requested that the Sports Manager be paid their costs for the European Championships.
- It was agreed to discuss this when the need arises.
- Joan requested that 25% of accommodation costs for the World Games be added to the expenses proposal.
- Judith requested funding to take equipment over to South Africa for the World Games.
- It was agreed that funding would be allowed for Judith's racquets and Simon's cycle.

Chairman's report

- Derek reported that the FHLTA information desk in the foyer of the Transplant has to be changed to glass to fit in with the colour scheme.

- This will be provided by the trust.
- Derek reported that he and Joan had attended an 'afternoon tea' provided by John Lewis for all the charities that had benefitted from their donation scheme.
- Sainsbury are now using the same charitable giving scheme and Derek reported that he has registered the FHLTA for this.

Secretary's report

- Judith reported that all Great North Run tokens have now been sent out and five of these have not yet been redeemed.
- Vicky volunteered to put a note on 'Facebook' and the website to get these people to contact Judith.
- Mark Allen has requested that we register for Virgin Money to allow him to split any money raised from a fundraising event he is doing for the FHLTA and Cystic Fibrosis.
- There is a set up fee for this of £100 with no monthly fee.
- It was agreed to go ahead with this. Joan volunteered to deal with this and register for this on behalf of the FHLTA.
- Judith reported that as requested she has written to 'Transplant Life UK with regard to the £10,000.
- Following this she has received a telephone call from Pat Pollock, one of their directors, who has expressed her sincere apologies, saying that the money was meant for the FHLTA.
- Following this Transplant Life UK have a donation of £5,000 which they wish to present at a supermarket in order to raise more money by doing a bag packing collection.
- Judith has told them to contact Derek as his wife works in Asda at Gosforth.
- Judith gave a brief report on her visit to Eurotransplant.

Treasurer's report

- Joan gave a brief resume of the accounts.
- Joan reported that we are still waiting for the invoice for the Barton Chair which is just under £5,000.
- The accountant has started to process the 'Company Limited by Guarantee' as this should take effect on 1st July 2013.
- The catering department of Freeman Hospital has deducted £10 from our last bill due to the shortage of cups.
- Joan reported that there are to be changes in the banking system and told the committee to stay with Lloyds Bank we will have to re-register because the bank (on Chillingham Road) we use is going to be a TSB.
- It was agreed that we stay with our current bank – although this will change to TSB. This will avoid a great deal of administration work.
- Brian reported that he has found an instant access account with Virgin Money that offers 1.65%. Brian agreed to look into this.
- Joan reported that £338 on the raffle at the recent event that was held at the David Lloyd Centre.
- Joan told the committee that she has received a letter from Susan Matheson complaining about the temperature in the flats and also that she was unable to get her wheelchair in.
- Joan agreed to reply to this letter outlining that the temperature is out of our control and that if she needs wheelchair access she must request this at the time of booking.

Children's report

- Janet reported that there are 7 competitors attending the British Transplant Games.
- There will also be three people visiting on Saturday to see if they like it.
- Janet received a cheque of £1223.00 from One Stop on behalf of the FHLTA.
- The Sunderland Echo was at the presentation so publicity was gained from this.

Website

- Vicky reported that she has now managed to bring the website up to date.
- As Tony has now left the committee his photograph will need to come off the animated banner.
- The cost to remove this is £150.
- It was suggested that all the photographs of committee members are removed because if someone left it would cost us £150 each time.
- Vicky suggested that we change our host to Itchy Robot as they will provide a full backup of our website.
- The cost of this would be £100 which would be our server fee for the year, full back up and access to email addresses. We are currently paying £17.96 per quarter but this does not include backup of our webspace.
- It was agreed that we should change our host to Itchy Robot.
- Vicky agreed to contact Itchy Robot on this matter.
- Judith suggested that a few members of the committee have a meeting with Itchy Robot.
- In the meantime Vicky and Susie volunteered to keep the website up to date.

Sports Manager's report

- Judith reported that there are 40 registered, 25 competitors and 15 supporters for the British Transplant Games
- It was agreed that the Freeman Volleyball Team will host the 2013 Transplant Volleyball Tournament.
- The venue for this will be Gateshead Leisure Centre with accommodation at Novatel, Newcastle Airport
- Judith told the committee that it has been agreed, at the General Assembly of the European Heart & Lung Transplant Federation all future European Games will be known as 'European Heart & Lung Transplant Championships'
- A proposal has been received from Lithuania that the 2014 European Heart & Lung Transplant Championships be held in Vilnius, Lithuania. The preliminary dates proposed for this are 12 – 17 July 2014 (Saturday – Thursday). This is due to having to close the roads to traffic for both the Opening Ceremony and Cycling.
- Two or three members of the EHLTF board are to visit in July. If they are happy this will become a bid.
- All the board will then view the venues in October. It is hoped to make an announcement in July whether or not this is to go ahead.

Any other business

- Judith reported that Simon Ripley has requested doing a static cycle ride on the last day of Transplant Week to raise money for the FHLTA.
- It was agreed that Judith contact John Lewis to ask if this could be done in their foyer.
- Judith told the committee that European Organ Donor Day is to be on 12th October 2013.

- To celebrate this event Judith suggested having an abseil down Freeman Hospital.
- Brian suggested that anyone who wishes to use the flats should be a registered member of the FHLTA so that we are able to contact them should this be required.
- Vicky and Susie suggested putting together a newsletter to be distributed in clinic etc.
- It was agreed that Vicky should have a laminator for posters etc.

Date of next meeting: Monday, 9th September 2013 at 10.00

FHLTA/JB/24.6.13