

Freeman Heart & Lung Transplant Association

Minutes of the meeting held on Tuesday, 26th March 2013 at 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, Simon Ripley, Joan Whitney, Brian Wood.

Apologies were received from: Alf Brown, Tony Chapman, Susie Wood and Adrian Woodcock.

The Chairman, Derek Airey, requested that the items on the agenda were discussed in a different order as shown. It was therefore agreed that the item 'Review of Expenses Policy' should be the last item discussed.

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

- Due to his absence, Tony Chapman asked, via email, to Judith, if Joan has opened the new 'hardship fund' with a £20,000 deposit from the Monmouthshire account.
- Joan stated that she has not done this as she thought it unwise to transfer such an amount from the account where the most interest is gained.
- All were in agreement with this and it was further agreed not to open another account.
- It was agreed that this should not be referred to a 'hardship fund' but to find a new title for this.
- Given this it was agreed that there is no need to have another application form as the one currently in use asks all the correct questions.
- It was agreed to set up a sub-committee for the purpose of discussing future applications for financial support from members.
- This sub-committee is initially to consist of the Chair (Derek), Treasurer, (Joan) and one other for which Vicky volunteered.
- This will be rotated on a six monthly basis but that there should be some continuity of 1 or 2 people. The people suggested for this were Derek and Joan.
- Derek reported that he is finding it impossible to get a key cut for the desk in the foyer. Various members agreed to help get the 3 spare keys required.
- Vicky reported that Virgin Trains offer a 20% discount to charitable groups. Vicky agreed to look into this on our behalf.
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Chairman's report

- Derek reported that John Lewis have donated £870 to the Association through their Community Fund.
- Barrie is currently organizing a fundraising event at the David Lloyd Centre for 31st May 2013.

Secretary's report

- Judith reported that both she and Derek had attended the funeral of Barry Matthews, the Papworth Team Manager on Monday, 11th March 2013 in London.

- Judith reported that there are we have 22 runners for the Great North Run. Two of these are runners who have acquired places through the ballot. A sponsor form has been sent to each of these.
- The payment of our website is currently paid via Judith's credit card and she asked if the committee would rather this was changed to a Direct Debit payment. She went on to say that the problem is that our site is linked to that of the BHLTA therefore we would have to invoice the BHLTA for their fee.
- Due to this it was agreed to leave things as they are.
- Judith reported that she has received an email from Georgina Temple with further information about the Barton Chair which we agreed to fund at a cost of £4650.00. Georgina also stated that unfortunately, the cost of this has now gone up to £4,892.00. Judith asked if we are still happy to fund this.
- Brian proposed that we continue to fund this. Simon seconded this motion and all were in agreement.
- Judith told the committee that she has received a funding application from Dr Iain Matthews requesting £1282.00 to attend the annual Heart Rhythm Society Scientific Sessions which is to be held in Denver, Colorado, USA on 8th – 11th May 2013
- The breakdown of these costs are as follows: Registration fee - £250 and Travel (incorporating return flights from Newcastle to Denver via London and accommodation) - £1032
- Barrie proposed that we fully fund this project. This motion was seconded by Brian. All were in agreement.

Treasurer's report

- Joan gave a brief resume of the accounts.
- Joan told the committee that she has received notification from HMRC that charities can now claim 25% Gift Aid from all bucket collections and funeral collections, up to £5,000 per annum without having to have proof of donators being tax payers.
- Joan reported that she has received a grant application from a member requesting £100 rail fare from home to hospital for clinic appointment. It was agreed to fund 50% of this.
- Another application has been received from a member requesting the cost of train fare to hospital.
- It was agreed that the sub-committee should deal with this application.
- The two signed copies of the accounts have now been taken into the accountants who keep one copy. The other copy is sent to the Charities Commission.
- The Association funded 3 children to attend the Tackers Ski camp at a cost of £917
- Joan informed the committee that she had made this payment via Bankers draft at a cost of £30.
- Janet suggested that if this situation arises again we should be invoiced so that in order to pay this in sterling.
- Joan reported that Ann Anderson has raised approx £700 with a waxing session.
- Janet asked if we have received any correspondence, receipts etc, from Carol Olley from the donation we made to the 25 years paediatric anniversary at the Centre for Life. As we have not received anything to date Judith agreed to follow this up.

Children's report

- Janet reported that 3 children had attended the annual Tackers Ski camp.
- To date there are 2 families registered for the British Transplant Games.
- There is no further information as yet regarding the Children's Activity weekend.

Sports Manager's report

- As Judith had omitted to report in her Sports report at the AGM that Christine Brunton was the worthy winner of the 'Graham Marsh' trophy at the European Heart & Lung Transplant Games, she asked the permission of the committee to add it this to the minutes of the AGM.
- All were in agreement with this and Judith went on to say that she has sent an apology to Christine.
- Judith told the committee that all who are attending the World Transplant Games should have now registered.
- There are 5 competitors attending the annual Transplant Racquets tournament to be held in Oxford on 6th April 2013
- These are Derek Airey, Judith Burgess, Maggie Cowman, Bobby Doherty and Derek Riley.
- All information for the British Transplant Games has now been distributed.
- Invoices for the World Transplant Games are due out shortly and the question was asked if the FHLTA should pay these and the individual re-imburse the Association.
- After some discussion, it was agreed that everyone should pay their own invoice.

Flats

- Derek reported that all is now in order with the flats although there has recently been some problems
- Wards 27, 29 & 30 will no longer be allowed to use our flats due to recent problems.

Website

- Due to his absence, Tony sent his report via email.
- He has reported that we now have the facility for forms to be designed by him and uploaded on to the site ready for download and completion.
- The fee for this work was £43 including VAT.
- The committee aired their concerns as to why payment had to be made to put forms on the site. Judith agreed to write to Tony to ask this question
- Tony has requested addresses of all committee members. It was asked why he needed these. Judith agreed to ask him this.
- One of the forms that Tony has mentioned he will be putting on the site is 'Questions for the Committee'.
- Again the committee were concerned about this as there has been no discussion or agreement to this
- Vicky brought to the attention of the committee that Tony has mentioned putting sponsor forms on our website.
- Judith went on to say that she has asked that this is not done as it is open to abuse.
- It was agreed that Judith should write to Tony with the concerns of the committee.

Any other business

- Brian reported that he has been talking to people from the Tyneside Kidney Patients' Association and they have requested that we have a joint function.
- It was agreed that we could have a joint function to promote organ donation.
- Brian pointed out that data protection does not apply to deceased persons.
- Brian informed the committee that the Kidney Association is allowed free parking at the hospital for meetings.
- It was agreed that Judith should write to the trust to request the same for our committee.

Review of expenses policy proposals 1, 2, 3, 4 & 5

- Given the recent misunderstanding of the wording in the Expenses Proposals, Derek has sought guidance from the Charity Commission, who suggested that we suspend these proposals.
- Barrie proposed that we take the advice of the Charities Commission. This motion was seconded by Brian.
- The committee agreed that the best way forward is to set up a sub-committee to take a fresh look at these proposals. This committee is to consist of the Chair (Derek), Sports Manager (Judith), Treasurer (Joan) and two others for which Vicky and Brian volunteered.
- This committee will meet on 24th April 2013 at Joan's home.

Date of next meeting: Monday, 13th May 2013 at 10.00 at The Institute of Transplantation, Freeman Hospital.

FHLTA/JB/26.3.13