

Freeman Heart & Lung Transplant Association

Minutes of the meeting held on Monday, 3rd February 2014 at the Institute of Transplantation, Freeman Hospital, Newcastle upon Tyne. NE7 7DN

Present: Derek Airey (Chair), Barrie Braidford, Judith Burgess, Vicky Pettersen, Simon Ripley, Joan Whitney and Brian Wood.

Apologies were received from: Kez Greenwood, Janet Long, Susie Wood and Adrian Woodcock

Minutes of the previous meeting

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

Matters arising

- Vicky pointed that the true cost of £1775 not £1725 as stated in the previous minutes.
- Vicky informed the meeting that the Transplant Racquets Tournament is to be held in Warrington on 12th April 2014 not 23rd April as Derek had been told.

Chairman's report

- Derek informed the meeting that Eleanor Hatton is unable to attend the meeting to gather the information required for the CRB forms. She will now attend on the 12th March 2014.
- Derek informed the meeting that Pam Yanez will be retiring on 1st May 2014.
- Derek told the meeting that Steve Clark has contacted Derek to tell him that anyone attending the conference in San Diego must ask for study leave from the trust in order to get £800 study leave grant from the trust. This in turn will save the FHLTA money.
- Steve Clark has informed Derek that he wants to get more involved with the FHLTA and in particular funding applications.
- It was agreed that Judith should write to Steve Clark inviting him to become a Vice President. This motion is to be put to the members at the AGM.
- Financial help has been given to help a family for travel expenses.
- Money boxes have been sent out to three families for collections at celebrations etc.
- Jane Holmes from Hull is raising funds for her first year transplant and 40th birthday celebrations on 29th March 2014

Secretary's report

- Judith told the meeting that there was nothing to report.

Treasurer's report

- Joan informed the meeting that Brenda Jones has recently died and left the FHLTA 20% of her will.
- Draycott & Kirk, our accountants have informed Joan that we should hear within the next few weeks about finalizing the Company Ltd by Guarantee.
- Joan told the meeting that our application to Blaydon Races has been unsuccessful.
- Joan told the meeting that she still has an issued cheque from the volleyball fund has not yet been cashed. Vicky agreed to look into this.
- The profit from the Volleyball tournament is £392.
- Following a vote it was agreed that we would keep £250 of this and the balance should be given to Transplant Sport.
- Joan informed the committee that she has received an invoice for one child to attend Tackers Ski Camp but Lynne Holt has advised Joan that there may be more children attending. Given this it was agreed not to pay it yet until we know how many children will be attending. There is a possibility of CHUF paying 50% of the costs.
- We have received £1080 from in Gift Aid from HMRC.
- A cheque for £500 has been sent to Laurel Lane, Paediatric Social Worker to help patients with travel costs etc.
- The Barton Chair has not yet been paid as the invoice did not go through the trust. This invoice has not been submitted to the trust by Alison Brookes (Sister) in order for us to pay.
- In future all invoices for equipment must go through the trust in order that we do not pay VAT.

Expenses Policy

- It was agreed that the wording 'Special Circumstances' should be taken from 'General Expenses'
- Judith suggested that the Sports Manager should be paid for the European Heart & Lung Championships because although David Walker is the Team Manager of the British Team anyone with a problem will go first to the Freeman Team Manager.
- Funding of carers are to be decided on a case to case base.
- Judith went on to suggest that this should be split between the Sports Manager and the Chairman as the job is shared due to Derek looking after the medical forms.
- Two applications have been received for funding towards the cost of the European Heart & Lung Transplant Championships. One for 100% of the cost of the package and the other for 25% of the package.
- Vicky informed there are two more people requesting 50% of the funding but no application form has yet been received. This was agreed in principle but we will require application forms.

Children's report

- In the absence of Janet, Vicky reported that the Children will probably be using University accommodation during the Games.
- There is to be a Young People's weekend 25 – 27 April in Oxford.

Sports Manager's report

- Vicky reported that she and Derek have attended the LOC meeting about the Games which are to be held in Newcastle in 2015.
- The FHLTA have been asked to help with advertising, marketing etc.
- After a long discussion, it was agreed we should get involved but as to what extent this remains to be seen.
- Vicky told the meeting that the British Transplant Games in Bolton is to include people on Dialysis.
- Vicky confirmed that the new criteria for these Games are anyone who is on dialysis who has previously had a transplant, not just anyone on dialysis.
- The registration for this opens on 17th February 2014.
- Vicky reported that that all the Great North Run places have been taken.
- Vicky informed the committee that there is the possibility of hiring a minibus at the cost of £532 for those travelling to Stanstead from Newcastle area for their flight to Vilnius.
- Simon asked if he could have funding for the European Transplant and Dialysis Games.
- It was agreed that anyone attending these Games should receive up to £280 for their flight and 25% of the cost of the package.

Flats

- The flights are still being overbooked and people are being put in hotels.
- There have been problems with the heating in 802 and 805.
- This has now been fixed in 802 but we have now received a report of no hot water in this flat.
- It was agreed that a notice should be put in the flats telling people that there are extra blankets available in the airing cupboard.

Any other business

- Judith told the meeting that the application forms for car parking permits have now been sent off.
- Judith gave Jane an application form to complete.
- It was agreed to cater for 20 people at the AGM

Date of next meeting: To be confirmed

AGM: 12th March 2014 in the Lecture Theatre, Institute of Transplantation.

FHLTA/JB/3.2.14

