

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

Minutes of the meeting held on Monday, 5<sup>th</sup> December 2011 at Chilton Country Club  
DH4 6LX

**Present:** Derek Airey (Chair), Barrie Braidford, Judith Burgess, Jim Carlin, Tony Chapman, Janet Long, Joan Whitney, Brian Wood and Susie Wood.

**Apologies were received from:** Alf Brown and Adrian Woodcock.

### **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**

- Tony informed the committee he had now been in touch with Mission Fish and had emailed their link with the relevant information to all committee members.
- Some concerns were aired as to giving out our account information but Tony suggested that we need to move on and as long as sites have padlocks on then they are secure so therefore we should trust them.
- It was agreed that we go ahead with this and Tony agreed to deal with this.
- Tony and Judith have met to discuss the website and Tony asked if the committee would agree to letting Judith and Tony proceed with bringing the website up to date and in a new format. Tony went on to explain that we may need to bring in a professional to help with this.
- Judith suggested that we also need to look into a way of having proper FHLTA email addresses because currently when replying to anyone we have to do so via our personal email address.
- The committee agreed that Tony and Judith should go ahead with all that had been suggested within reasonable costs.
- Tony informed the meeting that he has been in contact with 3Sharps Ltd, the company who want to advertise on our website, for which they are willing to donate £120.00 per annum. They in turn are to put a link on their website promoting the FHLTA.
- Derek informed the committee that he had received another bill for goods. Joan agreed to contact the company to check this out.

### **Chairman's report**

- Derek informed the committee that we have been offered the use of the Conference Room in the new Transplant Institute at Freeman Hospital for the use of our committee members.
- Given this it was asked where the committee would rather hold their meetings.
- Janet suggested that we alternate by the conference room and Chilton Country Club. All were in agreement with this.
- It was agreed that we try to have our next meeting at the Freeman Hospital and Judith agreed to email Lynne Holt with the date for her to book the room

on our behalf. If this is not available it was agreed to go to Chilton Country Club.

- Derek reported that there were a few newsletters sent out in error due to not having an updated list.
- To solve this problem, Tony suggested that we draft a questionnaire asking members if they still wish to receive the newsletter in paper format and to update their details.
- All were in agreement with this and that it should be sent out with the next newsletter in February.
- It was agreed that Tony draft a questionnaire and circulate it by email for discussion at the next meeting.

Dr Gareth Parry had asked Derek if the FHLTA would fund the purchase of new computer equipment and was told this would not be a problem. Dr Parry purchased this equipment at the discount price of £5,584.62 making a saving of £1,725.33

The committee aired their concerns over this saying that procedures should have been followed and an application form should have been sent to the Secretary, Judith Burgess.

It was agreed that Judith should write to Dr Parry asking him to complete a retrospective application form and also that all future applications for funding should be applied for in the proper manner but pointing out that we understand he was put in an extremely difficult situation.

### **Secretary's report**

- Judith reported that we have been offered and she has accepted 5 places for the Great North Run.
- She went on to say that there are 7 places wanted.
- Because of this Janet suggested that we tell all 7 people that they should apply individually and if they were unsuccessful they then could use a FHLTA place. All were in agreement with this.
- Judith informed the committee that we have been unsuccessful in our application to Blaydon Races. They have selected the Newcastle Children's Hospital Charity from six applications.
- Judith asked where our notice board, with information on, is from the old clinic. Derek told the committee that he has asked about this and no-one seems to know. He went on to say that we are not allowed to put up any notices/photographs in the new clinic.
- Judith expressed concern over a notice that is in the flats with the committees personal email addresses on. Derek agreed to look into this and Tony agreed to amend the ones he had printed.

### **Treasurer's report**

- Joan informed the meeting that our books are now with the accountants to be audited.
- Joan went on to inform the committee of the current balances of our accounts. These are as follows:

<b>Treasurer's account</b>	<b>£33,836.08</b>
<b>Instant access account</b>	<b>£44,461.75</b>
<b>Monmouthshire</b>	<b>£85,000.00</b>

**Total** **£163,297.83**

- Joan reported that Monica White had held a Coffee & Craft morning in memory of her husband David and raised £275. To date Monica has raised £6,552.00
- Mrs Powerie has raised £460.00 in memory of her husband
- There has been a refund of £100.00 for the British Transplant Games from TSUK.
- We have raised £11,604 from Justgiving, Charity Aid & Gift Aid jointly this year.
- Tony Chapman raised £350.00 from his recent Quiz night and re-union of Midland Bank staff.

### **Children's report**

- Janet informed the meeting of the World Winter Transplant Games and the Nicholas cup which are to be held in Switzerland in March 2012.
- She went on to say that no children from the Freeman Team have expressed an interest in the skiing.
- Janet asked if she would be able to claim funding for the forthcoming Team Manager's meeting which is to be held on 28<sup>th</sup> & 29<sup>th</sup> January 2012 in Gillingham, Kent.
- It was agreed that both Janet and Judith would be able to claim either the cost of their train fare or the cost of their petrol.

### **Sports Manager's report**

- Judith told the meeting that there had been 8 competitors and 3 supporters at the recent Volleyball Tournament in Reading.
- She went on to say that although the team hadn't won anything she thought that everyone had enjoyed the event.

### **Flats**

- Derek reported that we have now purchased a new digital television for the lounge of the flats.
- He went on to say that we had to purchase this from the hospital supplier.
- Derek went on to say the Brian, head of Electronics is looking into getting an arial for us.

### **Annual General Meeting**

- It was suggested that Judith write to Prof Corris and ask if could find us a room in the Transplant Institute on 26<sup>th</sup> April 2012 for this.
- Judith is also to ask about catering facilities.
- Another suggestion was to provide tea and biscuits only, as the buffet is a throw back from the days when our AGM was held at Christmas time.
- Tony agreed to print invites for this.
- Tony and Susie are to liaise about posting dates.

### **Any other business**

- Barrie has received further correspondence about the Bureau of information being set up in the Freeman Hospital.
- It was agreed that Judith should write to Eleanor Houlston inviting her or one of her colleagues to come and give a presentation at our next meeting.
- Barrie told the meeting that Dr Parry is selling his old computers and the money will go to the FHLTA.
- Tony agreed to contact Dr Parry on this matter.

**Date of next meeting: Monday, 23<sup>rd</sup> January 2012 – venue to be agreed.**

**FHLTA/JB/5.12.11**