

Freeman Heart & Lung Transplant Association

Minutes of the meeting held on Monday, 5th March 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, Joan Whitney Brian Wood and Adrian Woodcock.

Also present for part of the meeting: Mr Stephen Clark and Dr Gareth Parry

Apologies were received from: Susie Wood

Minutes of the previous meeting

- Brian Wood proposed these minutes as a true and correct record. Adrian Woodcock seconded this motion.

Guests

- Mr Stephen Clark, the new Director of Transplantation was invited to introduce himself to the committee and the Chairman; Derek Airey introduced him to each member of the committee in turn.
- Mr Clark told us that he had worked as Prof Paul Corris's deputy for 1½ years and had been working at Papworth hospital before coming to the Freeman.
- He went on to say that he would like to work closely with the FHLTA and get the committee involved in some of the publicity work being carried out at the moment with regard to new leaflets etc for Ward 38.
- Given recent problems with mailing to our members, Dr Gareth Parry was invited to the meeting to reach an amicable solution.
- A solution was duly reached which suited both the committee and Dr Parry.
- Mr Clark went on to request financial assistance of £1,500 - £2,000 for medical staff to attend the International Society of Heart & Lung Transplantation (ISHLT) conference which is to be held in Prague later this year.
- He went on to say that he was not sure how much of this would be needed as staff can apply to the trust for help from their respective departments.
- It was agreed that this should be discussed at more length later in the meeting.
- He went on to tell the meeting that there is to be a review of transplant services in the UK and staff from the unit are to visit a panel in London.
- Given the shortage of transplants he proposed use of an Echo machine which will be used to assess donor hearts. Staff will need to have training to use this facility and it is hoped that a training system is bought for the hospital. Mr Clark requested a contribution of approximately £5,000.00 from the FHLTA towards this. An application for this will follow shortly.
- Following this both Mr Clark and Dr Parry left the meeting and were thanked for their time.

Matters arising

- Judith told the meeting that she had received four more requests for places in the Great North Run.
- Joan asked if there had been any conclusion reached as to who would be getting the remaining 3 places.
- Janet proposed that this matter was discussed at a later date.
- Janet told the meeting that the children who had attended 'Takers' (Skiing event) were from the Freeman and were funded as requested.
- Tony has purchased a Kindle on behalf of the FHLTA as a leaving present for Mary and it was agreed that this should be presented to her at our AGM on 26th April 2012.

Matters arising from Guests

- There were no matters arising from the guests.

Chairman's report

- Derek reported that he had had a meeting with Steve Clark, who had requested that assessment patients are able to use our flats.
- This was agreed as long as the Heart & Lung transplant patients are given priority.
- Derek told the meeting that 15 TV have now been fitted on Ward 38.

Secretary's report

- Judith told the meeting that she has received the funding application from Steve Clark for the request of £1,500 - £2,000 per person for the ISHLT conference which Steve Clark had brought to our attention earlier in the meeting.
- Janet proposed that we fund up to £2,000 per person to a maximum of £20,000. This was seconded by Brian and all were in agreement.

Treasurer's report

- Joan reported that all was in order with the accounts.
- Joan went on to say that had received a request from the Paediatric Department for a top up of £400 for the Paediatric Social Worker Fund.
- Joan told the meeting that she had received a telephone call for an urgent request for funding. In this case she had been able to inform the caller of the Social Workers fund but asked what any committee member should do in this case.
- Tony proposed that this decision should be made between the person contacted and the Chairman or in the case of his absence any of the other officers. If the request was for over £1,000 the agreement should be met by all 4 officers. Judith seconded this motion. All but one were in agreement.

Children's report

- Janet reported that both herself and Judith had attended the Team Manager's meeting which was held in Gillingham in January.
- She went on to say that registration for the British Transplant Games are to be done online
- It was agreed that funding would be given for each child plus an adult for registration, gala dinner and accommodation costs.
- Janet told the meeting that she was not sure if the annual 'family weekend' would take place this year but if she received any notification of this she will notify the Chairman.

Games report

- Judith asked the committee what subsidy would be provided for the Team Manager's. She pointed out that this should have been discussed last year.
- Joan proposed that both the Team Manager and the Assistant Team Manager should receive half of their costs each. This was agreed.
- Judith went on to ask what subsidy the competitors received and asked that they are to get the usual costs of registration fees, gala dinner and travel costs (this will not include taxi fares). All were in agreement with this.
- She went on to request help with accommodation costs as it will have proved an expensive year for some competitors as there are two lots of Games this year.
- Judith requested a subsidy of £10 per night for each competitor but the committee felt that this was not enough and Barrie proposed that we meet half of all the competitor's accommodation costs. Tony seconded this motion and all were in agreement. Judith duly thanked the committee for their generosity.
- Judith went on to inform the committee that the Racquets tournament is to be held in Warrington on 16th April 2012 and there will be one competitor from the Freeman attending.

Flats

- Following the letter Judith wrote to the Transplant Co-ordinators, Heart & Lung transplant patients will be given priority.
- Should there be any spare beds these will be offered to VAD, Liver, Renal and assessment patients and will be paid in advance.
- Ten parking spaces are to be allocated for the flats.
- Judith asked that we offer internet banking for payment for the use of the flats.
- This was agreed and it was agreed that Tony should produce notices for the flats with the relevant information and notes for all the envelopes which are handed out with keys.

Website

- Tony brought everyone up to date with what is happening with the updated website and showed a preview of the frontpage.
- The cost of producing the website in it's new format is approximately £3,500 and is hoped to go 'live' in 2 – 3 weeks.

Annual General Meeting

- It was agreed that we would provide 'Menu 3' from the menu list provided by the hospital.
- It was agreed to provide for a minimum of 20 but numbers are yet to be confirmed.
- Tony showed a preview of the invitations that are to go out and it was pointed out that the lecture theatre is in the Institute of Transplantation.
- Tony agreed to put a notification of the amendment on the website and to liaise with Susie to do the same in the newsletter.
- The cost of the invitations were £13 for 850

Newsletter

- In the absence of Susie, Tony reported that the newsletter is ready for print.

Any other business

- It was reported that Steve Clark is looking into getting some form of drinks machine for the Institute.

Date of next meeting: Monday, 28th May 2012 at 11.00 a.m. in the Institute of Transplantation.

FHLTA/JB/5.3.12