

Freeman Heart & Lung Transplant Association

Minutes of the meeting held on Monday, 9th September 2013 in the Institute of Transplantation, Freeman Hospital, Newcastle upon Tyne. NE7 7DN

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

Apologies were received from: Barrie Braidford, Alf Brown, Simon Ripley and Susie Wood.

Minutes of the previous meeting

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

Matters arising

- Due to some misunderstandings it had been decided not to publicise this meeting as an Extra-Ordinary General Meeting (EGM) as reported in the previous minutes.
- It was agreed that the EGM should take place at our next meeting on Monday, 4th November 2013 at 10.30. This will be followed by a Management Committee meeting.
- It was agreed that Vicky should publicise this on the Website, Twitter and Facebook. Judith to send out an email to all contacts she has.

Graham Marsh Trophy

- Judith reported that the issue between Derek and her had now been resolved. Apologies have been accepted and they have both agreed that this should now be 'put to bed'
- It was agreed unanimously that the shield will not be presented this year and that the matter now be closed.
- After much discussion, it was agreed in future years that the winner should be decided by ballot.
- Should there be a draw with the ballot, then the winner will be drawn from a hat by a neutral person.

Chairman's report

- Derek reported that the tickets are available to celebrate the opening of the Institute of Transplantation.
- The celebrations will take place at St James' Park on 27th September 2013.
- Tickets for this event will be £10.00 per person.
- This will be followed by Sid Lamb's President Day on 28th September 2013
- There will be celebrations at the Marriot Hotel, Gosforth to celebrate 50 years of Kidney transplantation on Friday, 13th September 2013.

Secretary's report

- Judith reported that two people have withdrawn from the Great North Run although one of these is a ballot place.
- It was agreed that Judith should contact GNR to ask if anyone can take the FHLTA place.

- Vicky reported that she has received some enquiries via Facebook asking if we are providing any facilities for our runners as we have not got a place in the charity village.
- It was agreed that we should set something up and provide fruit, Mars Bars, juice etc.
- It was agreed that Vicky should deal with this.
- It was agreed that we should purchase 2 banners, hopefully for the weekend.
- It was agreed that Vicky should liaise with Simon as he may be able to get these cheaper.

Treasurer's report

- Joan gave a brief résumé of the accounts.
- Joan asked if the committee thought that a further £20,000 should be transferred to the Monmouthshire.
- Judith pointed out that should things go wrong we are only guaranteed to recover £80,000. Joan agreed with this and it was thought that we should open another account.
- There was no decision made. This was deferred to a later time.
- Joan reported that £3,319 had been received from Justgiving in July.
- Katie Morley, a Research Nurse and on-call Transplant Co-coordinator. has requested funding of £2,300.35 to cover the cost of her tuition fees for a Post Graduate Course in transplantation.
- Brian proposed that we fund this project. Judith seconded this motion.
- Joan told the committee that she has renewed our Public Liability Insurance. The cost of this being £186.29
- Draycott & Kirk Accountants have informed Joan that all the documents relating to the Association becoming Limited by Guarantee are now with the Charities Commission and are waiting their approval.
- The RAOB have contacted Vicky to ask if they can raise some money for the FHLTA and have requested a letter to explain a little about the charity. Joan has now sent this.
- A letter of thanks has been received from Mr Stephen Clark, Director of Transplantation at Freeman Hospital, thanking the association for our contribution towards the funding of the Medical Staff attending the ISHLT conference in Montreal.
- The total amount of funding given for this project was £8,500.00
- Joan reported that the Barton Chair has still to be paid for as she is still waiting for the receipts.
- The account for the Volleyball Tournament is now set up.
- Virgin Money giving is now almost set up. The only thing outstanding is the declaration.

Children's report

- Janet reported that she is planning to produce a poster for clinic to help get more children interested in attending the Transplant Games.
- Janet expressed her concerns about the accommodation for the 2014 British Transplant Games.
- She suggested that this is looked into now due to shortage of rooms etc.
- There are no current children's events planned.
- Janet expressed concern over a situation that has arisen with a family.
- Janet asked that a letter is sent to TSUK to ask why there were so many additional expenses at the World Transplant Games. It was agreed that Judith should do this.

- Brian raised concerns that on the BBC television recording of those travelling to the World Transplant Games, it was said that no one had funding for this. All monies had to be raised by the individual.
- His concern being that the FHLTA gave over £1,000 in funding to each member of the FHLTA attending.
- It was agreed that Brian should write to Lynne Holt about this matter as he has already contacted the BBC who would not listen to him.

Sports Manager's report

- Judith reported that 14 Gold, 15 Silver and 13 Bronze medals had been won at the British Transplant Games
- The 2014 European Heart & Lung Championships are to be held in Vilnius, Lithuania from 12th to 16th July 2014.
- Judith told the meeting that she will be travelling out to Vilnius with the EHLTF committee in order to view venues, facilities etc.
- There should be more information available after this visit.
- Judith informed the committee that both the contract for the Leisure Centre and the Novotel have now been sent out.
- Judith told the committee that Alison Bloxham has contacted her to offering the services of a physiotherapist at the Volleyball. Do we require this?
- It was agreed that Judith should reply asking if they would be charging for these services or would they just need expenses.
- It was agreed that we would pay travel and accommodation expenses.
- Judith told the committee she had tried her best to include the Charity number on the Volleyball registration forms but by doing this it drops to two pages.
- Vicky said she was able to include this as one icon and agreed to do this and then send it on to Judith.
- It was agreed that the entry fee should be either £10 or £15 depending on finances.
- There was a discussion as to which trophies/medals we should use.
- Kez agreed to look deal with this.
- Vicky agreed to make enquiries about a Disco for the Gala Dinner.
- Judith agreed to email Joanne Topping at the Novotel to ask if they can provide a disco and also to ask if there is a refund policy.
- It was agreed that to choose the £20 menu for the Gala Dinner but to charge £25 in order to cover costs.
- Kez reported that he has put the FHLTA forward to the Blaydon Harriers as the main sponsor of the Blaydon Races. If this bid is successful there is the possibility of raising £6 – 10,000.
- Judith reported that she wished to step down as Sports Team Manager due to personal reasons.
- She went on to say that she is happy to continue until after the Transplant Volleyball Tournament if the committee wishes her to do so.
- It was agreed that Judith should remain in this role until after the Volleyball.
- Vicky volunteered to take over the role as Team Manager. Brian Wood proposed that this is accepted. Kez Greenwood seconded this motion. All were in agreement.

Flats

- Derek reported that his Grand-daughter, Bethany, had been looking after the flats while he was on holiday.
- It was agreed that as a thank you Derek should buy her some flowers on behalf of the FHLTA.

- While Bethany was looking after the flats she received a complaint that the flats were too hot and that there was no fan in the room.
- As property belonging to the FHLTA had previously been taken from the flats, it was agreed to mark all fans 'Property of the FHLTA'

Website

- Vicky reported that the website is up to date and that Susie and she are updating the site regularly.
- Vicky told the meeting that there seems to be a problem with the updating of the details of where to send members registration forms.
- The question arose as to who should hold the information on these registration forms.
- It was agreed that initially they would be sent to the Website Editor and then sent on to the Secretary to build a database.
- Vicky proposed that Judith should purchase an external hard drive in order to hold all FHLTA information.
- Judith agreed that this was a good idea as this could then be passed on to the next Secretary.
- Brian seconded this motion. All were in agreement.
- Vicky reported that the website will be transferred from 1 & 1 to Itchy Robot within the next three weeks.
- It was agreed that Vicky should put a brief description, in her own words, about the work of the FHLTA on the website until we get the new 'Objects and Powers' passed.

Any other business

- Joan asked if there had been any progress with the abseil as discussed at the last meeting.
- Judith said that she had contacted Pam Yanez about this and was told that permission had to be granted from the Chief Executive's Office at Freeman Hospital and make sure we had adequate insurance in place.
- It was agreed that this should look into this for next year.
- Janet informed the committee that Dobbies (in Chester-le-Street) have a nominated charity every year.
- Nominations for this have to be in by December.
- Adrian agreed to make enquiries about this.
- Janet asked if there have been any developments regarding the £10,000 from Transplant Life
- It was reported that there is no further information.
- It was agreed that Joan should contact Transplant Life to ask the name of the account the cheque for £10,000 was paid into and what date it was cashed.
- It was agreed that Joan should contact our accountants, Draycott & Kirk to advise us on how to proceed.
- Janet asked if we have received any receipts yet for the £5,000 funding we gave for the 25 years Paediatric Transplant celebrations last October.
- As we have not yet received anything, it was agreed that Judith should write again one more time.
- Vicky asked Judith if she can go ahead and look for accommodation for the 2014 British Transplant Games. Judith is happy for Vicky to do this as she will be handing everything over after the Volleyball.
- The expenses proposal sent out for information was proposed as correct by Joan Whitney. This was seconded by Vicky.

Date of next meeting – Monday, 4th November 2013 at 10.00. This will be include an EGM.

FHLTA/JB/9.9.13