



## Freeman Heart & Lung Transplant Association

Registered Charity Number 1157894

[www.fhlta.org.uk](http://www.fhlta.org.uk)

**President:**

Prof. John Dark, MB FRCS

(Heart/Lung Surgeon)

**Vice Presidents:**

Dr Gareth Parry MB FRCP (Edin)

(Consultant Cardiologist)

Prof Paul Corris MB FRCP

(Consultant Respiratory Physician)

**Chairman:**

Mr Derek Airey  
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**Vice Chairman:**

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**Secretary:**

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**Treasurer:**

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**Sports Manager:**

Mrs Adele Lambert  
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Newton Aycliffe  
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### Minutes of the committee meeting held on the 11<sup>th</sup> April 2017 in the IOT Freeman Hospital

**Present:** Derek Airey, Brian Wood, Joan Whitney, Jane Graham, Adele Lambert, Michelle Saunders, Penny Hartley, Jon Comb, John Coyle, Roger Pape

**Apologies for absence:** Kaylee Davidson Olley, David Bloomfield

**Minutes from the previous meeting:** Roger proposed these minutes be a true and correct word, Jane seconded this motion all were in favour.

**Matters arising:** There were no matters arising

#### **ACTION**

**Chairman's Report:** Derek welcomed Andrew Todd and Debbie Burdon to the meeting, Andrew and Debbie introduced themselves to the committee.

Derek explained there will be new Parking Rules at the Freeman Hospital. The understanding is the first hour will be free then £1.00 per hour from thereon. The Trust will still be offering 4 Volunteer Places.

Professor Dark will be retiring in June. Professor Dark will be working for 2.5 days per week at the Freeman Hospital. Derek said Professor Dark hopes to come to our next FHLTA meeting to give a presentation.

**Secretary's Report:** Joan explained that the Minutes from the AGM and the previous FHLTA meeting on the 3<sup>rd</sup> March have been processed and sent out to Committee

Joan explained that she had contacted David re the missing Minutes from the Website. The Minutes had been published previously but had gone "missing". David very kindly identified the problem and the Minutes are now up to date on the Website

Joan had a meeting with Derek, Mavis and Brian at the Centre for Life to discuss the 30<sup>th</sup> Anniversary of Lung Transplantation Celebration

Meeting with Derek and Jane to submit Annual Return to the Charity Commission, this was completed

An email was received by Joan, which was then circulated to Committee Members for discussion. It was explained that a celebration will take place in October 2017. The email was requesting

financial assistance and help on the day/evening. Jon suggested we offer manpower and help on the day and with publicity as requested. The FHLTA Committee declined financial assistance. All were in agreement. Joan to reply on behalf of Derek **JW**

## **Treasurer's Report**

- Jane gave a detailed report on all the FHLTA Accounts
- Memorials to date £6984.87
- Donations to date £15365.44 £75.00 to bank from 1/04/2017
- Just Giving to Bank Statement of 18/03/2017 £3766.67
- No further Legacies since 2/03/2017 (£2,500.00)
- Tackers bank transfer still not paid – still waiting correct invoice from LH (approx E1680.00) 50% will be refunded
- Further costs for the mobile home amounting to £1397.57
- Income to date for Mobile Home £1005.00
- Travel costs to date £5356.65
- Postage costs to date £138.29
- Stationary costs to date £1652.99
- Finance collected for GNR £1190.00
- Income from Flats £4628.00 1 cheque – Insufficient funds
- Uncashed cheques to date £8563.00
- Ongoing costs of the ISH&LT in San Diego – Committee to be updated

Jane explained that a Manager from Lloyds Bank will come and give a presentation re investments for the FHLTA Accounts, after the summer.

The San Diego outlay is now over £25,000.00 - Jane suggested in future we do not go over £25,000.00 and we have a deadline for applications for funding. 2/3 applications for funding were received just days prior to the conference. Everyone agreed. Derek said the Trust have stopped "Study Leave"

Penny suggested we review the cost annually, then explained to Andy and Debbie about the ISH&LT.

Jane suggested feed back from the Doctors on their return. All agreed

**Sports Manager's Report:** Adele said she had been very busy (together with Louise) registering members going to the BTG and answering lots of questions.

- We have 35 competitors and 31 supporters, so far this includes 4 new team members signed up
- We have 24 rooms booked in the hotel, I have spoken to the person in charge of hotel reservations and she is quite happy to add more rooms if needed.
- Adele asked if she could order kit for new members in the Team. Everyone agreed **AL**
- The Archery/Bowls taster session was a great success, we had 21 people confirmed for Bowls and 18 for Archery. The event was sponsored by a local company. There were 12 volunteers helping on the day.
- GNR – 26 places have been taken so far, 3 were deferred from last year, and I still have 2 places remaining. Once I have all the places taken I will order the running vests, also the Team Kit that I need for the games.
- I still have the FHLTA Stock info for fundraising items, Can someone volunteer to take this off my hands.

Joan thanked Adele for her hard work, organising the Taster Session at Newton Aycliffe

**Children's Sports Manager:** Michelle has secured full funding from CHUF for accommodation, gala dinner, registration and travel costs for each family going to the BTG in North Lanarkshire.

Michelle explained that CHUF will fully fund Janet (assistant team manager) and Travel Costs and as Team Manager CHUF will fund Michelle's accommodation costs, gala dinner and registration, providing the FHLTA fund Michelle's Travel Costs. Everyone agreed.

Michelle informed the committee that CHUF are funding a mini bus for the children's team to ensure we can get the children to their events as quickly as possible.

Rebecca will once again need full funding as teen coordinator

Michelle said they will pay the 25% of the accommodation for the teenagers and pay for Rebecca's accommodation. We will then claim it back from the FHLTA; this means there will be less confusion when it comes to sorting out the bills.

Michelle requested claiming "under special circumstances" for a parent or guardian for one of the children to attend the BTG – what are the arrangements for travel costs if they fly or come by train. It was agreed to cover the costs as requested.

Michelle has been offered a free organ donation stand at 2 of CHUF's events. Janet and Michelle have said yes and Roger is supplying some leaflets etc. **RP MS**

I have already done a layout of how I would like the children's pages to look on the new FHLTA Website I have brought my USB key so David or Roger can transfer the information to their Laptops **MS RP DB**

**Organ Donation:** Penny announced that big events are happening this summer in Durham, Sunderland and Newcastle promoting Organ Donation. Penny bringing costings to the committee. The Regatta on the 11/12<sup>th</sup> June is £45.00 Everyone agreed the FHLTA would fund the event. Penny said we are promoting Organ Donation in June/July/August/September/October and hoping to exceed the 1100 signature's we got last year. Penny has received 1,000 organ donation leaflets with the FHLTA number printed on. Jane suggested we put our number on the pink leaflets.

Jon has said "no" to Gay Pride and the Mela due to the cost of the stand. Jon is organising tables at fetes in the summer. Jane requested invoices for payment. **Jon C**

National Transplant Week: It was suggested we start asking for volunteers to man the various tables we expect to have in September in the Freeman/RVI Hospital

Jane asked Andrew what information is in the red folder that patients get following their transplant, Penny suggested we review the information, make sure it is up to date.

**30<sup>th</sup> Anniversary of Lung Transplantation – 1<sup>st</sup> July 2017** Brian gave an update on the Event. Centre for Life has been booked, together with the Band. Brian had the contract for Derek to sign and a £500.00 deposit is required. The FHLTA are contracted for 120 people for the Dinner/dance, but the room can take over 200 people. Guests will be given a welcome drink on arrival. Balloons have been ordered for the tables. Brian said he would go to the Centre for Life and pay the deposit. Menus were circulated. **BW**

Derek to check if the Adelphi Hotel has any availability for the 1<sup>st</sup> July for members to stay. **DA**

VIP invitations have gone out to 9 Lung Doctors, Mr McGregor is coming and invitations have been sent to each department who look after Transplant recipients, and the IOT receptionist.

Jane thanked Derek, Brian, Mavis and Joan for their work organising the Event.

**Mobile Home:** Has been spring cleaned, the summer is booked, there are still some weeks available.

**Flats:** Derek said Beechwood is due to close, unsure when.

**Any other business:** Roger suggested we should consider other venues for our Committee Meetings due to the distance some committee members have to travel. Roger said the room he has in mind in Durham would cost £10.00 per hour plus hire of kitchen. We would have to bring our own food. Joan felt it was necessary that the committee is visible and accessible to hospital personnel and members who are in clinic for review; also the meeting room in the IOT is very comfortable for our meetings. Jane feels we are well looked after at the Freeman. Jon said if we are unable to have the room at the IOT perhaps we could use the venue in Durham. Adele also suggested the Mobile Home (if available) It was decided we stay in the IOT unless the room is unavailable then we consider an alternative venue.

John suggested the FHLTA look into the possibility of erecting a Portacabin on site at the hospital for patients to use socially as a meeting place, a discussion took place regarding who would man the Portacabin and be responsible for the building. Everyone agreed it was a good idea to make some initial enquiries. Derek offered to check out the possibility. **JohnC DA**

Derek suggested that we need to remove Professor Dark and Professor Corris's names from the FHLTA letterhead and add Dr Gareth Parry as President and Dr G Meachery as Vice President. Derek to check the full title and letters of Dr Meachery **DA**

Derek asked Andrew and Debbie if they would like to come onto the FHLTA Committee. They both agreed to come onto the Committee.

**The next FHLTA meeting will be held on the 30<sup>th</sup> May 2017 at 10.00am in Seminar Room 2 Tea/coffee will be served from 9.00am. Lunch will be served at approx 11.45am.**

The following FHLTA meeting will be on the 18<sup>th</sup> July 2017 at 10.00am in Seminar Room 2. Tea/coffee will be served from 9.00am. Lunch will be served at approx 11.45am

## **Website Workshop:**

Following the meeting the pre-arranged FHLTA Website Workshop took place. Roger presented and informed the Committee the new FHLTA Website is ready and asked for ideas of how the new Website should look, a discussion took place and ideas were submitted on postits by the Committee. The ideas were discussed at length one by one. One of the many ideas was to have background music whilst navigating the Website. Subsequently an outline of ideas and proposals were made to be submitted to Widescope Web Design. Roger to liaise with Jon and David  
**RP DB JC**

It was suggested the transfer from Itchyrobot to Widescope Web Design should happen quickly. Jane suggested we give Itchyrobot 2 months notice as not to incur un-necessary expense

**Meeting closed at 1.30pm**

**FHLTA/JW/16<sup>th</sup> April 2017**

