



# Freeman Heart & Lung Transplant Association

Registered Charity Number 1157894

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

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Minutes of the meeting held on the 14<sup>th</sup> September in the Institute of Transplantation, Freeman Hospital, Newcastle-on-Tyne NE7 7DN in Seminar Room 2 at 10am.

**Present** – Derek Airey (Chair), Brian Wood, Adele Lambert, Jane Graham, Vicky Pettersen, Richard Caulkin, Janet Long, Michelle Saunders, Joan Whitney,

Apologies were received from Jon Comb, Barrie Braidford

Before the meeting started we had two visitors – Alison Haig who came to give the DBS Badges out to committee members and to take 'photos of other committee members who are still waiting to be processed for their DBS Badges.

Dr Richard Kirk came to the meeting, Janet asked if there were any questions he wanted to ask, Dr Kirk asked when was the AGM. Jane referred to the letter Derek had handed to Dr Kirk regarding the amount that had been requested by the FHLTA for children who attended Tackers which is £1026.25 - Dr Kirk said there was no problem and Julie Flett would arrange payment.

**Matters arising** – Jane pointed out that the Munir's and the Hooley's have paid, not "been paid" Discussion took place regarding which children went to Tackers - Dr Kirk suggested we contact Julie Fletts for clarification.

**Minutes of the previous meeting** – Jane pointed out that the amended bank guarantee of £75000.00 will start 1<sup>st</sup> January 2016

Due to the Dictaphone not working on the 6<sup>th</sup> July, the Minutes were taken from Adele's notes, by Joan.

Following this Jane proposed that these minutes be accepted as a true and correct record, Vicky seconded this motion.

**Chairman's Report** – Derek informed the committee that he had contacted the Charity Commission. There has been a lot of publicity in the press recently of malpractice and fraud with some of the larger Charities, regarding their fund raising activities, Derek 'phoned the Charities Commission and was informed that the FHLTA is fine but pointed out that we should do a "health check" and review our Objects and Powers, due to new people we now have on the committee. It was noted that the FHLTA do not ask members or their families to donate money in the way larger Charities operate. Money is donated to the FHLTA.

**Secretary's Report** – Adele reported she had written to Asda, a courtesy letter asking for permission to have a stall for Transplant Week.

Adele gave a talk to the local W.I. and raised £85.00. Adele is booked for another talk on the 29<sup>th</sup> September 2015 and October, 2016. Adele has requested to go on to a Speaker's List.

Adele informed everyone she has T-shirts and Vests in every size, as well as wrist bands, air fresheners, pens, posters, collecting tubs and donation boxes.

Adele is going to stock up on Donor forms asap after their new branding stock arrives, if anyone needs anything let Adele know.

Adele thanked Joan for doing the last meeting Minutes and Agenda for the 6<sup>th</sup> July 2015. Joan will take over as Secretary for approx 6 months to relieve Adele due to possible treatment in the coming months. Derek informed the Charities Commission regarding this matter.

**Treasurer's Report** – Jane gave a detailed update of all of the accounts including donations. A Bank Transfer was paid to Tackers on the 13<sup>th</sup> August 2015 by Derek and Jane.

Donations (not including Just Giving) £8049.50  
Cost of Competitors Travel to the Games £1291.99  
Total cost of accommodation Kit and related Games expenditure £37451.42  
Childrens £5811.00

Total outgoings of Games     £44554.41  
Income from Games             16216.00

**Approx Cost             £27715.51**

**Mobile Home** – Jane pointed out we should review the paying back of the £50.00 deposit in certain circumstances, due to the Mobile Home not being left as one would expect to find it, Dishes are being left in the sink and rubbish not being put in the bin. Two people gave back the deposit as a donation to the FHLTA.

Following a lengthy discussion, it was decided to reduce the cost of hiring the Mobile home over the off season starting 1<sup>st</sup> November until 1<sup>st</sup> March ie £100.00 per week and £50,00 for 3 nights plus £50.00 deposit.  
Derek said Pat was willing to continue cleaning the Mobile Home.

Jane suggested that we have an Audit of all the merchandise we have before the end of our financial year. Jane pointed out it would eliminate buying goods that are not as popular and would not be wasting money.

Vicky pointed out that it would be difficult and we try and select items to buy that are popular and not repeat the purchase of goods that are not popular, Brian pointed out that he thought wrist bands were not a good buy, some members disagreed.

It was agreed to try and list the merchandise as best we can.

**Banking** – It was agreed that Jane and Joan look into transferring money from the Monmouthshire Building Society into another Charity Account. Jane and Joan would check out different accounts for the benefit of the FHLTA.

**Transplant Week** – Jane informed the Committee that not all the money has been counted for Transplant Week.

**Sports Report** – Vicky reported the British Games a huge success, we had 66 Competitors in the Freeman Team and the team won a total of 60 medals, 14 Gold, 15 Silver, 31 Bronze. Chris Richardson was awarded the Graham Marsh Shield.

Organ Donor Service will be held on the 8<sup>th</sup> November at 3pm in St. George Church Gosforth , Newcastle. Michelle said she would try and get the children involved. Vicky will be speaking at the service and we hope to get members involved.

Tackers will be held on 23<sup>rd</sup> – 30<sup>th</sup> January 2016 information is available. Jane asked was there a criteria for children to attend Tackers. It was pointed out that all children had an equal opportunity to attend Tackers

**European Championships** – Vicky has been checking out the flight cost for the European Championships which will be held in Vantaa (Finland) in 2016. it was agreed to fund flights/travel to a maximum cost of £300.00 per competitor, plus 25% of the package as per our expense policy.

Christmas lunch is booked for the 28<sup>th</sup> November 2015.

Volleyball Tournament will be held on the 21<sup>st</sup> November 2015.

Vicky asked if Erik Pettersen (Vicky's husband) could be her unofficial Sport's Assistant, all were in agreement.

**Children's Report** – Janet and Michelle, reported that the Freeman Children's Team were awarded the Shield for "Best Children's Heart & Lung Team" at the British Games. Sam Griffiths was awarded the best 12/14 year old Boy.

Dr Richard Kirk is retiring and an event is being organized to honour him, it was agreed the FHLTA will contribute £200.00/£300.00 to the event. Janet and Michelle informed the committee there would be display tables and the day would generate interest and publicity with parents and children regarding the British Games and Tackers in a positive way.

Janet informed the Committee that CHUF are amending their policy regarding funding and it was suggested the children and their families could benefit.

Following a discussion regarding Tackers and the British Transplant Games regarding getting the information to parents and children, Janet and Michelle said there were notices in the children's clinic, and texts were sent to parents informing them. Lynne Holt organizes Tackers each year, following her recent retirement, the FHLTA will find out who will be taking over the role in the future.

**Website** – Derek reported Susie had resigned and Richard was taking over the role of Website Editor, Derek asked if there were any problems. Richard said he had been with Susie to Itchyrobot, and Richard was satisfied and went on to say Susie would continue doing the Donation List until the end of September 2015.

**Any other business** – Transplant Week, was well covered in the Freeman Hospital, Janet and Michelle suggested a table in "Out patients" on the Friday next year' to try and get more people interested.

Committee members, members and their families covered the main entrance at the Freeman Hospital for the whole of Transplant Week.

Committee Members and members covered Asda in Gosforth

Vicky organized display tables which were manned by members and their families in various branches of Barclays Bank in the North East area (Barclays were one of the sponsors of the Games).

Joan and Vicky are to give a talk to the Women's Fellowship on the 21<sup>st</sup> September.

Jane reported that the Social Night organized by Jon and Win Comb was a great success and raised over £1300.00 including matched funding.

Adele to write a letter to Susie thanking her for her contribution to the FHLTA over the past 6 years on the Committee. Joan will take some flowers to Susie.

An email came from Julie Fletts on the 15<sup>th</sup> September 2015 informing the FHLTA that the names of the children who attended Tackers were: Ben Long, Emily Linaker, Hamza Munir, Rachel Moffat and Rachel Hooley

FHLTA/JW/16<sup>th</sup> September 2015

**The next meeting will take place on the 20<sup>th</sup> October 2015, in the Institute of Transplantation at 10am in Seminar Room 1 (we are unable to book the larger Seminar Room 2)**