

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

Minutes of the meeting held on Tuesday 20<sup>th</sup> October 2015 at the Institute of Transplantation, Freeman Hospital, Newcastle-on-Tyne NE7 7DN

**Present:** Derek Airey (Chair), Brian Wood, Jane Graham, Joan Whitney, Vicky Pettersen, Michelle Saunders, Jon Comb, Barrie Braidford

**Apologies were received from:** Adele Lambert, Adrian Woodcock, Richard Caulkin, Janet Long

**Also in attendance:** Kaylee Davidson Olley

**Minutes of the previous meeting:** Vicky asked for members to become involved in the Donor Church Service on the 8<sup>th</sup> November at 3pm.

Joan has amended the wording on the Minutes to read Vicky requested Erik to become unofficial Sport Assistant

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

**Chairman's Report:** Derek welcomed Kaylee Davidson Olley to the meeting. Derek informed the committee that he has received 3 applications for funding:

(1) A request has been received to part fund a member of the Freeman Hospital (transplant department) to do an MA, the Trust will pay £2000.00 the FHLTA have been asked to pay £2000.00. All were in agreement.

(2) The FHLTA have been asked (if needed) to fund the hire of a Stair Lift for a patient if he is able to go home following a long stay in hospital. The cost being £350.00 plus £40.00 per month, it was decided to hire the lift for 2 months then review the situation. All were in agreement.

(3) A request was received from a patient asking the FHLTA to fund travel and accommodation to receive treatment in another hospital (the patient's Consultant had suggested specialist treatment at a London Hospital) the patient visited London on two occasions for treatment. It was proposed by the committee under special circumstances that the FHLTA pay half of the total cost. Payment is £495.00. The committee were in agreement.

**Secretary's Report:** Joan informed the committee that she had sent a letter to Asda, Gosforth, requesting permission to do a bag pack before Christmas.

Great North Run applications have been sent requesting places for 2016. We will know by 28<sup>th</sup> November 2015 how many places the FHLTA have been allocated.

**Treasurer's Report:** Jane gave detailed information regarding all the bank accounts.

£300.00 deposit has been paid to Gosforth Marriott Hotel for the Christmas Lunch.

A sub committee meeting (authorised by the Committee) took place with Derek Airey, Jane Graham and Joan Whitney to decide which Bank to transfer £60000.00 from the Monmouthshire Building Society. After much discussion it was decided to transfer to the Hampshire Trust, the money will be transferred at the beginning of November 2015 once the paperwork has been completed and the 30 day notice expires with the Monmouthshire Building Society.

On receipt of signed expense forms from Janet regarding the children, Jane has sent cheques to the parents covering their expenses to the British Transplant Games .

Jane reported the following donations received in the previous month.

Just Giving total for the month	£7387.00
Giving.com	£7267.00
Virgin Money Giving	£2284.00
Other donations	£6763.00

Jane has an appointment at Draycott & Kirk on the 24<sup>th</sup> November 2015 to hand over the accounts for Audit.

Jane informed the Committee that Sam Griffiths had been paid.

Jane said there are no issues with the Mobile Home. Site fees totalling £3853.00 for 2016 have been paid early to qualify for a discount. The Mobile home will remain open for bookings throughout the Winter months.

Jane informed the Committee that Derek would be banking cheques/money during her recuperation following knee surgery.

**Sports Report:** Vicky reported 72 people have booked for the Christmas Lunch, more people are expected to come following notices being displayed in clinic.

There will be 3 stalls at the lunch, selling crafts, jams etc. and the Book Stall. The launch of a new Transplant Book will be held at the Christmas Lunch.

Vicky informed the Committee that she will be speaking at the Donor Service on the 8<sup>th</sup> November, with contributions from Chris Richardson, Rachel Hooley, Chloe Beany. Doreen Collingwood, Louise McLellan and Jon Comb.

Vicky said 6 members attended the Disability/Transplant Table Tennis Tournament in Widnes, Mark Allen won a Gold Medal in the doubles and a Silver Medal in the singles.

No official information has been received regarding the European Championships, Brian asked if he could just attend the Gala Dinner in Vantaa. Usually it is a total package including accommodation. Joan said she would make enquiries.

Vicky is organising an Audit of all the FHLTA merchandise with Adele and Derek.

**Children's Report:** Michelle asked who the contact is for 2016 Tackers, Vicky is to ask Lynne Holt, it was empathised that we need to know all the names of the children who will be going to Tackers and to try and organise payment more efficiently next year.

**Website Editor:** Richard sent a report saying the Website is updated frequently and the donations are on Facebook. Richard asked for more stories for the Website.

The new book has now gone to print and should be available for the Launch on the 28<sup>th</sup> November 2015. The Book will be promoted on Twitter, Facebook, CHUF, Jon suggested the FHLTA contact WH Smith. Richard asked if a Paypal account could be set up to make an online payment when purchasing the book. All were in agreement.

**AGM:** The AGM has been arranged for the 21<sup>st</sup> January 2016 in the Lecture Theatre at the IOT starting at 10.30am. The information will be posted in Clinic, Website, Facebook etc. Lunch will be provided.

**Any other business:** All committee members have now got their DBS identifications, Michelle is waiting for hers.

Brian suggested we have a sweet stall at the Christmas Lunch, Vicky suggested party games and prizes at the Christmas Lunch, the Committee were in favour. It was agreed to allow £100.00 for prizes.

Kaylee said she would like to attend further meetings, the Committee welcomed her decision.

A discussion took place regarding Children moving into the Adult Team (Transitions) it was decided that more could be done to help the Children feel more comfortable when leaving the Children's Team to join the Adult Team, Kaylee was involved with the discussion.

One of our members Penny Hartley would like a letter of authority from the FHLTA to authorise her to give talks to various groups promoting Organ Donation and her experiences following a Transplant. Joan said she would write a letter to Penny.

Derek informed the Committee that 10 chairs totalling £3200.00 have been purchased for the Flats. The chairs have been paid for by the Northern Ireland Transplant Association.

Barrie informed the meeting that he had been invited to speak in the Lecture Theatre Freeman Hospital on the 11<sup>th</sup> November 2015.

**Date of the next meeting: Tuesday 1<sup>st</sup> December 2015 at 10am in the Institute of Transplantation, Seminar Room 2**

**JW/FHLTA/25.10.2015**