

Freeman Heart & Lung Transplant Association

Minutes of the meeting held on the 22nd March 2016 in the Institute of Transplantation, Freeman Hospital Newcastle-on-Tyne NE7 7DN

Present: Derek Airey (Chair), Brian Wood, Jane Graham, Joan Whitney, Jon Comb Penny Hartley, Roger Pape and John Coyle.

Apologies were received from: Richard Caulkin, Vicky Pettersen, Michelle Saunders, Kaylee Davidson, Adrian Woodcock, Barrie Braidford, Adele Lambert

Minutes of the previous meeting: Jane proposed that these Minutes be a true and correct record, Brian seconded this motion.

Matters arising: There were no matters arising.

Chairman's Report:

Derek read out an email from Adele asking for another 3 months break from her role as Secretary. Adele asked if Joan would be happy to continue as Acting Secretary for a little while longer.

Adele said all the GNR places had been taken and is sorting everyone who has applied. Vicky is ordering more vests and has the list of sizes that is needed.

Derek said a complaint had been received and asked Jon to explain more fully.

Secretary's Report:

Joan had been asked to read out a confidential letter from a member. Subsequently it was agreed by the committee that the FHLTA look into operating a complaints/grievance procedure. It was decided to seek professional advice.

On behalf of the committee Joan sent flowers to Janet Long thanking her for time on the Committee.

Letters have been sent to Adrian and Barrie thanking both of them for their time on the committee, they are now exofficio members and will be welcome to come to committee meetings. Roger Pape came to the meeting as a co-opted member of the committee.

Letters of authority to fund raise for the FHLTA were sent to Aaron McCoy and Kaylee Pawley who are both involved in raising money for the FHLTA.

Joan and Vicky are giving a talk in April to the Swainby WI on Organ Donation, Transplantation and their personal stories.

Treasurer's Report:

Jane gave a detailed report on all the FHLTA accounts. Jane asked if £30,000.00 could be transferred from the TSB Instant Access Account to a Post Office Account, with two signatories ie Derek and Jane. All were in agreement.

Jane informed the Committee, Draycott & Kirk charged £600.00 inc VAT for their professional fees for 2014/2015. this amount covered 3 visits to the accountants and for the auditing of the accounts.

AGM Refreshments cost £121.20

Jane said she has paid £483.53 the cost of Gas and Electricity for the Mobile Home.

Jane has paid Caroline (ward 38) £4,700.00, Gill and Hazel £4782.94 respectively, as requested by Derek. This money covered their costs to ISH<A in Washington DC.

Total amount received from Donations/Just Giving/Memorials from 1st November 2015 is £24,156.15

Jane, Derek and Jon did an inspection of the Flats to check out what the FHLTA could buy to make the flats more comfortable for our members. Jane circulated a list which identified what was needed, which included bedside lamp, toaster, cutlery, shower basket, pans, shower stool, crockery, mirrors, pictures, bins with lids, shower mat, pillows, replace set of drawers, adhesive hooks behind each door, notice board for FHLTA matters in each main corridor of the flats - we can purchase. Items we are not allowed to buy are kettles, tea towels, ironing board. Jon suggested a Dispenser for the blue paper roll. John suggested that an ironing board could go in the laundry, Derek to see Christine. Derek said everything would be checked by Estates. Jane asked the Committee's approval to purchase the items listed. All were in agreement.

A discussion took place regarding increasing the rent of the flats from £6.00 per night to possibly £10.00 per night. It was suggested we buy the listed items then review the situation later in the year. Jane suggested when we circulate the Newsletter we ask members what their thoughts are regarding a rent increase. All were in agreement

Children's Report:

There was no Children's Report

Sport's Report:

Joan read out Vicky's Sport Report.

British Transplant Games: We have 30 Competitors and 25 Supporters attending the BTG in Liverpool. Vicky has reduced the original contract with the Team Hotel due to some competitors choosing to stay in other hotels.

European Championships: We have received 11 Competitors and 4 Supporters so far.

Racquets Tournament: David Lloyd Warrington date confirmed 7th May 2016.

5 Nations Golf: June, Northern Ireland £200.00 inc. BB and two rounds of golf. Do we pay the flight and 25% off the package (Martin Pratt is interested)

Volleyball: 19th November in Norwich organised by Addenbrooks Team.

I have been invited to attend the opening of the Donor Family Network "Gift of Life" Memorial on 7th April 2016 at the Aboretum, Alrewas nr Burton.

2 people have contacted me who are running the GNR for the FHLTA but not from our entries, they have asked for tops and sponsor forms.

Rob North ran the GNR for us last year and is doing a group of Tough Mudder events this year for the FHLTA. I am sending him a FHLTA Vest.

New list of Satellite Events on FHLTA Desk – given to Derek.

Need to order some running vests ready for the GNR. Adele has checked her stock and given me a list of ones she needs.

Clinic has now been split so heart patients sit separately from lung patients, due to this only heart patients see our notice board. Suggest we ask Lindsey if the FHLTA can have another notice board. (Derek offered to see to this).

Joan and I were due to do a talk in January but due to Joan being ill, I went alone and read Joan's story to the audience. We received £20.00 donation and sold 5 copies of "A Second chance of Life".

A local radio, Zetland FM (Redcar) have asked me to talk on organ donation and transplants. To be arranged.

Website/Newsletter:

There was no Report. Jon to speak to Richard regarding ongoing issues with Itchyrobot

Flats:

Derek reported 3 flats were closed due to an infestation of Ants

Transplant Week:

A reminder to get organised earlier for Transplant Week 7th – 13th September 2016. Brian suggested we go into the RVI, possibly 2 tables at the Freeman Hospital.

Update on Promotional Goods

Jane asked for an update. Joan said Vicky had done a count of merchandise she and Derek had, but is waiting to audit Adel's stock. Jon said he had submitted his count to Vicky.

Mobile Home:

Derek said there are 4 months booking on the Mobile Home. Derek said if he needed help he would contact Jon.

The next committee meeting may be held in the upstairs room at the Clubhouse Whitley Bay (Mobile Home site)

Any other business:

Penny asked how the FHLTA Committee promote Organ Donation, and referred to our Aims and Objects. "To promote by any lawful means the need for Organ Donation and the Importance of the Donor Register", how do we collate information regarding getting members of the public to sign forms to become an organ donor what campaigns do we get involved with and what feedback do we have. NHS Blood & Transplant service issue a campaign code which records numbers of organ donors which can show how effective our campaigns are. Brian said Mavis (Brian's Wife) Derek, Jon, Jane and himself are involved in going into Offices/Shops and Organisations giving out organ donor forms and getting members of the public to sign up on the organ donor register. Brian said he recorded 160 people had signed up. Committee members speak about organ donation and giving out information leaflets and merchandise. Other Committee Members give talks when invited to do so promoting the same message. Following a lengthy discussion on ways of improving communication and reaching out to promote Organ Donation it was suggested we have a sub-committee. Joan suggested that Penny, John, Roger and Jon work together to enhance and improve the Organ Donor aspect of our Aims and Objects. Penny also suggested we have an Agenda item – Organ Donation. All were in agreement John said it was a good idea to put the Organ Donor Logo and FHLTA Logo on his car, this could be done by wrapping the Logo around the car.

Penny asked what links does the FHLTA have with Specialist Nurses at the Freeman Hospital it was pointed out that the main Nurse was Lynne Holt who has now retired. It was decided to invite one of the Co-ordinators to speak to the Committee to develop new links.

Penny noticed there is a lot of focus on Sport, some agreed. It was pointed out that Sport does show what can be achieved physically following a Transplant. We have tried to address this and include new members in FHLTA projects on the social side which has included the Christmas Lunch and May Ball.

Jon suggested that information should go on the Website re Organ Donor campaign's and numbers of people who sign the Organ Donor Register

It was decided to order 10 small pullups. To be used by various members who are out and about giving talks.

Derek pointed out that our new Committee Members need DBS checks. Joan to arrange it.

It was decided to have a Christmas Lunch at the Marriott Hotel, Gosforth Park on the 26th November 2016. Joan to ask Vicky if she would like to organise the lunch.

The next meeting will be held on the 10th May 2016 at 10.00am at the Club House Mobile Home Site, Whitley Bay. This venue to be confirmed.

JW/FHLTA/27th March 2016.