



# 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:**

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(Consultant Cardiologist)

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(Consultant Respiratory Physician)

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Minutes of meeting held on the 25<sup>th</sup> October, 2016 in the I.O.T. Freeman Hospital, Newcastle-on-Tyne

**ACTION**

**Present:** Derek Airey, Brian Wood, Adele Lambert, Jane Graham, Joan Whitney, Penny Hartley, Barrie Braidford, Roger Pape, Jon Comb.

**Apologies were received from:** Adrian Woodcock, Michelle Saunders, John Coyle, Vicky Pettersen, David Bloomfield.

**Minutes from the previous meeting:**

Jane proposed that these Minutes be a true and correct word. Roger seconded this motion.

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

**Chairman's Report:**

Derek informed the Committee he had spoken to Professor John Simpson regarding funding for the Institute of Transplantation Freeman Hospital, Organ Treatment Centre – Ex Vivo Organ Profusion. **JG**  
The FHLTA understand there is no funding from the Trust. It was decided Jane would write to Professor John Simpson inviting him to come to our next meeting.

Derek said he had paid the Annual Gambling Act fee.

Derek informed the Committee regarding the £10,000.00 which is in the possession of the social worker in the Freeman Hospital. The FHLTA are hoping to retrieve this money for our support fund to help our members. **DA**

**Secretary's Report:**

Adele has secured 25 places for the Great North Run 2017.

Adele has taken over the organization of the Christmas Lunch, menu 2 has been selected, a raffle will be held, balloons for the tables, and face painting. 2/3 stalls have been booked.

Raffle prizes include 1 week in the Mobile Home, prize from the Marriott, Bottle of Whisky. **AL**

Members can claim 28p per mile to attend the Christmas Lunch.

Joan reported that she had attended the Jamie Woodhouse Memorial Tennis Tournament. Over £900.00 was raised, which will be shared between the FHLTA and TSUK. A bench will also be purchased overlooking the Tennis Courts.

Joan sent 2 letters on behalf of the Chair acknowledging a complaint.

### **Treasurer's Report:**

Donations since last meeting £1039.00 Including Maureen Carpenter's  
Memorial donations since last meeting £314.96  
Just Giving £6199.42  
Donation from Maureen Carpenter £610.00

Refund from European Games £214.25  
Christmas Lunch Payments £72.00  
Judy Caulkin has sent 12 books to Maggie Cowman the FHLTA received a cheque for £76.40  
Christmas Lunch – payment due by 2<sup>nd</sup> week of November 2016.

End of financial Year 31<sup>st</sup> October 2016. Jane hopes to get the books to Draycott & Kirk JG  
late November.

Jane asked if Committee Members be notified 1 week prior to meeting of items relevant to the Agenda, it was agreed the **Chair, Secretary, Treasurer, Sports Managers and Organ Donation Sub Committee** send a preview of their items for discussion to the Secretary and the Secretary will attach it to the Agenda to be discussed at the next meeting.

**Children's Report:** There was no Report

**Sport Manager's Report:** There was no Report

### **Organ Donation:**

The Sub Committee circulated a paper – Organ Donation Sub Group Terms of Reference for the Committee's perusal, this will be discussed at the next Committee Meeting.

A service of Thanksgiving will be held in St. George's Church, Jesmond at 3pm on the 13<sup>th</sup> November 2016

1100 people signed the Organ Donation Register during the Durham Gala, Tall Ships, Blyth and Freshers Week at Newcastle University.

This year has been experimental regarding stands at Freshers Week, Do we go ahead next year?

Roger suggested stands in Sunderland and Durham Universities. More volunteers needed.

Penny to organize a programme of events for 2017 in December/January 2017.

**PH**

A discussion took place on Organ Donation, ie clarification on who can sign, age, which organs can be donated etc. Penny/Roger to write to NHS/BTOD for an update. It was pointed out **PH and RP** that information regarding all aspects of donation are printed in various leaflets and online.

**Online Shop:** Online Shop will not go ahead.

### **Procurement Policy:**

Jane proposed the FHLTA pilot the policy with the maximum amount being £7000.00 not £10000.00 when buying stock 2/3 companies be contacted regarding quotes making

sure we have the best value and best price.

Jane asked who will be responsible for the ordering of stock/merchandise. Following a discussion a decision was made to do an Audit and submit to Adele. Ordering of new stock will be discussed in Committee.

#### **Update on Letter of Complaint:**

Panel A updated the Committee on the progress of the Complaint. The discussion was minuted, and a change in the Panel has occurred.

#### **Update on Website**

**JW RP DB JC**

Adele said she had 2 replies from the committee regarding ideas for a new Website. Following a discussion re Widescope.net proposals and cost and the requirements of the FHLTA, Roger reported to the committee his discussion with David. David expressed some concerns it was decided Roger, David and Jon contact Richard from Widescope.net and report back to Committee Joan to email Richard confirming this.

#### **Mobile Home:**

A proposal to increase the cost of hiring the Mobile Home was discussed, all agreed that the cost should be increased as follows:

A - 1 week - £300.00 plus £50.00 refundable deposit

B - Monday - Friday - £250.00 plus £50.00 refundable deposit.

Derek was asked if the Mobile Home was left clean and tidy, Derek said there had been no Problems.

#### **Flats:**

Derek informed the Committee there are problems with the Flats, certain nights there are not **AL** enough Flats for patients and the FHLTA are paying for the patients/carers to stay in the Adelphi Hotel. The Committee proposed that the FHLTA increase the cost of the Flats to £10.00 (from £6.00) per night per person. Members and their carers will also be asked to pay £10.00 per person, per night towards their hotel bill. The increase will start from 1<sup>st</sup> November 2016. All were in agreement. Adele to do a poster advertising the increase.

**Review on Expenditure, Objects and Powers:** This item was deferred.

**Any other Business:** There was no other business.

**The following dates were agreed for the next 3 meetings and AGM.**

**FHLTA Meeting 6<sup>th</sup> December 2016 – 9.00am until 12.00 noon Seminar room 2**

**FHLTA Meeting 10<sup>th</sup> January 2017 - 9.00am until 12.00 noon Seminar room 1**

**FHLTA Meeting 28<sup>th</sup> February 2017 – 9.00am until 12.30pm Seminar Room 2**

**FHLTA AGM 2<sup>nd</sup> March 2017 – 10.30am Lecture Theatre IOT 4<sup>th</sup> Floor**

**Lunch will be served at all the above Meetings**

**Adele to do a poster advertising the FHLTA AGM on the 2<sup>nd</sup> March 2017 AL**

**DA/JW 27<sup>TH</sup> OCTOBER 2016**