



## **Freeman Heart and Lung Transplant Association**

**Minutes of meeting Wednesday 28<sup>th</sup> September 2016 at the Institute of Transplantation, Freeman Hospital Newcastle Upon Tyne 10am**

**Present:** Derek Airey (Chairman) Adele Lambert, Joan Whitney, Jane Graham, Brian Wood, Adrian Woodcock, Barrie Braidford, Penny Hartley, Roger Pape, Michelle Saunders, Jon Comb and John Coyle

**Apologies:** Vicky Pettersen, David Bloomfield

We received a talk from Widescope a website provider with regards to changing our website as it is long overdue an update.

We were quoted a price and given information about the service to be provided we asked if he would be able to look into removing the VAT he will get back to us with this and answer the other questions he was given.

It was suggested that we all submit ideas for the new website and that Jon Comb, Roger and David will meet with the Website team to see what can be done.

### **Chairmans Report**

- Two letters of complaint were received and read out to the committee.

### **Secretaries Report**

- Adele has sent out several fundraising packs in the last few weeks to various events.
- At Penny's request I have invited Kirstie Wallace to attend one of our meetings as she is interested in getting involved with the FHLTA.

### **Great North Run**

- This year we had 23 runners, two had to pull out due to illness.
- Adele sent every runner an FHLTA running vest and sponsor forms.
- It was decided by the committee that due to payment issues this year all applicants must pay for their place before they receive the running token, this will be as usual on a first come first served basis.
- The total cost for the GNR this year is £1875.00 this is for 25 places plus admin fees. The cost per place this year is £54.00 per competitor.
- Adele has applied for our package and we should get to know by October 14<sup>th</sup> if we have been successful.

- Jon Comb is looking into the possibility of a stand for free at the next GNR we have previously not been allowed to have a stand at the GNR unless we pay a significant amount more.

### **Treasurers Report**

- Donations since last meeting £2074.24
- Organ Donation Week £574.00
- Just Giving £6275.00
- Donation from David John family £154.00
- Caravan outgoings £119.43 plus £4100.00 annual payment
- Caravan Income £1124.00
- Christmas dinner payments to date £54
- Goods purchased £750.00 car air fresheners, £540.00 pin badges, £1392.00 for pens, wristbands and bunting.
- Annual fee to Itchy Robot £144.00
- Payment to Newcastle University for Freshers week stand £540.00
- Final invoice from Doctors conference Washington DC £8000.00

### **Sports Report**

There is no sports report due to Vicky Pettersen being unwell

### **Children's Report**

- Michelle reported that there is one child and one adult going to Takkers this year the FHLTA have agreed to funding for this.
- Michelle informed us that she had met with the CHUF team and they have agreed that if the FHLTA would continue to fund Takkers then they will fund the children's team for the British Transplant Games indefinitely.
- The Committee thanked Michelle for her hard work on this matter it has involved a lot of negotiation over a long period of time.
- Michelle also informed us that Sam Griffith has once again been selected for the World Games in Malaga. The Fhlta have agreed to funding for 1 adult and 1 child.

### **Organ Donation**

- Durham gala event was successful with 180 people signing up thanks to Roger, Jon and Win.
- The Blyth Tall ships event was a huge success the team managed to sign up 634 people to the register. Thank you to Brian and Mavis, Penny and her husband, Roger and Jane for working so hard over the 4 days.
- It was suggested that we have an events manager/coordinator to seek out up and coming events that we can be involved in around the region the subcommittee are to decide.

- We now have a URL number for our Organ Donor forms we have been informed that you have to cross out the reference number already printed on the donor forms at the bottom of the page and replace with our code 2511 for paper forms and 2510 for online forms.
- Freshers week is October 3<sup>rd</sup> and 4<sup>th</sup> at Newcastle University Penny, Roger, Jane, Michelle and Janet will all be in attendance over the two days.

### **Matters Arising**

- Gerry Meachery has asked if we will sponsor a junior doctor to work in the transplant department this will cost £30,000 and he is liaising with the trust to secure the additional funding. It was agreed that this will only be for a 12-month contract, all were in favour.
- Gareth Parry has asked if the FHLTA will fund a part time administrator for the cardiothoracic department, all were in favour.
- It was proposed by the committee that due to Vicky Pettersen being ill that Adele Lambert should temporarily act as Sports Team Manager and Vicky should be given 3 months' compassionate leave.
- Joan Whitney will be acting secretary in the meantime.
- It was agreed that there will be a stock freeze for the time being as we have just topped up our supplies.
- We have asked Shirley Coyle to come to the next meeting with her proposal for an online shop selling FHLTA items.
- Brian handed out a procurement policy for us all to read and discuss in the next meeting.

The next meeting of the Freeman Heart and Lung Transplant Association will be on 25<sup>th</sup> October 2016 in the meeting room on the 4<sup>th</sup> floor of the Freeman Institute of Transplantation. Tea and coffee will be available from 9.30am onwards and Lunch will be provided at 12pm.