



# 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:**

Dr Gareth Parry MB FRCP (Edin)

(Consultant Cardiologist)

Prof Paul Corris MB FRCP

(Consultant Respiratory Physician)

**Chairman:**

Mr Derek Airey  
22 Embleton Avenue  
Gosforth  
Newcastle upon Tyne  
NE3 3HA  
Tel: (0191) 2855642

**Vice Chairman:**

Mr Brian Wood  
40 Humford Green  
Blyth  
Northumberland  
NE24 4LY  
Tel: (01670) 368282

**Secretary:**

Mrs Joan Whitney  
81 Montagu's Harrier  
Guisborough  
TS14 8PB  
01287 633454

**Treasurer:**

Miss Jane Graham  
Hamilton Lodge  
Radcliffe Road  
Bamburgh  
NE69 7AE  
(01668) 214304

**Sports Manager:**

Mrs Adele Lambert  
8 Harebell Meadows  
Newton Aycliffe  
Co Durham  
DL5 4AU  
01325 310905

## Minutes of meeting held on the 6<sup>th</sup> December 2016 in the I.O.T. Freeman Hospital, Newcastle

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

**Apologies for absence:** John Coyle, Barrie Braidford

**ACTION**

**Minutes from the previous meeting:** Brian proposed these Minutes be a true and correct word. Penny seconded this motion.

Matters arising: Joan pointed out the cost of the Mobile home for one week should read £300.00 and 4 nights (ie Monday/Thursday night) should read £250.00. Plus refundable deposit of £50.00

It was decided to cancel the FHLTA meeting on the 28<sup>th</sup> February 2017. the meeting was re-scheduled for 2<sup>nd</sup> March 2017 at 9.0am prior to the AGM which starts at 10.30am. **JG**

**Chairman's Report:** Derek and Jane left the FHLTA meeting for a meeting with Professor John Dark. Professor Dark requested the following:

Contribution of £30,000.00 to fund the appointment of a Doctor in the Heart & Lung Clinic for 12 months

Funding for an Admin Assistant to be employed in the Heart & Lung Clinic for 12 Months

Following a lengthy discussion by the Committee it was decided to fund as requested.

All agreed. Joan to email Professor Dark confirming the decision. **JW**

An application was received from Karen Pridmore (Staff Nurse in Heart & Lung Clinic) requesting funding to study for a BSc (Hons) degree starting February/March 2017 costing approx £1750.00 Following a discussion it was agreed to fund the Degree. Joan to email Karen confirming the decision.

**JW**

**Secretary's Report:** Following Vicky's Resignation, 2 letters were written thanking Vicky for her hard work as a committee member and for her successful role as Sports Manager. Regarding the complaint Vicky submitted about the Committee, a letter was sent stating due to her resignation from the committee the file was now closed.

Minutes were taken and circulated to the Committee following the Urgent meeting at Whitley Bay. in November 2016.

Procurement Policy needs to be signed

An email was received from 2 medical students requesting information re the FHLTA. It was decided to invite them to one of our meetings and give a presentation. Joan to email the students asking them to come. **JW**

**Treasurer's Report:** Jane gave detailed information on all the FHLTA accounts

Memorials since last meeting £729.66 these have been emailed to myself by Joan.  
Just Giving £6,000.00  
Donations £5356.63  
Uncashed cheques £4724.12  
£599.40 from the above paid for first stage of new Web Page to Widescope Web Design  
Christmas Lunch, final amount to be paid on 6<sup>th</sup> December 2016  
Money in from Christmas Lunch £668.00 including £222.00 from Raffle.  
Jane to complain to the Marriott Hotel re the standard of the meal, many complaints were received

**Sport's Manager:** Christmas meal was a success, there were a few people unable to attend due to illness, but there were a lot of new faces.

I found the food was not very nice and a few people commented, we also had to go and collect the soup instead of it being served to the table, I had asked the Marriott to serve it to the table.

Maybe an alternative venue for the next event would be an idea.

I had a meeting with Vicky to do a hand over of the Sports information.

Louise is compiling a spreadsheet with all the information we have to date, we have a lot of ideas to try to bring the team together and get more people interested in joining the team.

Facebook page for Sport Team Information (closed group)

Taster sessions of new sports ie Archery, Ten Pin Bowling, (Social Event) Athletics.

Days Out (Hikes)

Captains will be appointed for various events ie swimming, cycling

Organise more social events for the team.

Members will be asked to tell their stories.

Brian thanked Adele for her hard work

**Children's Manager:** Michelle informed the Committee that Sam Griffiths will not be attending the World Games, he has decided to go to his Prom,

Michelle said that CHUF will fund the accommodation for her at the Team Manager's meeting in January 2017 for the BTG.

**Organ Donation:** Penny circulated an Organ Donation Programme of Events for 2017 which has been prepared by the Organ Donation Sub Committee. Events include Freshers Weeks at 3 Universities and various events throughout the year. Penny said this is a work in progress and will update.

Outreach – contact GP Surgeries and Pharmacies

Up for discussion – Emphasis on Sport, how can we put some balance of all the work that is done by the FHLTA

Admin Support

Transplant week, increase number of onsite areas, it was pointed out that we struggled to man the two sites that we had this year

Create a welcome pack for those on assessment, and post transplant.. Promote the work of the FHLTA.

Persue permission to use Wardrobes and rooms for storage

Roger is organising a Blues Night for the FHLTA.

**RP**

Presentation by Freeman Heart & Lung Transplant Co-ordinators Hazel and Kirsty

Kirsty and Hazel were welcomed by the Committee. Kirsty outlined their working week in what was a very interesting presentation, daily challenges for patients and staff. Kirsty is interested in getting Reika in Out-patients clinic. Kirsty spoke about getting a Patients Information Board

**Update from Panel 1:** The Panel updated the Committee. Panel were thanked

**Flats:** Derek said all the new paperwork has been completed setting out price increases.

**Mobile Home:** New brochure has been printed with the rates for 2017.

**Website:** Derek has signed the contract for the new Website (Brian and Jane were present)  
Roger to contact David **RP**

**Procurement Policy & Procedure;** Before signing the Procurement Policy it was pointed out the wording "Members of the FHLTA Board of Directors" should be changed to read Trustees. **BW**

**Any other business:** Any business discussed in Committee should not be posted on Social Media.

Penny asked if the FHLTA could help Kirsty obtain a Patients Information Board

Meeting finished at 12.05pm

**The next meeting will be held on Tuesday 10th January 2017 at 9.00am.in Seminar room 1 –  
Tea/Coffee will be served and lunch will be served at 11.15am.**

**JW/FHLTA/20<sup>th</sup> December 2016**