



Freeman Heart & Lung Transplant Association

Registered Charity Number 1157894

www.fhlta.org.uk

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Minutes from the FHLTA committee Meeting held on the 9th April 2018 in the IOT Freeman Hospital

Present: Derek Airey, Brian Wood, Jane Graham, Adele Lambert, Penny Hartley, Roger Pape, Craig Jones, Debbie Burdon, Paul Woodward, Louise McLellan, Mavis Wood

Presumed Apologies for Absence: Jon Comb, Michelle Saunders, Andrew Todd

Minutes from the previous meeting: Jane proposed these minutes be a true and correct word, Brian seconded this motion. All were in favour.

Matters arising: No matters arising.

Thanks were given for all of the work carried out by the acting secretary.

The amended Constitution was agreed and passed by all members present. It was proposed by J Graham and seconded by B Wood.

Constitution to go onto the website.

ACTION - MW

Sub-Committee Matters: It was explained as to why and how a none member was in attendance at a sub-committee meeting i.e. because of their experience in working with donations. Although they will not become a member of the sub-committee they have agreed to help at events. All members were in agreement.

Secretary's Report: Mavis (acting secretary) gave a summary of the work carried out since the last meeting which included typing up and amending various FHLTA documents. She arranged for CRB checks to be carried out on new members.

The Charities Commission has been contacted to elicit the correct Charities Act date. This will remain the same unless changes are made to the objectives.

Informed the committee that the Accountant had requested details of all Trustees for which forms were produced and handed out for completion.

The committee was asked if they thought it would be fitting to purchase some bulbs / shrub in aid of Joan who had been on the committee for many years and carried out various roles. This was agreed. It was also suggested that a Trophy for the games which could be for newcomers and

given for an act of kindness. This was agreed by all. This was proposed by J Graham and seconded by P Hartley.

**ACTION - AL - Trophy
- JG - Bulbs**

Treasurer's Report: Jane gave a verbal update of the treasurer's account and instant access saving account as well as a detailed report of all the FHLTA accounts from 1st November to 26th March 2018.

Memorials	£14475.72
Donations	£14778.89
Just Giving	£ 4636.96
Gift Aid from	£ 303.87
Income from flats	£ 3647.00
Income from Mobile Home	£ 1091.00
Expenses for Mobile Home	£ 2110.76
Postage & Stationary Expenses	£ 893.18
General travel	£ 4730.20

Jane also provided an account of money given to research / equipment in this the current financial year:

Educating Nurses in Nepal - £939.00.

Children's Ward 23 for the purchase of toys, I Pads etc - £10,000.00.

Jane read out a letter she had received from the Children's Social Worker giving a big thank you and saying the items have made a huge difference to the children.

A request has been made to purchase a computer and software. The question was raised as to the compatibility of this equipment with the trusts systems and will it be covered by the Data Protection Act. The individual requesting this equipment will be invited to the next meeting to explain and clarify their request to the committee.

ACTION - DA

Jane asked member to encourage anyone donating to the FHLTA to provide their name, address and postcode for tax purposes.

Two people have expressed an interest in leaving legacies however they have both stipulated the money is to be used to purchase equipment only.

It was suggested the FHLTA remain with CAF where a current investment has been placed. Agreed by all.

A list of all designated funding which is displayed in the waiting area will be e-mailed to all.

ACTION - MW

Sport's Manager Report: Some people have said they have paid for the games but Adele has no way of checking. Jane will provide Adele with this information.

ACTION - JG

Adele asked if it would be possible to open a separate bank account to pay the money for the sports into and this would enable her to keep a record of who has paid what. This was agreed in principle and Jane would investigate.

ACTION - JG

A decision was made not to pre-book a team meal because the campus are providing a Hog Roast. However, participants will be asked on the day what they would like to do.

Louise reported that registration had closed for the European Games and the Freeman have 19 competitors. Coupled with supporters there will be approximately 60 people attending.

Eleven medical certificates have been handed in.

One member of the association competing in the dialysis games has asked for funding. It was agreed to give them the same funding as everyone else.

There are 32 competitors and 16 supporters for the Birmingham Games.

34 Campus rooms have been booked with a further 10 in reserve should they be required.

20 Medical forms have been received to date.

Louise has a friend doing the Four Peaks in July and is raising money for four different charities. One being the FHLTA. They would like permission to use the FHLTA Logo at the top of a peak and have also requested Tee-shirts. Adele has a banner they can use.

ACTION - LM

Adele asked for permission and funding to complete a First Aid Course. This would ensure; there was coverage at the games. It was agreed that both Adele and Louise undertake a course.

ACTION - AL

A request was made to purchase more swimming caps. They cost £5 per cap. Adele to obtain some quotes.

ACTION - AL

It was also suggested that participants will be provided with one cap and should they require more they will have to purchase them.

For publicity purpose a list of events will be compiled giving the name of who is participating and what event they are doing. This will be put up in clinic and may generate more interest.

ACTION - AL

Children's Team Managers Report: In the absence of Michelle there was no report.

Sub-Committee Organ Donor Report

Organ Donor Week will take place from 3rd to 9th September 2018.

Transplant Week – one table booked for the Freeman Hospital at the main entrance. This will take place from Monday 3rd to Friday 7th September 2018.

A table is booked at the RVI for two days – 6th and 7th September in the main entrance.

Tall Ships will take place from 11th to 14th July 2018.

Tall Ships – 2 days signed off. The table will be situated at St Peters Warf (dates to be confirmed). A request has been made for 8 day passes for volunteers.

A request for volunteers was made for all events. It was suggested a pro forma be put together. Various media are being looked into to promote the FHLTA at events.

ACTION - RP

A request was made to have a new heading added to future agenda's for Communications and Fund Raising.

ACTION - MW

The sub-committee will liaise with Woody re obtaining goods both national and FHLTA.

Woody has a contact to do labels / stickers. He will obtain various prices to bring back to committee.

It was agreed to give away only organ donor goods and to have a price list for FHLTA goods for people to purchase.

It was agreed to put together a Communications Strategy for the FHLTA. This will be carried out by a sub-committee consisting of - Brian Wood, Jane Graham, Penny Hartley and Mavis Wood. This was proposed by J Graham and seconded by P Hartley. A date for the meeting is to be arranged.

ACTION - MW

A suggestion was made to put draft minutes onto the website under the "Members Link". This will be trialed. **Everyone** to access the link on a Monday each week.

ACTION - MW

Not everyone has the password or is aware that there was a member link and how to access it. This will be addressed.

ACTION - RP

Social Events – One member offered to put a series of questions together for a quiz night in October. Other ideas will be raised at committee when developed.

ACTION - RP

Opt Out – MPs are being lobbied in the Newcastle area and a suggestion was made that some members arrange a meeting to meet with other MPs in Parliament. It was suggested that should this happen either the Chairman or Vice Chairman should be present.

It was also suggested that Liz Twist be invited to attend a committee meeting and that other parties should also be contacted. This was agreed by all. RP said JC would arrange this.

ACTION - JC

It was pointed out that all meetings must be minuted and circulated to keep all members in the loop.

There was no comment made on the initial strategy paper which will be updated and sent out to all members.

ACTION - RP

The proposal made by the sub-committee was accepted. Proposed by J Graham and seconded by A Lambert.

Replenishing Stock: Woody is taking on the role of accessing various goods. He was informed that he must obtain 3 quotes to bring back to committee.

ACTION - PW

Flats – no change.

Christmas Lunch: Brian informed members of the various venues and prices quoted. He looked specifically in the Darlington area as had been suggested. It was agreed to visit Blackwell Grange with a view to booking it.

ACTION - BW

A Vote was taken to hold the A.G.M. on the same day as the lunch and agreed by all.

Chairman's Report: Due to the loss of Joan, Mavis will be standing in for six months.

Brian will be replacing Derek on the Donor Sub-Committee.

Signatures on cheques have not been affected due to the loss of Joan as there are still 3 signatories – Derek, Jane and Adele.

Derek spoke to the Charities Commission about making changes to the committee due to illness. Brian will be Acting Chairman and Derek will stand down for 2 months. He will still undertake certain tasks. Members were asked if they were alright with the change which was agreed by all.

A.O.B: Jane informed the meeting that Jon Comb was not in a position to do the Just Giving and she would continue to look after it at present. However, Penny offered to step in and help with this.

It was agreed by all that everyone needs to pull together and sing from the same sheet so to speak.

Jane informed the meeting that some money was received from a unanimous donor. The accountant said it can be divided into different pockets i.e. printer, organ donation, equipment etc. This was agreed by all. Allocations will be agreed at the next meeting.

It was agreed to purchase a printer for the secretary. However, this will be passed on to whoever takes on the role in the future.

The meeting finished at 2.00pm

The next Committee Meetings will be held on the following dates:

Monday 4th June 2018 – Room 1.

Monday 23rd July 2018 – Room 2.

Monday 17th September 2018 – Room 2.

All meetings will starting at 9.00am and conclude at 2.00pm Lunch will be served at approx 11.45am