

## **The Norfolk and Norwich university Hospital Nurses League**

**Charity registration number 290546**

Minutes of trustees meeting held on Thursday 22<sup>nd</sup> February 2024 @ 10.00. Room 9. Bob Champion Research and Education Building.

### **Present.**

Michael Surkitt-Parr (President) Hilary Barker (Treasurer) Ann Copsey (Membership secretary)

Mary Dolding. Chris Parfitt. Elizabeth Blaxell. Jan Beart. Doreen Betts. Margaret Allcock. Mary Clarke. Gavin Shiers. Tessa Holmes (Secretary)

Michael Surkitt-Parr opened the meeting and welcomed fellow trustees.

### **1. Apologies for absence – None**

**2. Minutes of previous meeting 9th November 2023** – These were agreed as a true and accurate account and signed by Mike Surkitt-Parr. Tessa Holmes will now scan and send these to Dr Paddy to be loaded onto the website.

### **3. Matters arising from the Minutes**

**a –Time out day actions.** These had been circulated to all members with the agenda and each item was discussed individually with Mike Surkitt-Parr agreeing to update the actions list and forward again to members. Key points discussed and agreed were – membership fees would be added to the Agenda for the Zoom meeting to enable any changes if proposed by the Trustees to be discussed at the AGM. Hilary Barker reported that the League does still currently have sufficient funds but again reminded those present that payment of membership by Direct debit is at a cost of 40p/DD to the League. Bank transfers and standing orders do not incur any bank charges. Lifetime membership will continue but no new life members will be added to the League. Potential advertising space in future Journals was agreed to be passed to the Media sub-Group for further consideration/action. Sources of Donations were discussed, Chris Parfitt and Mary Dolding reported that the Retirement Group had written to local businesses in the past for donations to their raffle, the League could also do this. League investments were discussed along with the aim of a more local Financial Advisor. Changes to membership rules are to be discussed post today's meeting by Mike Surkitt Parr, Mary Dolding and Ann Copsey. They will update fellow trustees at the next meeting. Gavin Shiers to join the Media Sub-Group , he is willing to take the lead on the 2025 Journal for the Group. Michael Surkitt-Parr has to date had no responses from the Eastern Daily Press and it was suggested by Chris Parfitt that in view of this he should perhaps address his letter to the editor and hope it is then directed to the correct member of the EDP team. Live streaming of the AGM and Betty Lee lectures were discussed, and Gavin Shiers kindly agreed to approach the IT technician responsible for the Benjamin Gooch lecture theatre to enquire if he would be willing to assist the NNUH League with this live streaming perhaps using Teams. It was discussed and agreed not to offer a free one-year membership to newly qualified nurses. Mike Surkitt-Parr had approached Keavey Wright

and obtained her permission for the use of her photograph on the Betty Lee Lecture poster, he will now approach Jessica Hartland to seek her permission for the 2024 Lecture. Mary Clarke and Gavin Shiers both confirmed that their Induction for the trustee role by Mike Surkitt Parr had been valuable.

**b-Purchase of vouchers for Food Bank.** Vouchers for Tesco at the request of the Chaplaincy team have been purchased and handed to the team for distribution. Item complete.

**c- Format of the service at Annual General Meeting.** Mike Surkitt-Parr has been in conversation with Penny Warner 'Spiritual Healthcare Lead' for the chaplaincy team at the NNUH, she has agreed to look at the format of the service to make it more inclusive to other faiths. Mike Surkitt-Parr has communicated that the membership wish that the hymns and readings are still included.

**4. Christmas Seniors 2023** – Doreen Betts read her report which had been circulated to members pre this meeting. Six seniors had sadly passed away during 2023. In total 36 seniors received telephone calls from members, 26 cards and vouchers were sent out in early December 2023, the further 10 seniors at their request received cards only. In addition, 5 Christmas cards were sent to 'Special members'. Doreen Betts asked the members present about 'Special members' and it was agreed by all present that Ruth McNamara (past secretary to the League) should be added for 2024. Only 2 seniors on the list could not be contacted. Mike Surkitt-Parr thanked Doreen Betts for her hard work.

#### **5. 2024 AGM and Reunion. Saturday 11<sup>th</sup> May 2024**

The venue is Benjamin Gooch Hall, which is confirmed, the booking includes use of the East Atrium.

The service format is yet to be finalised; Mike Surkitt Parr is liaising with Penny Warner from the chaplaincy team.

The speaker is confirmed as Sharon Wrath who will talk on the benefits of the Dementia Garden who are the recipients of the collection this year. The chaplain taking the service will be asked to identify the reading and Heather Parle will be asked to do the reading.

Annette Jude will be asked to play the piano for the service; a discussion then took place between members and the following hymns were selected for the service. 'God Be in My Head', 'All Things Bright & Beautiful' and 'Praise My Soul the King of Heaven'.

The Alter cloth and vases are kept in the Chaplaincy Office; Sondra Gorick kindly volunteered to do the flowers.

Refreshments will be the cake which Hilary Barker will arrange, and Doreen Betts will order cheese straws. Tessa Holmes will provide vintage china (teacup, saucer and side plate) there will also be cake plates and teapots, milk jugs and sugar bowls. Tessa Holmes will provide paper napkins, wooden forks and teaspoons. Gavin Shiers kindly volunteered to provide, tea, coffee, milk to include oat milk and sugar, he will also check if there is a Tea urn in that kitchen. Chris Parfitt kindly volunteered to purchase a Gluten free cake and decaffeinated coffee.

It was agreed there will be a raffle to raise funds for the League funds, there will be three prizes, a small hamper kindly donated by Mary Dolding, a voucher for £10 kindly donated by Mike Surkitt Parr and the same from Ann Copsey.

#### **6. Financial Report.**

Hilary Barker read her report for the period 1<sup>st</sup> October to 31<sup>st</sup> December, the key points being that to date the receipt of subscriptions and donations were greater than this point in 2023. £188 was spent on Tesco Vouchers for the Food bank operated by the Chaplaincy team (the collection from 2023 AGM). Gift Aid on subscriptions had added £136.35 to League funds, thanks to Ann Copsey for her hard work in encouraging our membership to do this. A cheque for £500 has been received from CAF (The Charities Aid Foundation) this was sent from a Mr Roland Shaw of Harleston. Money spent for the Christmas Benevolent Fund this year was £319.40, this was slightly less than the spend in 2022, this is greatly appreciated by our senior members. Expenditure for the Betty Lee Lecture in October 2023 was £54.88.

Hilary Barker reported that she has been notified by the past secretary Ruth McNamara that she has filed a complaint against Janus Henderson one of the Fund management companies the League has funds invested with. As she is no longer a Trustee she would like her name removed from the account, Hilary Barker has the paperwork to action this and to replace Ruth McNamara and Mary Dolding with Mike Surkitt Parr and Tessa Holmes. Hilary Barker requested that any cheques issued were banked promptly to enable her to do the final accounts for this year. Ann Copsey will kindly ask Charlotte to audit these for the League.

#### **7. Heritage Update.**

Margaret Allcock gave the report on behalf of Heritage sub-group, Mary Clarke has now joined the Group and will be looking at the history of the West Norwich Hospital. The Group has been working on the display to mark the 170<sup>th</sup> Anniversary of the Jenny Lind Hospital, they will be contacting League members Keavey Wright who works at the Jenny Lind currently and other League members who worked there in the past. The need for a display cabinet in the hospital was again highlighted. Mary Dolding suggested an approach to the Hospital Arts Group, Mike Surkitt Parr will do this. Members were reminded that booking is open for the Jenny Lind Hospital Charity Concert to take place in St Peter Mancroft. Hay Hill. Norwich on April 6<sup>th</sup> 2024.

#### **8. Membership.**

Ann Copsey handed out the New Members booklets for this year with a small list of amendments. Membership currently stands at 297, it was agreed that members who had not paid their subscriptions despite reminders should have their membership lapsed and not receive Journals for 2024.

Tessa Holmes asked the meeting and Ann Copsey as membership secretary for advice on how many Journals should be ordered from SR Print and Design this year, it was agreed 350 are required. Chris Parfitt has kindly agreed to collect when they are ready and to deliver to Ann Copsey for packaging and posting, Mary Dolding and Sondra Gorick will assist.

#### **9. Social Media Sub-group.**

Tessa Holmes read the report of the groups work since the November meeting. The Social media policy draft one has been sent to all trustees and the group welcomes their comments on the work to date.

Tessa Holmes thanked all fellow trustees for their contributions received for the 2024 journal , this is now in Draft 3 and she hopes will be in hard copy by the beginning of next week (29-02-2024) to enable the final proof reading before printing.

The poster has been circulated to wards and departments at the NNUH. Chris Parfitt reported that she has noticed that the posters she had put up by the lifts had been removed. A discussion took place, Gavin Shiers advised that the likely reason would have been that if they were not laminated they would not meet the requirements for Infection Control. Copies will be laminated and put back up in the hope they remain.

Mary Dolding asked Ann Copsey Membership secretary if any new members had come forward from the posters, sadly to date there have not been any new members as a result of the Posters. Luke Harkness from the NNUH Communications Team has requested text to go alongside the poster for their internal Staff publication. Mike Surkitt Parr will do this and forward the text to Luke Harkness.

#### **10. Forthcoming Newly Qualified Nurses Induction sessions.**

Jan Beart reported that the next session will takes place in the Roy Snelling Theatre on Tuesday April 30<sup>th</sup> at 1pm.

#### **11. Betty Lee Lecture 2024.**

The Lecture for 2024 has been booked in the Benjamin Gooch Hall for Wednesday October 23<sup>rd</sup> and will commence at 17.00 hrs.

#### **12. Any Other Business.**

Mike Surkitt Parr reported to the meeting that Gavin Shiers had been approached to represent the NNUH Nurses League on the DAISY Award Trust. Gavin Shiers explained that this would require him to attend a monthly meeting where nominees would be put forward and scored against the set criteria to select the winner of the award for that month.

A Rota for refreshments for the trustee meetings will be created by Sondra Gorick. Hilary Barker kindly offered to provide the refreshments for the August meeting.

Tessa Holmes reported to the meeting that she had secured a place for the NNUH League to have a small heritage display and to have a hamper to raffle off in aid of League Funds at the Royal Norfolk Show this year. This is courtesy of Contractors Equipment Sales Ltd of Norwich. Members were asked to each provide item/items for the hamper, 'All Things Norfolk' was proposed as the theme for the hamper. Mary Dolding will kindly put the hamper together.

The meeting was closed by Mike Surkitt Parr at 12.07.

**The next meeting will be by Zoom on Thursday May 9<sup>th</sup> at 10am , invitations will be sent to all Trustees by Mike Surkitt Parr**

*M.S. Surkitt Parr*

09:05:24.