

# *The Norfolk and Norwich University Hospital Nurses League*

Charity registration number 290546

Executive meeting held on **Thursday 6<sup>th</sup> August 2015**

Room 10 in the New Education Centre Norfolk & Norwich University Hospital

**Present:** Mary Dolding (President), Margaret Allcock, Vivien Aldridge, Elizabeth Blaxell & Doreen Betts (Editors), Ann Copsey (Membership Secretary), Hilary Barker, (Treasurer), Wendy Hobbs, Pat LeGrice, Mike Surkitt-Parr & Ruth McNamara (Secretary)

1. **Apologies:** Dawn Collins work commitments.

2. **Minutes from the last meeting:** Agreed by all present and signed as correct.

3. **Matters arising:**

10b. Nurses League was well represented at Mr Alan Green's memorial service in Norwich Cathedral.

6. Eight Trustees celebrated Betty Lee's 90<sup>th</sup> birthday with afternoon tea at the Assembly House. She was very pleased with her surprise party.

8b Hospital Fete: our profile was raised at the event with £100 for Hospital Friends.

8c. Chris Rengert contacted. He will look into revising names on our investment documents. There are five companies to deal with & some requesting Trust Deeds for confirmation.

4. **Financial Reports:** Hilary Barker, Treasurer, distributed to Trustees the latest financial update. Donations and subscriptions had boosted the accounts and investment returns were good. Deficit was now £45.12 but the community account remains untouched (£2040.85). The raffle at the AGM raised £139 for our funds.

i. Flowers and a voucher had been sent to Charlotte Ayres for her help as an independent examiner of our accounts.

ii The Charity Commission will be informed of Trustees and our financial returns for 2014-5.

iii A donation was received from Hilary Last (Crane) for monies she had received presenting a speech on Edith Cavell.

iv £175 had been received from Bee Taylor's funeral donations with a further amount due with the settlement of her will. These monies will be used separately possibly for Heritage use in her memory. Agreed by all present. Mary thanked Hilary for her hard work.

v. *The Internal Financial Controls policy was reviewed remaining unchanged.*

5. **Nurses League Website** Mary Dolding reported that Dawn Collins had agreed to take on the task as manager of the website. Handover had not yet taken place but a meeting with Lavinia Gordon-Gray was planned as a way forward before the next Trustee meeting.

6. **2015AGM and Reunion review:**

Good reports had been received on a very successful and interesting day.

i. Members 'Signing in' had improved with 122 Members attending the event. Labels prepared beforehand relieved congestion.

ii. Photographs had been taken and some will be displayed in the 2016 Journal.

iii. Raffle was a success but cause needs to be displayed in future. The prizes will be paid out of funds.

iv. Archive displays, especially those of Miss Taylor, were well received. Displays in the Benjamin Gooch Hall needed better lighting but position was better than the Atrium.

- v. The new League banner gave a good impression to Members.
  - vi. Water was needed for the speaker during their presentation.
  - vii. Ruth McNamara will remind the Hospital clergy of our need for a cross during the service as it was omitted this year.
  - viii. A fourth collection bag should be used in future to encourage a smooth operation and the event mentioned in the service sheet.
  - ix Some attendance certificates had been taken and suggestions needed for a 2016 speaker.
  - x. Gladioli bulbs were well received – photographs needed when in bloom.
  - x. Help would be needed in future to set out the Atrium with tables and chairs.
- Thanks had been sent to Serco with praise for Claire their catering assistant. Cost of the tea was £450 paid for by the hospital charity funds.

**7 Heritage review Vivien Aldridge** reported:

- i. It had been decided to make a contents index for the past Journals to make research easier.
- ii. Our collection of uniforms is showing signs of deterioration & in need of preserving professionally. It was agreed by all present that these should be photographed assembled in the correct format and then donated to the Norwich Costume Museum for safe keeping.
- iii. Ruth Perfect has donated 15minutes of film about the old hospital which needs reviewing.
- iv. Names of recipients' of the *Alice Long Medal* were needed for our records. Pat LeGrice will investigate records for the Journal. Names possibly recorded in our scrapbooks.

**8. 2016 Journal Elizabeth Blaxell** reported different subjects were still needed & in future each edition will have an index.

**9. League Membership Ann Copsey** informed us:

- i. One new member *Kay Marrison* – Matron at NNUH.
- ii. Membership stood at 371 but 32 member's subscriptions is outstanding and they will be contacted again in October.
- iii. No payment had been received from Mrs P A Blunsden or Ms Brenda Winch for 2years – membership cancelled.
- iv. An obituary had been received from Vera Elsie Green's son for use in the Journal.
- v. Gift Aid will completed on-line soon for 2014-15.

**10. Any other business**

- i. Mary and Vivien have been invited as speakers to give a presentation about the Nurses League to newly qualified nurses at the NNUH in September. There will also be a 'challenge' to identify some old equipment from our archive collection. The aim is to be invited regularly to promote the League and distribute membership forms.
- ii. Trustees were reminded the Nurse Cavell Exhibition of Remembrance will be held in the Norwich Forum Monday 5<sup>th</sup> - Saturday 17<sup>th</sup> October 2015. Services will be held at her graveside Saturday 10<sup>th</sup> October & commemoration in the Cathedral on Monday 12<sup>th</sup> October 2015 at 11am. Thursday October 15<sup>th</sup> another service will be held in the Hospital Chapel at 6pm. Father Ivan Weston (Vice President) has been invited to take part.
- iii. Vivien will give the hospital magazine 'Pulse' a recount of our AGM for publication.

**11. Date of next Executive Committee:** Thursday 5th November 2015 room 10 New Site

**88<sup>th</sup> AGM & Reunion Saturday 12<sup>th</sup> May 2018** - all accommodation booked.

**Signed:**

**Date:**

