

The Norfolk and Norwich University Hospital Nurses League

Charity registration number 290546

Executive meeting held on **Thursday 3rd August 2017**

Room 8 New Education Centre Norfolk & Norwich University Hospital

Present: Mary Dolding (President), Margaret Allcock, Vivien Aldridge, Ann Copey (Membership Secretary), Hilary Barker, (Treasurer), Wendy Hobbs, Jennie Cropp, Mike Surkitt-Parr & Ruth McNamara (Secretary)

Jennie Cropp, our new Trustee, was welcomed to the meeting.

Mary Dolding informed the committee that Dr Paddy Ó Lúanaigh had resigned from his post at NNUH to take up a position of Director of Nursing at an Irish Hospital in September 2017.

A card was signed to wish him luck and thank him for his support for the Nurses League.

A card had been received from Dawn Collins thanking the League for their support following her resignation as Trustee.

Ruth McNamara handed out up-to-date e-mail addresses & telephone numbers to Trustees.

1. **Apologies:** Elizabeth Blaxell, Doreen Betts & Pat LeGrice who is unwell.

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

3. **Matters arising:**

5 d. £138 10p was raised for League funds with the 18 decorated mugs as prizes in a tombola at the Hospital Fete & Open Day. Elizabeth, Doreen, Vivien & Wendy were thanked for their support. Doreen Betts was interviewed on Hospital Radio promoting the Nurses League.

9v. Margaret Allcock & Mary Dolding attended the small 150th celebration at Cromer Hospital where they promoted the Nurses League. Possible future Journal article.

4. **Financial Reports:** Hilary Barker, Treasurer, distributed the latest financial update.

i. Donations were up due to Members generosity but subscriptions not yet reached 2016/17 figures.

ii. AGM expenses appear raised (£427.60) including the cost of a display tablecloth (£177.60). The remaining £200 was in last year's figures received from NNUH for the tea.

iii. Website issues (£22.76) were paid to Dr Paddy – this may be ongoing to keep it current. The cost is expected to be £5/month after April 2018 – Dr Paddy will be contacted for details.

iv. Investments continue to show a good monthly return. Signatures still need revising.

v. *Internal Financial Policy was updated & will be re-viewed again in August 2018. The annual return for the Charity Commission will be dispatched shortly.* Account names have been changed because Barclay Bank has re-named them. Hilary thanked for her hard work.

vi. Trustees were reminded that expenses over £30 need the committee's approval.

5. **Member's Address Book – availability.** Ruth McNamara had advised Trustees before the meeting to study the lengthy www.ico.org.uk/for-organisations/guide-to-data-protection & discuss our position. It was agreed Members knew the purpose of collecting their data which is to deliver the Journal annually and collect subscriptions. Membership Secretary, Ann Copey, kept details secure & are never disclosed to a third party.

i. Ann Copey reported there had been one request since 2011 by a Member for the addresses booklet.

ii. It was agreed to end the sale of copies to Members as a confidentiality issue.

iii. Members, could in future, contact each other via the secure section on our website.

iii. Past issues to be disposed of responsibly by Trustees when a new annual one was issued.

6. **Website.** i. Mary Dolding was disappointed that more Members did not collect the 2017-18 passwords for the website. They were told at the AGM the password was available outside.

ii. Discussion took place as to how these could be distributed. It was agreed Members should contact us for information if they require it. The password renewal will be at the AGM, or forwarded on payment of subscriptions when asked for it from Membership Secretary. New one will be active from May of that year.

- iii. Mary will contact Paddy about outstanding contact issues & a Journal article – website & new password.
- iv. Ann Copsey has difficulty reading some Member's e-mail address when they are on the AGM/subscription return slip. Ruth McNamara will work with Ann on a new design for 2018 enclosure reply slip.

7. 2017 AGM & Reunion review

Ruth McNamara reminded Trustees that it was also the responsibility of Members to recruit to ensure the League's survival. Support with recruitment should be requested in the Journal.

Mary Dolding reported there had been good feedback from the Members.

- i. Signing the attendance book was a problem - ?pass it around the hall in the AGM interval.
- ii. As usual Members had just turned up which could cause future seating problems.
- iii. The use of teapots improved service but all Members must be seated before commencing.
- iv. Cakes on the table helped but seating & movement around tables still tight.
- v. Atrium to be checked for waiting Members before AGM commences. Complaint received.
- vi. A new position for the exhibition to be investigated for space -? entrance to education section.
- vii. Trustees were thanked for providing flowers for table decorations & decorated mugs.

8. Heritage review: Vivien/Margaret will write a small article on membership/heritage for the Journal.

- i. The display in the hospital had been changed. *Inhalers past – present day* is now on display.
- ii. September –December 2017 *Cataract surgery & nursing 1960* - next planned exhibition.
- iii. January –April 2018 *Jenny Lind Hospital* display is planned.
- iv. May-Aug 2018 display *International Nurses Day* - Journal (1960's) N&N represented at the meetings.
- v. NNUHNL display screen blown over and a metal leg bent. – an offer was made to inspect/repair.
- vi. Nurses uniforms will be deposited at the Costume Museum shortly.

9. 2018 Journal. The absent editors reminded the Trustees that the deadline for 2018 articles was 31st December to avoid unnecessary stress. Articles were still urgently needed.

10. League Membership Ann Copsey informed us:

- i. Membership stood at 352 but 40 member's subscriptions are still outstanding and Members will be contacted/reminded again in October.
- ii. Six Members had been deleted from the list due to failure to pay subscriptions for 2 years.
- iii. Recently the family of Mrs Marian Riley (Lawes) 1949-52 notified us of her passing via website.

11. Any other business.

- i. Trustees had been notified that the Cathedral were now organising *Edith Cavell Memorial Day on Saturday 7th October 2017*. Information c/o Dean's Office at the Cathedral.
- ii. Betty Lee will be asked about a contact for The London Hospital wreath donation.
- iii. Mary Dolding & Vivien Aldridge have again been invited to attend the *Newly Qualified Nurses Inductions* on 15th August & 26th September 2017 giving a presentation about the NNUH Nurses League. The format remains unchanged with a presentation and heritage articles on display. Trustees will be sent an e-mail to reply about important times in their own training (50+ years ago) for use on the day.
- iv. **Mike Surkitt-Parr** was asked to consider an evening meeting for those currently in service/unable to attend the AGM or potential new Members. Director of Nursing will be approached to approve & consider this in the future as an annual event.
- v. Ruth reported the death of Jane Roberts (Burton) 1940-3. A friend had forwarded the Funeral Service sheet in which there had been several mentions of the Nurses League.
- vi. Wendy Hobbs reported Ros Lancaster was willing to play the piano at our Annual Service if needed.
- vii. Revd. Langan was delighted with the chapel collection donation saying it would purchase 100 + pairs of slippers for patients. She always enjoyed the service & the buzz of conversation from Members afterwards.
- viii. A card was signed by those present for Ruby Rayner who was undergoing surgery soon.
- iv. Suggestions needed for 2018 speaker in November. ?topic – '*Highlighting NHS 70years*'

12. Date of next Executive Committee: Thursday 9th November 2017 room 10 New Site.

Signed:

Date:

