

The Norfolk and Norwich University Hospital Nurses League

Charity registration number 290546

Executive meeting held on **Thursday 9th August 2018**

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

Present: Mary Dolding (President), Margaret Allcock, Vivien Aldridge, Ann Copsey (Membership Secretary), Hilary Barker, (Treasurer), Sondra Gorick, Wendy Hobbs, Elizabeth Blaxell (Joint Editor), Chris Parfitt, Mike Surkitt-Parr & Ruth McNamara (Secretary).

Sondra Gorick & Chris Parfitt, our new Trustees were welcomed to the meeting.

Mary Dolding reported on the June death & later funeral of *Miss Pricilla Cooper*, our *Vice President*, held in one of the chapels in Norwich Cathedral attended by some Trustees. She had organised the service herself.

The Eastern Daily Press had written an obituary and her eulogy will be in our 2019 Journal.

Pat LeGrice & Margaret Allcock thanked the Members for flowers received.

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

1. Apologies: Doreen Betts (Joint Editor) & Jennie Cropp.

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

3. Matters arising: None

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

i. Subscriptions are £220 down on 2016/17 figures but hopefully there have been some late subscribers.

ii. Donations remain very generous, but they too are down £300 from this time last year.

iii. So far five Members have paid their subscriptions on-line this year.

iv. £292.32 was sent to Ophthalmology Department NNUH following AGM chapel service collection.

Acknowledgement had been received for our generosity.

v. £140 was made at the raffle AGM & £60 NHS logo bag sales and another £82 at the NNUH Fete from a tombola (AGM Basket competition) plus the sale of more logo bags - all producing income.

vi. Investments continue to bring a fairly good return. Another meeting will be held by Ruth, Mary & Hilary as some signatures still need revising after correspondence from some companies with differing requirements.

v. The present financial situation is good, but the recent Government Data Protection Scheme has incurred considerable costs. We had to write to each Member in May 2018 enclosing SAE for their reply to agree to us holding their information on file. Ann Copsey was thanked for her hard work with this additional task for us.

vi. *Internal Financial Policy was up-dated & will be reviewed again in August 2019.*

vii. *The annual return for the Charity Commission will be dispatched shortly adding Jennie Crop 2017-8.*

Changing Trustees has now been requested by C/C to be notified as soon as positions are filled. (*Chris Parfitt & Sondra Gorick* will be added this year instead of next). Details are available on their website.

5. League Membership **Ann Copsey** informed us: i. Membership stood at 333 including 55 non-responders.

ii. Members who had outstanding subs were reminded when contacted for the Data Protection information to save postage again later in the year. Reply forms are still coming in.

iii. **Vivien Aldridge** will contact/phone the six non-responder Seniors. *Without a reply they are no longer Members as they have not agreed to us holding their information/contact.*

iv. Two new Members: Emma Allsop – Gt Yarmouth & Helen Ranson – Cromer

v. All new Members will be given the Data Protection form in their pack.

vi. Joanne Ashford (Judd) - Service has resigned.

vii. Four Members deceased: *Miss Pricilla Cooper (Vice-President), Mrs Beryl Freeman (Spencer) 1952-5, Mrs Wendy Gray (Cable) 1954-7 two years ago, & Mrs Rose Smith (Platford) 1945-7.*

viii. 55 Members who had not replied to the Data Protection SAE – Trustees will contact known colleagues/friends outstanding for their urgent reply. Ann gave Trustees a list of non-responders. They can not be Members without returning the form e.g. no Journal/AGM. *To be re-viewed in November meeting.*

ix. There have been 66 definite replies planning to attend the Betty Lee Lecture in October 2018.

- x. Gift Aid tax relief will be claimed in the autumn.
- xi. Ann, as Membership Secretary, will be the only Trustee who has Member's contact details to be used.

- 6. Website** i. **Mary Dolding** reported: i. *Dr Paddy was still willing to continue as Website Manager.*
ii. Ruth McNamara (computer problems) had been unable to contact Dr Paddy with Feb, May 2018 & 2017 AGM Minutes which need adding to the site. Mary will make contact.
iii. Monthly site fees have increased to £5.99 - discussed re-payment details.
iv. Sondra asked if website log-in was available on the I-Phone or hand-held device? It will be checked.

7. 2018 AGM and Reunion review:

- Mary Dolding** reported: i. There had been good feedback from the Members. But was disappointed of no mention in 'Pulse'. Janice Bradfield (Hospital communications) will be contacted for future League events in the staff newsletter - Betty Lee lecture 11th October Benjamin Gooch Hall?
ii. The NHS/League logo bags for Members were well received & extra ones sold. Elizabeth thanked.
iii. Vivien Aldridge was thanked for her presentation which Members appreciated over the 70years NHS.
iv. Catering food was not exciting & needs re-thinking for 2019.
v. Celebration cake well received – Hilary thanked
vi. Trustees were thanked for providing flowers for table decorations & decorated baskets.
vii. Sondra Gorick has agreed to contact Prof Jeremy Turner (Metabolic medicine) as a possible 2019 speaker.
viii. Annette Jude played the piano and suggested a concert evening she could arrange for funds next year. To be discussed at the November meeting.

8. Betty Lee Lecture Thursday 11th October 2018 6.30pm – update.

- i. Discussions took place with arrangements for the evening with us providing light refreshments and cool drinks in the East Atrium before the event. (5.45pm). All bookings confirmed.
- ii **Mike Surkitt-Parr's** lecture '*Nurses contribution to safety over 70years*' for trained nurses at the NNUH in the Benjamin Gooch Hall starting at 6.30pm. He will arrange a small quiz with a prize & a raffle for funds.
- iii. Advertising the event will be in our display cabinet and the hospital communications will be contacted.
- iv. A tribute will be paid to Betty Lee for her contribution to nursing & the Nurses League over many years.

9. Heritage review: Vivien Aldridge reported:

- i. 2017&2018 Journal had been indexed & deposited in the archives.
- ii. New heritage material, including photographs was still arriving.
- iii. More folders, acid free paper, 100 sleeves & 5 boxes were purchased to finish project for housing deposits at Norfolk Record Office. (£129).
- iv. Nothing further to report on the old Chapel at the former hospital site.
- v. No more contact about the WW1 display in October 2018.

10. 2019 Journal. Elizabeth Blaxell reported: Progress was slow but reminded Trustees that the deadline for articles was 31st December for the 2019 edition.

11. Any other business

- i. **Mary Dolding** reported that she had had no contact from the hospital this year after her e-mail enquiring about this year's newly qualified nurse's induction.
- ii. She thanked Ruth McNamara for the induction pack given to the new Trustees who appreciated the contents about the present administration, activities and current projects of the NNUH Nurses League.
- iii. It was agreed that in 2018 we would not increase the number of Seniors contacted at Christmas as the Government Data Protection project had depleted our funds for this year.

12. Date of next Executive Committee: Thursday 8th November 2018 9.30-12.30pm - room 10 New Site.

Signed:

Date:

