

The Norfolk and Norwich University Hospital Nurses League

Charity registration number 290546

Executive meeting held on **Thursday 8th August 2019**

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

Present: Mary Dolding (President), Margaret Allcock, Ann Copsey (Membership Secretary), Jennie Cropp, Hilary Barker, (Treasurer), Elizabeth Blaxell & Doreen Betts (Joint Editors), Sondra Gorick, Chris Parfitt, Mike Surkitt-Parr & Ruth McNamara (Secretary).

Trustees/Members, including Vice-Presidents Douglas Beattie & Betty Lee, attended the Memorial Service for *Janet Hardingham (1938-41)* at the Surrey Chapel Free Church in Norwich on 25th July.

1. **Apologies:** Jan Beart.

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

3. **Matters arising:** Cards had been received from Wendy Hobbs & Vivien Aldridge thanking for the gift received from the Nurses League for their period of service as a Trustees.

4. **Financial Reports:** **Hilary Barker**, Treasurer, distributed the latest financial update reporting we have had a good start to this financial year including a donation received to help with the AGM tea costs.

i. Subscriptions/donations are just £100 down on 2018 figures with more Members paying on-line.

ii. A donation towards the cost of AGM cake baking had been gratefully received from a Member.

iii. £262.62p was sent to Norwich & District Osteoporosis Support Group following AGM chapel service collection. Acknowledgement had been received for our generosity.

iv. £147 clear profit made at the AGM raffle after generous prize donations & £115 from the hamper raffle at the Hospital Fete in June. Contents of which had all been donated by Trustees. Thank you to all.

v. A surprise cheque was received from 'Pay Pal – Giving Fund' for £20 and a very recent letter promising a further £601.25p. On investigation it was found our charity was on the 'giving' list. No further explanation found! Hilary has refused to set up an account with them preferring to be paid by cheque. Trustees agreed.

vi. *Internal Financial Policy was updated & will be reviewed again in August 2020.*

vii. Investments continue to bring a good return.

viii. Chris Rengert was verbally asked at the AGM to go ahead & acquire a Legal Entity Identifier (LEI) for the League finances, for which we understand there will be a charge, but to date has heard nothing. An e-mail will be sent for progress before the next meeting.

ix. Charity Commission report is due in January annually.

x. NNUH Nurses League is not registered for VAT so are unable to claim back any payments made in bills.

xi. Our financial situation remains good & no problems can be foreseen. Hilary thanked for her good news.

5. **League Membership** **Ann Copsey** informed us: i. Membership stood at 345 including six new Members since the AGM plus Jenny Camplin re-instated. Janet Hardingham, our oldest trained N&N Member has died suddenly. She had attended 2019 AGM.

ii. 30 Members outstanding subs. Some will have their name removed with no Data Protection information.

iii. Paddy has updated the membership form on the website to include Data Protection coverage.

iv. Obituaries will be added to the website.

v. Members will be reminded in the 2020 Journal that payment by standing order involves no cost to the League & is automatically renewed annually. Sondra will provide an article. vi. Claiming Gift Aid soon.

6. **Website** **Mary Dolding** reported:

i. Ann had asked Paddy to include Data Protection on website membership form & add obituaries to the site.

ii. Website costs are to be recorded separately.

7. **2019 AGM and Reunion review:**

Mary Dolding reported: i. There had been good feedback from the Members but unfortunately food had been over catered because at least 30 Members did not attend when promised. Matter deeply discussed.

ii. Mary, Chris, Ann, Doreen, Liz & Hilary will form a sub-committee to investigate outside catering possibilities for our 90th. Next meeting there will be a catering session with Trustees enquiring into known

outside caterers as this was a huge task for Trustees to fulfil regularly on top of their duties. No help was offered from other Members. Stressful on the day. Sub-committee will discuss food for 100 people.

iii. Quotes from caterers (? afternoon tea) will be sought from Chris, Doreen, Liz, Mary, Ann & Hilary.

iv. Sondra will approach SERCO.

8. 90th AGM Saturday 9th May 2020 Accommodation booked,

i. Mary will e-mail Prof Nancy Fontaine Chief Nurse NNUH to ask if she would be willing to speak to Members on this special occasion 'Reflect back – Look forward' or a similar subject.

ii. Hilary will organise a 90th cake.

iii. A special Member's gift was discussed. **91st AGM Reunion booked: Saturday 15th May 2021**

8. Betty Lee Lecture Thursday 10th October 2019 6pm – update.

i. Discussions took place with arrangements for the evening providing light refreshments (Mike) and cool drinks (Chris) in the East Atrium before the event. (5.45pm). All room bookings confirmed.

ii. **Dr Ourania Kakisi, Microbiologist NNUH**, lecture '*Antibiotics – before, now & in the future*' for trained nurses at the NNUH in the Benjamin Gooch Hall.

iii. Michael Surkett-Parr will give the introduction. A historical display board – Vivien will be consulted.

iv. Posters are being printed. Advertising the event will be in our display cabinet and the hospital & UEA communications will be contacted. Some local Members will be sent an e-mail + Twitter.

v. Sondra & Chris will distribute posters & arrange attendance certificates as Mike will be away until 9th October. Mary will be next contact over this time for Dr Kakisi. She needs detailed plans of the event.

vi. At the event the League will provide publicity & membership forms.

9. 20th June 2020 Concert

i. Advertising poster was agreed by the committee & approval will be sent to Annette Jude.

ii. Tickets for the event will be arranged at the printers by Liz Blaxell. Each one to be numbered 1-160.

iii. Tickets on sale after the 2020 Journal & at the AGM in May. Payment with ticket. Mary's number to contact for sales – on poster. v. Other details also discussed raffle, sweets?

iv. Suggestions as to having ice cream vendors present. Trustees will make enquires into their availability for the date, costs & returns. Enquires will be made into the hospital restrictions at events.

10. Heritage review: Margaret Allcock reported:

i. Website has been fruitful providing contacts.

ii. Display for 165th anniversary Jenny Lind Hospital returned to the Norfolk Record Office for safe keeping.

iii. We have been helping Mr Richard England research into Jenny Lind Hospital gift artefacts – Harmonium, & portrait of Jenny Lind – their whereabouts? The Lubeck carpet – cross stitch in wool by women from Lubeck Poland 1880's given from the daughter's family now found at Greesenhall Museum Norfolk.

iv. Accurate information collected about N&N & West Norwich hospital sites. Mr Loveday researching.

v. We have received Janet Hardingham's medals & parchment certificate, as she requested, starting individual heritage items with Bea Taylor & Betty Lee folders for the Record Office. An article will be in the Journal.

vi. Photographs purchased from the EDP about the Edith Cavell Service May 2019 to be added to our records.

v. Some Members co-opted onto the Heritage Com. Margaret thanked for her efforts on behalf of the League.

11. 2020 Journal. Elizabeth Blaxell reported: i. Bruce Lindsey (ex Tutor) has been e-mailed about a promised article on the history of Jenny Lind. ii. Future articles & Lisa Dennis (overseas nurses) discussed. iii. Sondra will send the Prof Jeremy Turner 'Osteoporosis' 2019 lecture to Doreen for the Journal.

12. Any other business

i. **Ann Copey** will e-mail Cathedral's PA about arrangements for Edith Cavell Service in October 2019.

ii. Arrange to take over wreath purchasing, involving the London Hospital, from Betty Lee this year.

iii. **Mary** reported Prof Nancy Fontaine will Judge the annual Edith Cavell Leadership award.

iv. Newly qualified Nurses presentations August & October 2019 by Chris, Sondra & Vivien.

13. Date of next Executive Committee: Thursday 7th November 2019 9.30-12.30pm - room 10 New Site.

Signed:

Date:

