

# *The Norfolk and Norwich University Hospital Nurses League*

Charity Registration Number 290546

Executive meeting held on **Thursday 4th February 2016**  
in Room 10 New Education Centre at the Norfolk & Norwich University Hospital.

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

Mary Dolding addressing the Trustees said how pleased we were to see Pat LeGrice attending after her health scare. She in turn thanked everyone for their messages, visits and flowers received during this period.

1. **Apologies** None all Trustees present.
2. **Minutes from the last meeting:** Signed and agreed by all present.
3. **Matters arising from the last meeting:** 4iv. Mary Dolding reported that £710 had been received from Miss Taylor's legacy which we had agreed would be put for memorial use. After discussion it was agreed an engraved 14" collection plate in wood or metal should be investigated by Ann Copsy & Ruth McNamara. A larger glass flower vase was another suggestion. Any excess would be used for heritage purposes.  
10. We have been informed that Stephanie Read from the Nursing Practice Team will lead a new session of Newly Qualified Nurses Study days early 2016. Mary Dolding & Vivien Aldridge are keen to continue promoting the Nurses League on these occasions.
4. **Financial reports:** Mary Dolding reminded trustees that it was important to understand the Charity Commission rules in these matters. **Hilary Barker**, Treasurer, distributed income and expenditure accounts via the internet to trustees. Membership and donations were down from 2014-15 and Miss Taylor's legacy (£710) was included in the report. She foresees enough monies to cover the Christmas 2015 & Journal expenses with no need to touch the £5178 contingency fund. 2015 Christmas Benevolent was cheaper than 2014 no new Seniors had been added. All agreed that investments need a review but this was a difficult financial period worldwide. Vivien Aldridge will investigate options.
5. **Website:** **Dawn Collins** has had access problems with the site as she needs to work on Internet Explorer Version 11. She has asked a web developer, Jay Trivedi, for marketing expertise, advice and guidance as she needs education in this field and is awaiting his contact. She has the Minutes and past Journal for inclusion on the site with advice.
6. **Cavell Trust welfare contact:** **Mary Dolding** informed the Trustees that the Cavell Trust was a benevolent fund for all nurses in need. We should give consideration for partnership in future projects.
7. **2015 Seniors gifts:** **Ruth McNamara** thanked all the Trustees who had helped contact 47 Seniors to offer them a Christmas gift. Many were just happy to reminisce and have a chat. Several letters had been received with thanks saying how pleased they were to be remembered by Members especially at Christmas. £410 had been spent on this project for Christmas 2015. Unfortunately Miss Rita Knights had her voucher lost in the post it was agreed it should be replaced and delivered by Vivien Aldridge. Mrs Joan Smith (Blyth) 1940-3, Mrs Dorothy Norton (Stacy) 1945-8 & Mrs Noreen Cook (Grief) 1942 had died during 2015. We are still waiting for news of Mrs Vera Varney (Watson) 1940-3.
8. **League Membership:** **Ann Copsy** informed the Trustees that membership was now 360. She handed Trustees an up-to-date Member's address book. Envelopes were addressed ready for the 2016 Journal. With the help of Trustees and Vice- Presidents the project to trace 'Life Members' had been a success. From the original 80+ people 18 letters had been sent with only six not traced. These names will be put in

the new Journal for information. There have been two new members Mrs Shirley Collin (Atkins) & Mrs Ann Forder (Neave) both Service.

Ann was waiting for interest from one investment company to complete the return for 2015 Gift Aid tax relief.

**9. 2016 Journal update & dispatch: Elizabeth Blaxell** informed the Trustees the Journal was at the printers and will have a proof reading by Peter McNamara. This year it will have an index. It was hoped to be ready for dispatch in early March. Trustee's were asked to give addresses they could personally deliver saving on postage. Both were congratulated for their hard work as Editors.

**10. 2016 Trustee Elections: Ruth McNamara** reported that nomination papers would be delivered to each Member within the Journal to be returned by Saturday 16<sup>th</sup> April 2016. Hilary Barker (Treasurer), Ann Copsey (Membership Secretary) and Wendy Hobbs all agreed to stand again for re-election as Trustees.

**11. 86th AGM & Reunion Saturday 14<sup>th</sup> May 2015 at 1.45pm in Benjamin Gooch Hall.**

**i. Mary** has: a. has been in contact with Emma McKay who has agreed the tea can be funded. Kindly SERCO has offered to pay this year from their charitable funds costing £432 inc VAT for 110 people. A request form for payment will be completed by her secretary.

b. Liaise with our speaker from the Stroke Management team. c. To print certificates of attendance

**ii. Ruth** will: a. Correspond with Rev. Eleanor Langan to ask if she will again plan and lead us in our Service and provide service sheets for 100 people. It will be requested that the Hall be set up as a Chapel with the League's silver and white altar cloth, cross & piano installed. Trustees requested two hymns for the Service with notification of the collection in the last one. The collection for Integrated Stroke Services for Central Norfolk Fund will be taken by Wendy, Mike & Elizabeth. Ann has our collection bags.

b. Contact Annette Jude to ask if she will play the piano for the service.

c. Write to Hospital Travel Office requesting 40 free parking tickets for Members.

**iii. Wendy** will contact Winifred Rogers to ask if she is willing to read the Lesson. Doreen Betts has agreed to be stand-in. Ruth will forward the scripture as soon as she receives it from the Chaplain.

**iv. Hilary** will organise an annual raffle prize at the reunion. A notice will be designed to promote it.

**v. Pat & Wendy** – Agreed to purchase & arrange the Chapel flowers.

**vi. Margaret** will display archive material ready for safe keeping at the Norwich Record Office and recently donated articles.

**vii. Mary** will investigate for soft music to be played during the afternoon.

**viii. Ann** will write name labels for Members to speed up signing-in.

**ix. Vivien** will help with IT during the afternoon.

**12. Heritage material update: Margaret Allcock reported** a. Vivien & she had taken Mrs Doreen Green out to tea in appreciation of her help in speaking to the late Mr Alan Green. It was agreed she should be invited to the AGM.

b. A folder has been started showing the League's heritage activities – exhibitions & collaborations.

c. Old Journals continue to be indexed.

d. A copy of the articles deposited with the Norwich Record Office is retained in our Minutes book.

**13. Any other business:**

**i. Mary** attended Pat Tungate's funeral in December 2015. Article in 2016 Journal.

**ii. Dawn** will make contact with other Nurses Leagues asking how they attract new members.

She has been invited by Cavell Trust to attend a cheque presentation.

**iii Margaret** wanted more information about the Alice Long medal.

**iv. Ruth** had an offer from Rosemary Clarke donating her hospital badge. Unfortunately with storage facilities this was refused. A letter will be sent with our thanks.

A photograph of the trustees was taken for inclusion in the 2016 Journal.

**14. Date of next meeting:** Saturday 14<sup>th</sup> May 9.30am in room 9 old Education Centre.

**Signed.**

**Date.**

