

# *The Norfolk and Norwich University Hospital Nurses League*

Charity Registration Number 290546

Executive meeting held on **Thursday 8th February 2018**

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), Wendy Hobbs, Jennie Cropp, Pat LeGrice, & Ruth McNamara (Secretary)

1. **Apologies:** Mike Surkitt-Parr.
2. **Minutes from the last meeting:** Signed and agreed by all present. The President thanked Doreen Betts for taking the last Minutes in the absence of our Secretary.
3. **Matters arising from the last meeting:** None.
4. **Financial reports: Hilary Barker**, Treasurer, distributed income and expenditure accounts via the internet to trustees.
  - i. Donations had increased but subscriptions were down showing the need to recruit new Members.
  - ii. Income from investments remain good. Five investment companies have been written to requesting to change the signatures on the investments. This is not proving an easy task removing one Trustee's name to replace it with another Trustee as each company requires different formats for this action to be taken. Nominated signatures/names witnessed by a professional person were required by some companies. Mary Dolding, our President, Ruth McNamara Secretary & Hilary Barker Treasurer will meet to try and complete the task. These people will be the nominated signatures. Approved by all Trustees present with a matter of urgency. Proposed: Elizabeth Blaxell Seconded: Vivien Aldridge.
  - ii. The cost of Christmas gifts to our Seniors in 2017 was lower after Trustees contacted 55 people.
  - iii. Journal & other expenses were requested before the end of this financial year.
  - iv. Chris Rengert, our Financial Adviser, will be contacted for his annual investment report.
5. **2017 Seniors gifts: Ruth McNamara** thanked the Trustees who had helped contact 55 Seniors offering them a Christmas gift from the Nurses League. 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 & praising the Journal. £365.70 had been spent on this project for Christmas 2017. Four Seniors: Mrs Mary Nixon (Gay) 1935-8, Mrs Maureen Ransome 1934-7, Mrs Marie Baker (Nelson) 1948-52 & Mrs June Powell (Heigham) 1948-52 had died in 2017. Three Christmas cards were sent to Seniors in Australia with one acknowledgement the other two will have tracing letters sent.
6. **League Membership: Ann Copsey** informed Trustees:
  - i. Membership was now 339 with 6 subscriptions outstanding. Another reminder will be sent in 2018 Journal before their names were removed. This proved successful in 2017.
  - ii. There were no new Members in this period.
  - iii. Trustees were given an up-to-date Member's address book.
  - iv. Envelopes were addressed ready for the 2018 Journal & given to the Editors.Ann was thanked for her work contacting Members & supplying their up-to-date addresses for Trustees.
7. **Update Betty Lee Lecture October 11<sup>th</sup> 2018.** Mike Surkitt-Parr sent a report saying:
  - i. Still awaiting a response from Emma MacKay about proposals for the event.
  - ii. Contact still to be made with Karen Kemp the new Associate Director of Quality & Safety.
  - iii. It is hoped to run an afternoon event based on local staff's input into a workshop type event, sharing good practice etc. There will be two people who will give a national input. This will be held in the Bob Champion building 2-5pm dependent on the Trust being willing & able to help plan & run the session.
  - iv. The evening session will be on 'Patient Safety over the 70years of NHS' about 6pm in the Benjamin Gooch Hall. All the events are in the very early stages. At both events a stand will promote the Nurses League. There will be a small article in the Journal to promote the event.
  - v. Vivien Aldridge will prepare a short introduction to Betty Lee for the evening lecture in her name. This programme was agreed by all Trustees present.Trustees were informed that Emma McKay was leaving her post as Director of Nursing at the NNUH. Francis Bolger is now Acting Director. *Deborah Whittaker*, new *Deputy Director of Nursing* has been informed briefly of the NNUH Nurses League by Mary Dolding.

**8. Website: Mary Dolding** i. Access for Members can be gained from Ann Copsey. Join or renew will be added to the site.

ii. Audience overview results were given to Trustees to show how the site is being viewed.

iii. People have been contacting Trustees via the site to send information.

iv. Hilary will contact Paddy about payment of the annual site registration fee due 31<sup>st</sup> March 2018. He will be asked for a forwarding address for his Journal.

**9. Heritage Committee update: Vivien Aldridge** reported: i. 5<sup>th</sup> December 2017 sadly most of the uniforms were donated to the Norwich Shire Hall Costume Museum who will store them in correct conditions. Ruth Battersby -Tooke was very excited to receive them. Alice Ottaway's 1918/20 uniform may well be used in their WW1 display as it was unusual to know details/photographs of the owner. Her relatives will be informed of our decision & possible newspaper coverage. Kate Thaxton & Michelle Sorrison work at the Regimental Museum arranging the WW1 display. No objections were raised from Trustees to loaning any of our material for their future use. A donation copy is in the Heritage folder. Agreed: Ruth McNamara Seconded: Ann Copsey.

ii. West Norwich Hospital will be the next subject in the hospital display cabinet.

iii. Bidy Collyer, St Stephens Church Warden is the named leader of the old Hospital Chapel project past/present & is keen for contact with Trustees including the planned move of excess hassocks.

**10. 2018 Journal update & dispatch: Elizabeth Blaxell** informed: i. 2018 Journal was at the printers and awaiting proof reading. ii. Mary will contact Simon Webdale about posting via hospital system again.

iii. It was hoped to be ready for dispatch early March and packers will be notified.

iv. Trustees were asked to give local addresses they could personally deliver to saving on postage. Both were congratulated for their hard work as Editors.

**11. 88th AGM & Reunion Saturday 12<sup>th</sup> May 2018 at 1.45pm in Benjamin Gooch Hall.**

**2018 Trustee Elections Ruth McNamara** reported that nomination papers would be delivered to each Member within the Journal to be returned by Saturday 26<sup>th</sup> April 2018. *Ruth McNamara (Secretary)*, *Elizabeth Blaxell (Editor)* & *Vivien Aldridge* have all agreed to stand again. *Pat LeGrice* resigned for health reasons & was thanked for her service to the League since 2010.

**i. Ruth** 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. b. notification of the collection in the last hymn – NNUH Eye Dept. c. Hymns: How great thou art & Jesus I have promised (old version).

d. The Hall be set up as a Chapel with the League's silver and white altar cloth, cross & piano installed.

e. Contact Annette Jude to play the piano. f. Bring in Bee Taylor collection plate.

g. Forward the scripture to the Reader (Father Ivan Weston) as soon as she received it from the Chaplain.

h. Contact Hospital Travel Department to request 45 free car-parking tickets for Members.

**ii. Mary** is: a. seeking the payment of tea for 110 Members from within the hospital

b. Plates of assorted cakes on the table with cups & saucers. Tea will be poured by Trustees from teapots taken to tables. Refilled by **Doreen & Elizabeth** away from the tables. c. Print attendance certificates.

d. **Wendy & Jennie** Poster/small paper, Sellotape/numbers & pens for basket competition entries. Donated Prize. These will be kept for our Hospital Fete stall in June.

**iii. Vivien:** a. arranging seven speakers to talk on their *Reflections on 70years NHS*. She gave Trustees the crib sheet she is using for Trustees to comment on. Approved by all.

b. Bring in collection bags. **Viv, Liz & Jennie** – collection.

**iv. Hilary** will organise 2 annual raffle prizes at the reunion. Elizabeth & Doreen are donating one prize.

A notice will be designed to promote it. **v. Pat & Wendy** – agreed to purchase & arrange Chapel flowers.

**vi. Margaret/Vivien** will display archive material on International Nurses Day. It is hoped this can be displayed in the Education Centre entrance to allow more seating area in the Atrium.

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

**viii. Doreen** showed examples of a gift bag for those attending the reunion. Liz also to contact our Journal printers. It was agreed the art work should be first class – NNUH Nurses League (badge) & 70years NHS 2018. Costs were discussed & samples inspected. It was agreed she should continue with the project.

**ix Wendy** to arrange morning coffee. **x. All:** provide a small pot of flowers for tables & teapot.

**12. Any other business:** Jennie Cropp thanked the League for her flowers.

**13. Date of next meeting:** Saturday 12<sup>th</sup> May 9.30am in room 9 Old Education Centre.

Signed.

Date.

