

The Norfolk and Norwich University Hospital Nurses League

Charity Registration Number 290546

Executive meeting held on **Thursday 31st January 2019**

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, Chris Parfit, Mike Surkitt-Parr, & Ruth McNamara (Secretary)

1. **Apologies:** Jennie Cropp & Sondra Gorick

2. **Minutes from the last meeting:** Signed and agreed by all present.

3. **Matters arising from the last meeting:**

9. Mary Dolding & Vivien Aldridge on January 18th 2019 again met with a newly qualified group of N&N nurses to promote the Nurses League. Vivien's presentation was well received with a good feedback. Past Journals & photographs of our artefacts created interest, but no new Members have yet joined.

12 iii Annette Jude is still willing to give a fundraising concert or the League. A group of Trustees will meet with her to discuss dates & venues. Ruth McNamara will contact her for a meeting soon.

4. **Financial reports: Hilary Barker**, Treasurer, distributed income and expenditure accounts via the internet to Trustees. i. Donations/subscriptions were down £150 on last years combined figures. ii. The Journal with costs estimated about £2000 this year will mean we are spending more than our income but this is not a problem as we have monies in other accounts. iii. Senior gifts for 2018 had a smaller outlay this year and we did not increase the numbers due to unforeseen Data Protection costs earlier in the year. Members were very appreciative of the gifts/contact. iv. *Charity Commission* registration was completed after a long and arduous task but was informed, *due to our very small income, we could de-register as a Registered Charity & just be a charity. If we did, we could still get help & advice from the CC and claim Gift Aid but not submit our figures to them. New legislation is coming with Registered Charities needing more input with no advantage to us.* Trustees should consider de-registering, but further contact would be made with CC to avoid any adverse effect on us. The matter was widely discussed with questions to be raised to ask CC our position. v. Investments continue to give a good return. Chris Rengert has not replied to an e-mail sent (Nov 2018) regarding our concerns about Legal Entity Identifier (LEI) & investment companies contacting Trustees re: personal tax details. If we cancel investments the unrest with Brexit will affect our investments at this time & there is money in the business account for immediate use if necessary. It was agreed that Hilary send another letter via recorded delivery expressing our concerns. Evidence of correspondence has been retained. Mary tried during the meeting to contact him on two phone numbers – but no reply.

5. **2018 Seniors gifts: Ruth McNamara** thanked the Trustees who had helped contact 36 Seniors offering them a Christmas gift from the Nurses League. 29 gifts & 7 cards sent. 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. £296.95 had been spent on this project for Christmas 2018.

6. **League Membership: Ann Copsey** informed Trustees: i. Membership 307 + one Honorary Member. ii. Jane Douglas (Dixon) - Service new Member this period but unfortunately Mair Campbell had deceased. iii. Trustees were given an up-to-date Member's address book. Old copies must be carefully destroyed. iv. Envelopes were addressed ready for the 2019 Journal & given to the Editors. v. Data protection forms were still coming in – 33 outstanding. Ann was thanked for her work contacting Members & supplying their up-to-date addresses for Trustees.

7 **Betty Lee Lecture Thursday October 10th 2019** i. Ruth McNamara booked BG Hall & E Atrium 5-9pm. ii. Mike Surkitt-Parr & Vivien Aldridge are discussing this year's subject.? 'Learning from the past'. Aiming at newly qualified nurses to encourage membership. iii. 'Save this date' will be in Journal.

8. Website: Mary Dolding i. Has been in contact with Dr Paddy & he is happy to continue. Mary asked him to investigate host site costs. He advised us to leave our site alone & not join NNUH site.
ii. Rosalyn McCartney, Miss Andrew's (A/Matron) niece working as lecturer at UEA, contacted us seeing our history website. Informed her of October 2019 lecture.
iii. Mary & Ann had a '**Twitter**' meeting with Graham Bunting NNUH. Here we could publish events & League activities to benefit new Members. Some Trustees interested but we must 'block' unwanted items - guidance was needed & no cost involved. Unwanted articles could be blocked. The hospital team would guide us should we move forward. Future meetings to be arranged re: Facebook, Instagram & Twitter.

9. Heritage Committee update: Vivien Aldridge reported: i. More articles will be deposited soon.
ii. Margaret working on West Norwich Hospital the current display in the cabinet.
iii. During 2021 the Norfolk & Norwich Hospital is holding 250 year celebrations. We will show our interest to those concerned.
iv. Sandra Curd has had some ambulance & historic articles reproduced to be included in our history file.

10. 2019 Journal update & dispatch: Elizabeth Blaxell informed: i. 2019 Journal was at the printers and awaiting proof reading. ii. Mary will contact NNUH 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 save on postage.
v. *Both editors were disappointed in the lack of response from Members when they had promised an article. 2019 edition contains only 2 articles which did not come from the Trustees. Causes stress.*
Editors have agreed to compile the 2020 edition of the Journal in our 90th year. Thanked by all present.

11. 89th AGM & Reunion Saturday 11th May 2019 at 1.45pm in Benjamin Gooch Hall.

2019 Trustee Elections Ruth McNamara reported that nomination papers would be delivered to each Member within the Journal to be returned by Saturday 27th April 2019. *Ann Copsey (Membership Sec) & Hilary Barker (Treasurer)* have agreed to stand again. *Wendy Hobbs* resigned after 10yrs League service. A new candidate will be approached by a Trustee.

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 – Osteoporosis Norwich & District. **Viv, Mike & Chris** to collect.

c. Hymns: For all the saints & Let all the world in every corner sing.

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 (?Heather Parle) as soon as she receives it from the Chaplain.

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

i. We have received confirmation from Prof Jeremy Turner as our speaker.

ii. Mary: a. seeking the payment of tea - 110 Members from within the hospital & negotiate with SERCO.

b. Discussion of assorted cakes required for the occasion along with the usual tea & coffee.

c. Plates of assorted cakes on the table with cups & saucers. Volunteers to be asked to help. Tea poured by Trustees from teapots taken to tables. Refilled by **Doreen & Elizabeth** away from the tables.

d. Contact Heather Parle - Reader Doreen Betts will be back-up. f. Give vote of thanks to Prof Turner.

iii. Sondra writing up talk for the Minutes & Journal 2020 **iv. Chris** Print attendance certificates.

v. Hilary will organise raffle at the reunion. Prizes this year donated from Trustees. Promotion notice.

vi. Wendy – agreed to purchase & arrange Chapel flowers & order morning coffee.

vii. Margaret/Vivien will display our new archive material in the Education Centre entrance.

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

ix. Mike promote Betty Lee Lecture Thursday 10th October 2019.

x. All: provide a small pot of flowers for tables, teapot & small hamper items for raffle prize.

12. Any other business:

a. Prof N Fontaine was not available to attend the meeting. She will be invited to the AGM/Reunion.

b. Wendy visited Members residing in Brookland House Attleborough. Thanked for her efforts.

c. Mike suggested contacting recently retired nurses about the League's existence. League stands.

d. Service at Norwich Cathedral Wed 15th May evening to commemorate re-internment of Edith Cavell.

13. Date of next meeting: Saturday 11th May 9.30am in room 9 Old Education Centre.

Signed.

Date.

