

The Norfolk and Norwich University Hospital Nurses League

Charity registration number 290546

Executive meeting held on **Saturday 13th May 2017**
Room 9 at the Norfolk & Norwich University Hospital.

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

Mary Dolding thanked Trustees for their efforts in planning the day's activities.

1. **Apologies:** All Trustees present.
2. **Minutes from the last meeting:** Agreed by all present and signed as correct.
3. **Matters arising:** Mary Dolding had received correspondence relating to the last meeting.
 - i. Dawn Collins reported she had sent apologies for past meetings unfortunately not received/recorded.
 - ii. Vivien Aldridge had enquired if in the Constitution it mentioned if non-committee members could attend Trustee meetings and how frequently? No records found and the subject will be discussed at a future meeting.
 - iii. Emma Jarvis had sent a £14.95 bill for glue used on the League's display cabinet. This has been paid.
 - iv. Correspondence had been received from John Orchard, Chief Executive of Cavell Trust, asking if we would make regular contributions to the fund. Mary had replied saying that our first consideration was to our Members but she would put the request to the Trustees. We have supported the Cavell Trust and advertised it to our Members so it was up to them to respond as the League funds were small.
 - v. Dr Anthony Gordon-Grey had written to say he had cancelled his auto renewal to the League website after receiving a reminder. Mary wrote thanking him for his support of the League and informing him of the new website arrangements under Dr Paddy.

4. Financial Reports.

Hilary Barker, Treasurer, distributed to Trustees the annual financial report 2016-17. Copies will be available for Members at the AGM. They had been independently audited by Mrs Charlotte Ayres and accepted as correct. Our income and donations were slightly down from last year with the committee working hard to recruit new Members for the coming year. Thank you to those who had sent generous donations and sent renewed membership for the coming year. Standing order renewals had been set up to make payment easier via the new website being launched today but if preferred previous methods of payment remain unchanged. Expenditure is slightly more than our income as the cost of the Journal (£1713.00), like everything else, has risen but we have managed to secure a cheaper postage via the hospital postage system saving £100. Vouchers, gifts and flowers have been sent to our Senior Members at Christmas (£442.33) enabling us to keep in touch with them with committee Members ringing them for a chat and update over the festive period. We have continued to spend what is necessary on our heritage and history of the Norwich hospitals so that they are kept recorded and in good condition in special folders for the Norwich Record Office archives. Overall we have enough monies in our accounts for the foreseeable future. Some money has been transferred from our business account into our current account to enable us to keep subscriptions down and use the funds we have for the benefit of our Members. Income was £3252.64 which included Gift Aid tax relief (£198.86). There was a deficit this year of £293.27 in income/expenditure. Our investments continue to bring in a good return (£646) even though the global market has not improved. Thank you again for his support to **Chris Rengert** who managed our investments reporting he is happy with them. A gift voucher will be sent to Charlotte. Proposed: Mary Dolding Seconded: Ruth McNamara.

Mrs Dolding thanked Hilary for her hard work on behalf of the League and Ann Copsey for the successful Gift Aid claim from the Revenue & Tax Office.

5. 2017 AGM and Reunion arrangements

a. Ruth McNamara reported:

- i. 40 free parking tickets had been collected from the Security & Hospital Travel Office.
- ii. Revd Eleanor Langan had planned and agreed to lead the service, service sheets printed and the piano moved into the Benjamin Gooch Hall. She will be given names of deceased Members to be remembered in the service. The League's silver cross, and rose bowl will be available for the altar.
- iii. Heather Parle will read the lesson & Ros Lancaster (a relative of Betty Lee) will play the piano.
- iv. Jennie Cropp (Mann) had been nominated to stand for election and three Trustees willing for re-election. Dawn Collins had stood down from the committee after three years service and thanked by the President. Mary Dolding has agreed to stand again for another three years as President.

b. Mary Dolding had:

- i. After applying for payment of tea from the Nursing Endowment Fund Emma McKay offered £200 as funds were low. Serco offered to pay the remainder for 110 Members tea. This matter will be discussed by the committee at the next meeting and to inform Members that this may not be the way forward in the future.
- ii. A list of tasks for the smooth running of the occasion was given to committee members.

c. Margaret Allcock will have a display of new items given to the League recently.

d. Trustees had produced small flower arrangements, teapots for the tables and decorative mugs (18) for sale later at the Hospital Fete in aid of the League funds. Grateful thanks.

e. Pat LeGrice provided the altar flowers this year with Wendy Hobbs helping to arrange them.

6. 2017 Website Ruth reported: Dr Pádraig Ó Lúanaigh (Dr Paddy) D/Director of Nursing NNUH had offered his services as he built websites in his own time as a 'hobby'. Six Trustees met with him March 2017. A summary of this meeting was sent to Trustees and a copy has been recorded in the Minute Book.

- i. Future subscriptions could be paid by standing order via the site with an immediate confirmation reply.
- ii. One important detail agreed was that there should be a *Members only* section opened by a password which would change annually on payment of subscriptions and to be acknowledged by e-mail.
- iii Trustees could contact him on his private e-mail to add new articles to the site.
- iv. Details of the website contents were discussed.
- v. Dr Paddy has reported that he will finance the site as his contribution to the Nurses League.
- vi. Mary had liaised with Dr Paddy to brief the Members on the new website after his lecture.

7. League Membership.

Mary offered the committee's condolences to Vivien Aldridge on the recent passing of her Mother Alma Aldridge (Wilson) who was also a League Member.

Ann Copsey reported: i. There had been 4 new Members since the publication of the Journal.

ii. Membership stands at 354. iii. We have sadly lost Mrs Alma Aldridge (Wilson) 1970-2, Mrs Margery Catchpole (Bateman) 1946-50, Mrs Jane Roberts (Burton) 1940-3 & Miss Judy Wilson 1966.

iv. Journals returned from Mrs Margaret Spray (Miller) 1950-3 & Mrs Rosalind Cogman (Strowger) 1959-62. Members will be asked if they know of their whereabouts & reminded to update their own details.

v. Letters from Members were passed around for Trustees interest. Interesting snippets will be in the Journal.

vi The insert in the 2018 Journal will be redesigned for payment & e-mail details.

vii. Will investigate how to send 'blind' copies of future activities to local Members by e-mail.

8. Editors report: **Doreen Betts** reported there had been many letters showing appreciation of the Journal and had already collecting some interesting pieces. 2018 edition will have a deadline of 31st December 2017 failure to keep this cause the editor's unnecessary stress at a very busy time. Future editions were discussed.

9. Heritage progress **Vivien Aldridge** reported: i. The committee continued to meet regularly & grateful for items & donations which continue to arrive. Members will be asked to identify items/photos on display.

ii. Biggest achievement this year was the acquisition of the display cabinet in the West Atrium. Half has information regarding the League and the remainder items or photographs of interest changing three monthly.

iii. Photographs have been taken of the uniforms for our records by Elizabeth & Mary before they are offered to the Norwich Costume museum. We are still awaiting the 'grey' dress 1950-60.

iv. The Journals have now been indexed & deposited in the Norfolk Archive Centre - accessible to everyone.

v. The League has been approached by Cromer Hospital for their 150th celebrations - evening 21st June 2017. Articles of pertinent interest have been collated for the occasion.

vi. Margaret has undertaken a mammoth task to sort paperwork into acid free files which now wait indexing. Mary congratulated the team for collecting information about the hospitals for future generations.

10. Any other business: i. **Hilary** suggested to ask Dr Paddy to accept Honorary Membership in recognition for work & guidance with the website site, encouragement with the display cabinet and suggestions about postage. He cannot be a Member until he has worked at the Trust for three years. This will be put to Members during the afternoon. It was agreed by all present.

ii. **Dawn** suggested that the League could hold a launch evening for potential Members to gain interest in our activities after completing their training. This will be discussed at a future meeting.

iii. **Vivien** expressed concern over the Members address book available. To be discussed at a later meeting.

Date of next meeting: Thursday 3rd August 9.30 for 9.45am *New Education Centre Room 7*

Signed:

Date: