

The Norfolk & Norwich University Hospital Nurses League.

Charity registration number 290546

Trustees meeting held by Zoom on Thursday 12 May 2022 at 10am

Present. Michael Surkitt-Parr (President) Margaret Allcock, Hilary Barker (Treasurer), Doreen Betts, Anne Copsey (Membership secretary), Mary Dolding, Jan Beart, Chris Parfitt (Joint editor) Sondra Gorrick (Joint editor), Elizabeth Blaxell, Tessa Holmes (secretary)

Apologies . No apologies for absence.

Mike Surkitt-Parr opened the meeting and welcomed members online and advising there would be an additional item under Matters arising 'Ward adoption and fund raising'

2. The minutes of last meeting.

The minutes of the meeting held on 10th February 2022 need amendment as advised by Margaret Allcock the spelling of the Hospital Librarian was incorrect. Tessa Holmes to amend. These will then be signed off by Mike Surkitt-Parr.

3. Matters Arising.

a. Twitter account – Mike Surkitt-Parr now has access to the account and is 'tweeting'. Item closed.

b. Time out day – Mike Surkitt-Parr advised members that he had sourced a potential facilitator for the day and is exploring the costs for the day. The last time out day was held in 2016.

A discussion took place around a suitable venue, a room at the Bob Champion Centre which would be free of charge to be considered. Timing of the day was discussed, and it was felt that April 2023 could be suitable. Mike Surkitt-Parr to update members when progress is made, the facilitator is currently away on holiday. [see also, AOB]

c. Hospital Fete 11 June 2022 – Mary Dolding, Elizabeth Blaxill and Anne Copsey have kindly agreed to attend and represent the League. A space has been booked, however a gazebo or suitable cover needs to be sourced.

The League will be promoted that day, Margaret Allcock to provide materials for display. Anne Copsey suggested that a raffle be organised as had been done in previous years. The funds raised would go the hospital charity. The theme of 'Afternoon Tea' was agreed, members agreed to each bring along a contribution to the AGM on Saturday.

Website details for handing out are to be supplied by Anne Copsey. Chris Parfitt will bring the banner for use that day.

d. Adopting a ward – for recipient of fund raising. It was decided that this item should be carried forward to the agenda for the next meeting.

Mike Surkitt-Parr wished members a Happy International Nurses Day and advised he had given the apologies of the League to Nancy Fontaine Chief Nurse at NNUH due to our meeting today.

4. President & Trustee election nominations - no nominations have been received, there is currently one trustee vacancy.

5. 92nd AGM & Reunion . Saturday 14th May 2022 .2.30pm. -

Mike Surkitt-Parr expressed his thanks to members and to Rachel Cocker for their contributions and assistance in preparing for the forthcoming AGM.

The plan for the afternoon is -

Opening address from Mike Surkitt-Parr (President) to be done before handing over to Canon Darren Thornton.

Hymns have been recorded by Christina Johnston (Soprano) and will be played.

Members who have passed away will be remembered by name. Anne Copsey has typed up the list and this will include those from the last two previous years also as agreed.

Mike Surkitt-Parr has briefed the Chaplin regarding the remembrances.

Election of Trustees to serve a further three years – Hilary Barker. Ann Copsey. Jan Beart & Mary Dolding.

Treasurers report has been completed by Hilary Barker and received by members, this will be read at the AGM

A discussion took place around the inclusion of the report plus supporting figures – Mary Dolding advised that signatures should not be on these copies. It was agreed this was a good idea, Hilary Barker to action. Sondra Gorrick will save for inclusion in the journal 2023.

Membership secretaries report – Ann Copsey to deliver her report, she advised that the League has 304 members and one Honorary member currently.

Mrs Wyatt had retired from the League as she was unsure of where she is going to be located, she was a Life Member and had over the years made generous donations to the League. Ann Copsey has thanked her for these donations.

172 links to the AGM have been sent out by Ann Copsey, also a further 57 have been telephoned and emailed with the Link details. Mike Surkitt-Parr and members thanked Ann Copsey for the work she has done regarding this.

Anne Copsey reported that she had received letters of thanks from members with their subscription renewals expressing how much they enjoy the journal.

Thanks had been sent by Anne Copsey to her niece, Charlotte Ayres, who assists the League by auditing the accounts. The price for an auditor would likely be around £350 if the League had to find one.

Members will be present on Saturday. Elizabeth Blaxill advised she would not be attending in person. A total of 30 persons can be present in the Benjamin Gooch Hall. There will be other attendees in the audience, Heather Parle who will be doing a reading and Rachel Cocker our speaker for the AGM.

Joint Journal editors Report – this will be read this year by Sondra Gorrick on behalf of herself and Chris Parfitt.

Sondra advised that the 2023 Journal will be the last that she and Chris Parfitt are undertaking, this will coincide with her retirement from nursing.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document discusses the importance of data governance and the role of leadership in establishing a strong data culture. It emphasizes that clear policies and standards are necessary to guide data management practices across the organization.

6. The sixth part of the document explores the benefits of data-driven decision-making and how it can lead to improved performance and innovation. It provides examples of successful data-driven initiatives and the impact they have had on the organization.

7. The seventh part of the document discusses the future of data management and the emerging trends in the field. It highlights the potential of artificial intelligence, machine learning, and big data to transform data management and analysis.

8. The eighth part of the document provides a summary of the key points discussed in the document and offers recommendations for further action. It encourages the organization to continue to invest in data management and to embrace a data-driven mindset.

9. The ninth part of the document discusses the importance of data literacy and the need for ongoing training and development. It emphasizes that all employees should have the skills and knowledge necessary to work effectively with data.

10. The tenth part of the document concludes the document and expresses the organization's commitment to data management and data-driven decision-making. It states that the organization will continue to explore new ways to leverage data for its success.

11. The eleventh part of the document discusses the importance of data security and the need for robust security measures. It highlights the potential consequences of data breaches and the steps that can be taken to prevent them.

12. The twelfth part of the document discusses the importance of data privacy and the need for compliance with relevant regulations. It emphasizes that the organization must ensure that data is collected, stored, and used in a way that respects individual privacy rights.

Mike Surkitt-Parr thanked both for their contributions as joint editors. The future of the Journal needs to be discussed on the Time out Day with the facilitator.

Heritage report - Margaret Allcock has circulated her report to members and will read this report at the AGM. The Jenny Lind clock has still not been given a final location; Mike Surkitt-Parr will follow this up on behalf of the League.

Any other Business – no items were added.

93rd AGM & Reunion 13th May 2023. (Date and venue to be confirmed) – the use of the Benjamin Gooch Hall or the Willow Centre (whole venue) to be looked at by Tessa Holmes.

Mike Surkitt-Parr reminded members that chaplaincy cannot generally go off the hospital site – he will ask if they would consider attending The Willow Centre.

6. Any Other Business

The 250th Anniversary Celebrations for the NNUH – there will be a series of events at The Forum between 9-18 September 2022

Mike Surkitt-Parr has been approached to do a presentation at the Forum on the History of the Nurses League, members were happy that Mike undertakes this. The Heritage Committee agreed to provide some background history for inclusion, Margaret Allcock offered prepare a Display.

The 14th of September 2022 at 12 midday has been proposed by Mike Surkitt-Parr, this is also the day of the Betty Lee lecture.

Apologies for the 4 August meeting were received from Elizabeth Blaxill, Mary Dolding and Margaret Allcock all of whom are on holiday.

Chris Parfitt raised the cost of postage for the journal; those posted overseas cost more than £7.

236 copies went to the Post Room at the NNUH and this year 64 copies were hand delivered. Mike Surkitt-Parr proposed that a sub-committee be set up to look at costs, both printing and posting are barely covered by the current subscription of £5/annum. An electronic version of the Journal could be a consideration.

Hilary Barker reported that our income is not covering the outgoings this year, she is still awaiting details of interest for this year from Chris Rengert.

Hilary Barker wondered if membership would decrease without the annual journal. Ann Copsey stated that she felt the Journal and its existence plays an important role in membership of the League.

Sondra Gorricks proposed that the Time Out Day should be held sooner than next April in order to look at these concerns. Jan Beart suggested possibly October 2022.

Mary Dolding reminded members that any increase in subscriptions would need to be made at the 2023 AGM.

Mary Dolding thanked Mike Surkitt-Parr for representing the League at the memorial Service for Betty Lee .

Mike Surkitt-Parr thanked members for their attendance and the meeting was closed at 11am.

M.S. Surkitt-Parr.
04.08.22.

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