

The Norfolk and Norwich University Hospital Nurses League

Charity registration number 290546

Executive meeting held on **Thursday 3rd November 2016**

Room 10A New Education Centre, Norfolk and Norwich University Hospital

Present: Mary Dolding (President), Margaret Allcock, Ann Copsey (Membership Secretary), Doreen Betts & Elizabeth Blaxell (Joint Editors), Vivien Aldridge, Hilary Barker (Treasurer), Wendy Hobbs & Mike Surkitt-Parr (note taker for this meeting)

The President welcomed Jenny Cropp to the meeting as an observer and round table introductions were made.

1. **Apologies for absence** Ruth McNamara (family funeral) & Pat LeGrice

2. **Minutes of the last meeting**

These were confirmed as an accurate record and signed by the President.

3. **Matters arising from the minutes** – items 6 and 11v

6. It was reported that a *productive and useful meeting had taken place with Dr Padraig Ó Lúanaigh, ‘Paddy’, Deputy Director of Nursing*, concerning his input into supporting and developing the website. By the end of November 2016 he will produce a set up of what the new web site will look like and he has agreed to manage this on behalf of the League. Subject to the Executive Committee’s approval it is anticipated that the new look website will be operational by the May AGM.

11v. It has been agreed that the League can access the N&NUH post room in order to benefit from reduced postal rates. This applies only to UK mailing and all labels must be printed. The contact for this is Simon Wardell, Facilities and Services Contracts Manager.

Paddy and / or Emma have agreed to speak at the AGM in May next year and the topic will be ‘Nursing the way forward’. Ruth McNamara will send a letter of request.

Agreed the League will have opportunities to speak with newly qualified staff nurses.

It was reported that the hospital is keen to return to the awarding of a hospital badge after 1-2 years post registration experience in the hospital.

The League will be involved in plans for a week of events to celebrate International Nurses day in May 2017, culminating in our AGM on Saturday 13th.

The League has been given a permanent display cabinet on the second floor of the West entrance. Emma Jarvis is the contact for this.

Although no final decision taken yet, there are positive moves on the tea being funded for our AGM in May. More to follow on this.

4. **Financial Reports and raffle prize at the AGM** Hilary Barker, Treasurer, reported:

i. subscriptions and donations were down on last year. It may be necessary in the near future to transfer monies from the savings account.

ii. ***An on-line submission of required documentation had been submitted to the Charity Commission*** and these have been acknowledged.

iii. ***The League's financial policy has been updated.***

iv. Hilary has had a useful discussion with our Business Manager at the bank concerning alternative ways for subscriptions to be paid. We have been informed that ***direct debit payments are not an option*** but standing orders are a better way. ***Advice was received not to publish our bank account numbers in the Journal.*** Following discussion it was agreed to support the possibility of subscription payments by standing orders.

v. Hilary will write a short explanatory piece for inclusion in the Journal. The matter will also be raised at the AGM.

iv. It was agreed that the raffle prizes at the AGM will be gift vouchers totalling £60, comprising of three vouchers of £30, £20 and £10.

Hilary was thanked for all her hard work on the financial issues.

5. **Membership and Gift Aid** Ann Copsey, Membership Secretary reported:

i. There have been 11 new members joining this year, including one recent recruit.

ii. 24 reminders about subscription payments have been sent out and some responses received.

iii. It was noted that the *Gift Aid paperwork has been sent off.*

Ann was thanked for her ongoing work on the important issue of membership.

6. **Seniors Gifts - Christmas 2016**

Ruth McNamara had provided a copy of the 'Seniors' to be contacted for each Trustee and these were discussed with the falling numbers increased this year. Those present are aware of who they will contact. Ruth's hard work in relation to this matter was acknowledged.

7. **Review of Away Day on 30th September**

It was agreed by all that this had been a very successful event. The following were agreed as the anticipated success criteria:

- Recruit 10 new members per year
- Establish relevant sub-committees / working groups to support the work of the League
- Encourage more visitors to Executive meetings in order to generate interest amongst general membership
- Continue to develop the existing working relationship and collaboration between the League and the Trust. (It was recognised that this is already progressing well with the President's input with the Deputy Director of Nursing)
- Establish the common goals and synergies of the League, the Trust and UEA and practising nurses in order to focus our marketing approach to ensure we fulfil our specific role
- Continue to build on the successes of the Journal and the existing League activities
- Maintain a watching brief on the need to produce a formal exit strategy [*note: As we are not planning an imminent closure of the League, and because our annual income is less than £10,000, there is no need for a formal strategy detailing the disposal of financial assets. We just need a less formal document for committee reference at this stage*].
- Continue the excellent work on cataloguing the League's heritage assets, to include their respective locations
- Continue with our marketing activities, including the new approaches of the display cabinet in the hospital and the quarterly stand in the atrium

It was considered that the above list provides a tangible set of action against which to assess our progress in developing and maintaining the League over the coming four years.

It was agreed that a gift would be forwarded to Garry Shays to thank him for his excellent facilitation of the Away day.

8. NUH Nurses League Website

This item was addressed in item 3 above.

9. Heritage update

The hard work in this field by **Margaret Allcock** and **Vivien Aldridge** was acknowledged by all present.

i. In October two large volumes of League Journals 1931-2016 were deposited in the Archive Centre. 14 were still missing but 4 had already been deposited by another Member – leaving 10 outstanding. Missing ones will be requested in the 2017 Journal.

ii. Vivien produced two index folders of backdated Journals now held at the Archive Centre. One of these has been retained for our reference.

iii. The Orthopaedic folder is to be forwarded after being checked by Mary Harris (English) to the Archive Centre. Margaret was asked if she could obtain a photograph of her for the next Journal.

iv. Boxes have been purchased for donated medals when deposited at the Archive Centre.

Visits had been made to some recipients. Mary hopes to visit one when giving her a Christmas gift.

v. Photographs of uniforms will be made before packing them in boxes for the Costume Museum.

vi. A request was approved for £300 to purchase further storage boxes.

vii. Items of heritage will form an important part of the content of the display cabinet in the hospital.

viii. The content of the large screen used to advertise the League is to be reproduced into an A3 size poster.

ix. A Royal blue cloth is being produced with the hospital badge logo for use at events.

10. 2017 Journal update

Elizabeth Blaxell and **Doreen Betts** reported good progress in the compilation of the next Journal with lots of content being forwarded. Any further items for inclusion in the Journal should be forwarded to the joint Editors as soon as possible. Thanks were expressed to Elizabeth and Doreen for all the hard work in producing such a high quality Journal.

11. Any other business

i. It was noted with thanks that Ann Cosey had laid the wreath at the Edith Cavell remembrance service. Photographs will be available of the event.

ii. Mary Dolding and Ruth McNamara have received e mails concerning an organisation known as *The Guild of Nurses* to enquire if the League was interested in some form of linkage. It was felt that this was not appropriate at this time for the League but Mary will forward the e-mails to all committee members in order that they may wish consider the matter on a personal basis.

iii. A card has been received from Mrs Rogers with an apology for reading a different lesson at the AGM from the one planned.

iv. A letter of thanks has been received from the family of Bee Taylor acknowledging receipt and appreciation of the memorial plate purchased with some of the monies left in her bequest.

v. Four committee members are due to be considered for re election:

Margaret Allcock

Doreen Betts

Mike Surkitt –Parr

Dawn Collins

vi. Mary will approach Dawn who was not at meeting. The remaining three members all expressed willingness to serve a further term on the committee.

vii. Mary Dolding also expressed her willingness to serve a further term as President.

12. Date of next meeting. Thursday 2nd February 2017- Room 10 New Education Centre.

Signed

Date