

The Norfolk and Norwich University Hospital Nurses League

Charity Registration Number 290546

Executive meeting held on **Thursday 9th November 2017**
in Room 10A new Education Centre at the Norfolk & Norwich University Hospital.

Present: Mary Dolding (President), Margaret Allcock, Hilary Barker (Treasurer), Doreen Betts, Elizabeth Blaxell (Joint Editors), Ann Copsey (Membership Secretary), Mike Surkitt-Parr, Jennie Cropp & Wendy Hobbs.

1. Apologies: Pat LeGrice & Ruth McNamara (illness)

2. Minutes from the last meeting: Agreed by all present and signed as correct.

3. Matters arising from the last meeting.

11ii The wreath at the Edith Cavell service in October was laid by Ann Copsey. Betty Lee has agreed to liaise with The London in 2018.

11iv Mike Surkitt-Parr & Mary Dolding earlier had a meeting with Emma McKay, Director of Nursing NNUH to discuss the launch of the annual 'Betty Lee Lecture' on 'Patient Safety' to be given on Thursday 11th October 2018 in the Benjamin Gooch Hall to coincide with the 70th NHS Anniversary year. Mike will firm-up meeting outcomes & contact the new Patient Safety Officer in the New Year with the aim to link key milestones with nursing development. Mrs McKay was very keen for Mike to form a sub-group to promote the League & hospital heritage. An article outlining the event will be in the 2018 Journal. Mike will contact Ruth McNamara to arrange a longer booking of Benjamin Gooch Hall for the occasion.

4. Financial reports. Hilary Barker distributed the latest financial reports which were positive with no real concerns showing donations increasing to £1,006 in 2017/8.

a. An extra charge (50p?) for Members using card payment was discussed as the new form of payment costs the League 38p for the £10 annual subscription. It was agreed to continue for a further year to observe how much is involved.

c. Hilary informed the Trustees that the educational event in 2018 may involve extra costs.

d. Charity Commission was updated as legally required.

5. Membership & Gift Aid.

Ann Copsey reported that there were two new Members one joining immediately following a League presentation in September. Sandra Franks (1963-66) & Emma Ward (2013-17). Caroline Panter (Muir) 1968-71 resigned with 7 Members deleted after failure to pay subscriptions following another reminder with the Journal. Recently 40 reminders had been sent with 9 still outstanding. Membership now stood at 345.

b. Several Members had paid 'on-line' via 'join' on the website.

c. A new password will be available on a slip at the 2018 AGM for Members.

d. Ann Copsey claimed part of her computer expenses to help with her League work.

e. Gift Aid reclaimed tax now in our account (£172.50p)

d. A \$150 donation from Janet Webster (USA) made out to Ann Copsey & the League was causing banking problems – under investigation. Letters have been going back & forth.

e. Wording of payment/e-mail addresses in Journal insert was being discussed with Ruth.

f. Hilary to contact Paddy not 'Join' but make it 'subscription renewal' to make payment.

6. Seniors Gifts Christmas 2017

Ruth McNamara sent Trustees a list of 50 Seniors to be contacted in 2017.

- a. Following deaths four more (1950-3) had been added for approval – agreed.
- b. A request to consider continuing to send 3 cards to Australia following no contact in 2016? It was agreed to continue this year.
- c. A cheque was signed for Janet Hardingham.
- d. Ruth asked Trustees that they contact her by Friday 1st December with their gift requests so that they can be received in good time for Christmas. She welcomed any problems contacting Seniors so that further investigations about their whereabouts could take place as soon as possible. Ruth was thanked for her efforts on behalf of the Senior Members.

7. NNUHNL Website update.

- a. Mary Dolding has agreed to pay the £1.19/month site fee instead of Dr Paddy.
- b. The Trustees thanked Vivien Aldridge who has agreed to pay the annual site registration fee, due 31.03.2018, in memory of her late mother Alma Aldridge (Wilson) 1970-2.
- c. The 2017 entry into the site has been made simpler & is not needed to pay subscriptions. Password to the site is available from the Membership Secretary Ann Copsey.
- d. Ann & Hilary have a list of passwords which will change annually at the end of March.
- e. Dr Paddy will be consulted concerning password release on payment of subscription.
- f. Mary Dolding would appreciate agreeing to any new material to be entered on the site.

8. Newly Qualified Induction Days August & September 2017

- a. Two events lead by Vivien Aldridge proved very worthwhile & praised by the organisers.
- b. Trustees thoughts about their own training will be later used as a discussion document.

9. Heritage a. There is a lot of interest in the display cabinets. The display is being changed today: *‘Cataracts through the ages’*. Suggestions for new subjects needed please.

- b. Heritage articles for the 2018 Journal are in progress.
- c. Photographs/Jock Carruthers medal received from Janet Webster (Graveling) 1956-9 USA.
- d. Medals & their history will be deposited in Norfolk Archives.

10. 2018 Journal update

- a. Editors reported the 2018 edition was on track & the price will probably be the same.
- b. Reports by 31st December 2017 please.

11. Any other business.

- a. Rev Eleanor Langan requested that stored undedicated ‘N&N Old Chapel’ hassocks made by Members be returned to the old site where they will be used by the Community Venue as children’s seats. Unanimously agreed by all present. A Journal article will follow this up.
- b. Emma Jarvis gave contact details of a person running a project in the old Chapel requesting information on the site. We will pursue with the possibility of them providing a cabinet to display Nurses League N&N archive material. Meeting not yet arranged.
- c. Speaker 2018 – It was proposed that we involve Members through the decades presenting thoughts & memories. Vivien will formulate questions to help them with a short presentation. *‘70 years NHS – League Members Remember & Celebrate’*. Trustees agreed.
- d. Apologies were given to Jennie Cropp for not sending flowers following her surgery.
- e. Vivien asked if we should give Members attending a small gift to mark 70 years NHS? Doreen will enquire about making & cost of a bag with the League logo & 70 yrs NHS.
- f. 2018 AGM *‘Fill a basket’* for a prize and then sold for our funds at the Hospital Fete. Mary will provide an example and have an article in the Journal about the event.
- g. Wendy Hobbs reported she had visited two Members who were unwell.
- h. Doreen Betts thanked Trustees for her flowers following an operation.

12. Date of next Executive meeting: Thursday 8th February 2018 9.30 am 9.45 start.

Room 10 New Education Centre

Signed.

Date.

