

The Norfolk and Norwich University Hospital Nurses League

Charity Registration Number 290546

Executive meeting held on **Thursday 8th November 2018**

in Room 10A new Education centre at the Norfolk & Norwich University Hospital.

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

12 AOB i Mary Dolding met with Professor Nancy Fontaine, Chief Nurse NNUH on 19th September to promote the League & arranged for the Trustees to be introduced to her at the end of today's meeting. She is keen for the Trust to reintroduce the hospital badge to be awarded to registered nurses & midwives after completing one year within the Trust. These will be paid for by the Hospital Charitable Funds in collaboration with the Nurses League.

A Christmas lecture was suggested but it was felt there was not enough time to prepare as the previous lecture took six months to plan. Under consideration for 2019.

1. Apologies: Sondra Gorick

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

3. Matters arising from the last meeting.

iv. Sondra checked her I-phone and found it could be locked into our website.

A promotion day was held before the Betty Lee lecture resulting in recruiting new Members.

4. Financial reports. Hilary Barker distributed the latest financial reports which were positive with no real concerns showing subscriptions almost to 2017 level, but donations were down. Outstanding Members had had reminders in the Data Protection information sent in June.

b. Two big expenses were expected with Senior's Gifts and Journal expenses reducing funds.

c. Mary, Hilary & Ruth had again met regarding concerns with investment companies & finally agreed *we should hand over our concerns to our Chris Rengert, our financial adviser*. Following an e-mail, we had a prompt reply suggesting he apply for a Legal Entity Identifier (LEI) for the League (new financial legislation 2018) & then forward this to each fund manager telling them whose names should be held on records & on what basis they are involved. Methods of notification changes of future League Officers will be defined by each company. He would investigate the cost of the LEI to the League. All name changes with the companies has now been achieved. No reply has yet been received from Chris Rengert. We have done well with our investments over the years. A formal letter will be written to him declaring the proposed closure of accounts by Trustees & the need of LEI to do this? The Vice-Presidents will be informed of the proposal and Members in 2019 Journal. Hilary will write a small article on the subject. Time of any action must be chosen very carefully.

d. The Betty Lee lecture evening was a great success costing the League very little as food and drink was mainly donated by Trustees. The raffle and quiz prize gave us a return of £40 & we gained new Members. Mike Surkitt-Parr was thanked for his contribution.

e. Charity Commission will be updated as legally required.

5. Membership & Gift Aid Ann Copsey, Membership Secretary reported: a. 339 Members but 34 (many life Members) had still not returned Data Protection form making membership 305 in total. No Journals will be sent to non-responders. Trustees will attempt to contact personally some of these outstanding Members.

b. 11 Members have joined the League: Alexandra Andrews 1981-4, Marian Fox ?1971-4, Karen Hollaway 1981-3, Christine Lach 1980-4, Alexandra Young 2012-15, Sarah Covell 1982-5, Tristan Johnson 1986-90, Kathy Powell 1998-2001, Angela Young 1984-6, Susan Madden & Maggie Heels – both Service.

c. Shirley Collin (Atkins) -Service & Margaret Thompson (Endean) 1963-6 sadly both deceased.

d. Ann thanked for claiming £220 from Gift Aid tax relief 2017-8 more Members donating.

e. Reply slip enclosure for the Journal will again be presented to the printers for position correction.

6. Review of Betty Lee Lecture October 2018

Mary thanked Trustees who attended and worked hard to present a good evening with displays, excellent food and an informative lecture presented by Mike Surkitt-Parr.

a. She was pleased Betty Lee was able to attend & give a short speech saying how she greatly appreciated the event being named after her & the hard work taken to stage the event.

- b. Attendance of 10 non-members was disappointing despite extensive advertising throughout the hospital/website. Ann expressed concern about the failure of 82 expected with 41 non- attending the lecture making 56 total attendance.
- c. Methods of future lecture attendance was discussed. ? ticket event via e-mail/on the door. This will be mentioned in the Journal and at AGM to avoid over catering.
- d. One person will in future take charge of catering for the event. Excess food was enjoyed by the theatre staff during a very busy night. It is hoped the successful event/food will be talked about in the hospital for future events.
- e. Mike Surkett-Parr agreed to lead in a future lecture ?October 2019. ? Details in Jan 2019.
- f. Ruth McNamara will book Benjamin Gooch & East Atrium for a Thursday in October 2019 5-9pm.
- g. Mike asked to precis the lecture for the Journal and Minutes book.

10. Heritage update: a. Viv reported: a. There is a lot of interest in the display cabinets. The display is being changed today '*Notice of Armistice*' along with Journals.

- b. Group was invited to a private opening of an Armistice Exhibition running in the Norwich Castle until January 2019 where Alice Ottaway's uniform is on display. (Photo for our records/website)
- c. Jenny Lind, Orthopaedic & 70yrs NHS folders are ready for depositing in Archive Centre.
- d. Two books, which appear to be Journals made by Matrons containing "delicate" information, have been given to the League after being rescued from a skip.
- e. **Margaret** is working on the history of the West Norwich Hospital with the help of John Reynolds Estate Manager & Sandra Curd who nursed there in the 1980's. The removed old entrance arch (1907) is being stored at Dereham ready to be incorporated into the planned new building.

7. Seniors Gifts – Christmas 2018:

Ruth McNamara gave Trustees a list of 34 Seniors to be contacted in 2018.

- a. Five Seniors failed to return their forms so will be deleted from the 2018 list. Betty Gallant, Jean Riley, Ruth Williams, Sonia Waterer & Marie Coward.
- b. No new Seniors will be contacted following unexpected Data Protection expenses earlier in the year.
- c. A cheque was signed for Janet Hardingham. d. Ruth asked Trustees to contact her by Saturday 1st December with their gift request so that they can be received in good time for Christmas.
- d. She welcomed any problems contacting Seniors so that further investigations about their whereabouts could take place as soon as possible. Ruth thanked for her efforts on behalf of Senior Members.

8. NNUH Nurses League Website up-date: a. Mary has been in almost weekly contact with Paddy re. Annual lecture & events now entered on the site. Heritage articles needed for inclusion.

b. Internet costs have been taken over by a German Company. Paddy informed for advice.

9. Newly Qualified Nurses Induction 17th September 2018 Mary was contacted very late by the Trust of the event. Dave Gutteridge was co-ordinator. Our programme was led by Vivien to a large audience & well received. Unfortunately, no new Members were recruited. Chris Parfit also attended for experience. Nurses League provided some of our artefacts for interest. We have not been notified of future dates.

11. 2019 Journal. Liz Blaxell reported they had received more articles this year for the 2019 edition. Advertising/sponsorship for the increasing cost of the Journal was discussed. An article will be in 2019. Reports by 31st December 2018 please.

12. Any other business: ii. **Edith Cavell Remembrance Service** was held at Life's Green, Norwich Cathedral on Saturday 13th October 2018. Well represented from organisations including Norfolk nurses, NNUH nurses & the School of Nursing from UEA. Senior nurses (Cavellites) & British Legion standard bearers paraded. Wreaths were laid by Mary Dolding for Norfolk Nurses & Elizabeth Blaxell, on behalf of Betty Lee, for London Hospital & our Nurses League. Dawn Collins, League Member, unveiled a plaque in Tombland near her memorial. Minister-Counsellor from the Belgium Embassy attended. See 2019 Journal.

iii. **Concert evening 2019.** a. Annette Jude offered at the Reunion to put on a concert evening in 2019 for League funds. This was discussed by Trustees. b. **Ruth McNamara** will write to Annette thanking her for her support and ask about dates & venues where this would be possible that she could suggest.

Professor Nancy Fontaine came to the meeting at 12midday & was introduced to each Trustee. She told them of her plans as Chief Nurse at the NNUH to involve nurses more in planning their career feeling part of the large hospital. Suggesting the League joined 'Twitter' & got more involved with the hospital website. This will be discussed in more detail at the next Trustees meeting in January 2019.

13. Date of next meeting: Thursday 31st January 2019 9.30am 9.45am start New Education Department.

Signed:

Date:

