

The Norfolk and Norwich University Hospital Nurses League

Charity registration number 290546

Executive meeting held on **Thursday 14th August 2014**
Room 12 at the Norfolk & Norwich University Hospital.

Present: Mary Dolding (President), Margaret Allcock, Vivien Aldridge,
Elizabeth Blaxell (Editor), Dawn Collins,
Ann Copsey (Membership Secretary), Hilary Barker, (Treasurer), Wendy Hobbs,
Pat LeGrice & Ruth McNamara (Secretary)

1. **Apologies:** Doreen Betts & Mike Surkitt-Parr

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

3. **Matters arising:**

Ruth McNamara reported she had received correspondence from Anthony Gordon-Gray who had agreed to continue managing the League website until a replacement is found. Minutes from the trustee meetings will continue to be added after they are confirmed to be correct recordings of events. 2014 AGM photograph request had been forwarded to the committee to update the site. All present sent gratitude to Anthony for his help and guidance. **Mary Dolding** reported that Brian Allerton had sent a letter of thanks to the League for his gift but sadly was now resigning from the role as independent examiner of our annual accounts after eight years. A new auditor is being sought for 2015.

4. **Financial Reports:**

Hilary Barker, our new Treasurer, was congratulated on taking on this huge task. She distributed to Trustees the latest financial update. The Charity Commission had been informed of the new Trustees and our financial returns for 2013-4. Income from investments totalled £130.03 but annual subscriptions and donations were down this quarter. Other accounts remain unchanged. Gift Aid tax will be reclaimed again in August with the help of Ann Copsey using the membership computer programme to complete the complex task on line. After long discussions with HM Revenue & Customs it has been agreed Ann Copsey will be the contact person naming the President, Secretary and Treasurer plus two new 'fit for purpose people'. Elizabeth Blaxell and Vivien Aldridge have agreed to take this role. *The Internal Financial Controls policy was reviewed* remaining unchanged with official's names revised for 2014-15.

5. **Progress on Leagues Objectives**

Mary Dolding reported that the solicitors had sent a copy of the completed Declaration of Trust signed in June 2014 which is now been registered with the Charity Commission. This will be stored in the Minutes Book with Clapham & Collinge LLP retaining the original. The document will be scanned for the League website.

6. **2014 AGM and Reunion review:**

Good reports had been received on a very successful and interesting day.

a. The serving of tea in the East Atrium worked although the area was a bit squashed but smaller tables helped to improve movement of Members in the area.

b. Catering was a big challenge but the food was good with an adequate supply.

c. Number of Members attending increased.

d. Dr Nandu Thalange's lecture was very well received.

Trustees were asked to think of a speaker and collection charity for the 2015 AGM by the next meeting in November to allow time for Members to be notified in the Journal 2015.

7 ? Educational certificate for AGM speaker:

a. Mary Dolding had previously suggested that Members should receive a certificate of attendance relating to the AGM speaker's lecture. This would promote the NNUHNL and encourage new members who could add this to their portfolio. This information could be added to our website.

b. Dawn Collins provided a basic design which will be enhanced to the League's requirements with the addition of the hospital badge. Peter McNamara was asked to provide samples for the next Trustee's meeting.

c. Dawn Collins reported that a pack was being given to each nurse at the UEA in their final year and a welcome letter to the Nurses League could be included. This had been done for newly appointed and newly qualified signed by our President. Approved by all present.

d. The cost of a League banner to promote recruitment at various hospital functions will be sought from the printers.

8. Heritage review. Margaret Allcock & Vivien Aldridge reported:

a. Our donated League Silverware was on display during the Chapel Open Day in June 2014. Photographs and write-ups of each item were made for the memorabilia collection.

Further discussions with Rev Pauline Greesley may have to take place re: insurance.

b. More binders were purchased to file royal visits and press cuttings in date order from 1932. Betty Lee was invaluable with her reminiscences. These will be deposited at the Norwich Archives with confirmation and a receipt.

c. Mr Alan Green, a surgeon at the hospital from 1960's until retirement, had identified the old photograph of a hospital room. Arrangements are being made to interview him.

9. 2015 Journal: Elizabeth Blaxell reported it was early days but plans were in place.

Dawn Collins agreed to write an article for the Journal to cover events for Edith Cavell at Norwich Forum during October 2015 - 'A celebration of nursing & what it means'. Could the League become more involved with marching in the Cathedral service 11/12th October 2015? More nursing presence is required. League Members place a wreath supplied by The London hospital.

10. League Membership. Unfortunately this is the biggest threat to our survival and presence should be at all hospital events to advertise our existence. There were 140 newly qualified nurses each year at the UEA. **Ann Copsey** reported membership now stands at 385 welcoming a new member Veronica J Laue-Knudsen (Lockett) 1959-62. There are now 36 Members with outstanding subscriptions. It was agreed that no further correspondence should take place after two reminders and, if not traced personally, their names should be removed.

11. Any other business:

a. Mary Dolding requested Trustees should wear name tabs at the 2015 Reunion. Ruth McNamara will provide name labels and Dawn Collins the lanyards.

b. Afternoon tea with Betty Lee provided by the Trustees proved a big success. It was agreed this could be repeated for 'special' occasions.

c. Pat LeGrice reported she and Elizabeth Blaxell had taken flowers to Miss Bea Taylor to celebrate her one hundred and second birthday on 16th June.

e. Ruth McNamara will book accommodation for future Trustee meetings in 2015/6

12. Date of next Executive Committee: Thursday 6th November 2014

Signed:

Date