

The Norfolk and Norwich University Hospital Nurses League

Charity Registration Number 290546

Executive meeting held on **Thursday 12th February 2015**
in Room 10 New Education Centre at the Norfolk & Norwich University Hospital.

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

1. **Apologies:** Dawn Collins – work commitments.

2. **Minutes from the last meeting:** Signed and agreed by all present.

3. **Matters arising from the last meeting:**

3d. *Portable League advertising screen* for use at events and reunion was inspected and approved. Elizabeth Blaxell was thanked for her liaison with the printers producing a good product costing £138. It will be kept in safe keeping by Mary Dolding.

4. **Financial reports**

Hilary Barker, Treasurer distributed income and expenditure accounts to report our annual income was at a deficit of -£1569.27 made up from a legal fee (£735), Senior's Christmas Gifts and heritage work. Ongoing work involving payment of gift aid tax for this financial year to be claimed 'on-line' and funds in the reserve bank accounts remains untouched. A request was made for names to be approached to audit our annual accounts in April. Chris Rengert our Financial Adviser will be asked to present an investment report for the AGM.

5. **2014 Seniors gifts**

Ruth McNamara thanked all the Trustees who had helped contact 55 Seniors to offer them a Christmas gift. Many were just happy to reminisce and have a chat. Several letters had been received with thanks saying how pleased they were to be remembered by Members especially at Christmas. £550 had been spent on this project for Christmas 2014.

Mrs Sheila Connors (Fraser) 1937-40, Mrs Christine M Barker (Stibbons) 1948-51 and Mrs Sylvia Crook (Richardson) 1948-51 had died during 2014. We are still waiting for news of Mrs Joyce Wood (Withers) North Yorkshire 1939-42.

6. **League Membership & Gift Aid**

Ann Copsey informed the Trustees that membership was now 370. She handed those present an up-to-date Member's address book. Envelopes were addressed ready for the 2015 Journal. It had been an uphill struggle with the tax office involving numerous telephone calls and was waiting for a confirmation e-mail to continue the gift aid claim.

7. **2015 Journal update & dispatch**

Elizabeth Blaxell informed the Trustees the Journal was at the printers after a proof reading by Peter McNamara & Mary Dolding. It was hoped to be ready for dispatch in early March. Trustee's forwarded addresses they could personally deliver saving on postage. Doreen Betts & Elizabeth Blaxell were congratulated for their hard work as Editors of this special 85th edition.

8. **2015 Trustee Elections:** **Ruth McNamara** reported that nomination papers would be delivered to each Member within the Journal to be returned by Saturday 16th April 2015. Ruth McNamara (Secretary), Elizabeth Blaxell (Joint Editor) and Pat LeGrice all agreed to stand again for re-election as Trustees. Vivien Aldridge was still giving it thought and would contact the Secretary with her decision.

9. AGM & Reunion Saturday 16th May 2015 at 1.45pm in Benjamin Gooch Hall.

i. Mary Dolding has: a. been in contact with Emma McKay who has agreed to fund the tea from Hospital charitable funds costing £432 inc VAT from SERCO for 110 people. A request form for payment obtained from her secretary has been completed.

b. The celebration cake will be funded by the Nurses League.

c. Liaised with the catering department about the celebration cake and tea.

d. To contact Heather Parle to ask if she is willing to read the Lesson. Doreen Betts has agreed to be stand-in. Mrs McNamara will arrange for the scripture to be forwarded as soon as she receives it from the Chaplain.

e. Organise a raffle at the reunion with voucher prizes donated from Trustees.

ii. Ruth McNamara will: a. Correspond with Rev. Eleanor Langan to ask if she will again plan and lead us in our Service and provide service sheets for 100 people. It will also be requested that the Hall be set up as a Chapel with the League's silver and white altar cloth & piano installed. The Trustees requested two hymns for the Service plus the 23rd Psalm – The Lord is my Shepherd (Crimond) & God be in my Head. Hymns: Now thank we all our God & Love divine all loves excelling. The collection for Dermatology Department Fund will be taken by Wendy Hobbs and Elizabeth Blaxell. Ann Copsey has the collection bags.

b. Contact Annette Jude to ask if she will play the piano for the service.

c. Write to Hospital Travel Office requesting 50 free parking tickets for Members.

iii. Pat LeGrice & Wendy Hobbs – Agreed to purchase & arrange the Chapel flowers.

iv. Vivien Aldridge will liaise with our speaker Carrie Wingfield.

v. Margaret Allcock will display archive material ready for safe keeping at the Norwich Record Office.

10. Heritage material update.

Vivien Aldridge reported they had held two meetings. a. Four more folders and inserts were required at a cost of £160 approx. Approved: Ruth McNamara & Mike Surkitt-Parr.

b. It was agreed that Emma Jarvis loan uniforms for a hospital display of which she will have photographs taken for our records. Memories were requested of wearing this uniform to accompany the display recognising the Nurses League involvement.

c. Betty Lee is arranging for the sub-committee to visit the old hospital Chapel.

d. Mr Alan Green (retired N&N surgeon) has been very helpful with memories. It was proposed he be invited as Heritage Adviser of the NNUH Nurses League. Agreed by all present. A letter will be sent to him recognising his contributions and inviting him as advisor. The special 85th 2015 Journal will be forwarded to him.

11. Any other business

i. Mary Dolding reported: a. she would contact Dawn Collins about lanyards for AGM.

b. She had arranged for four Matrons to attend the 85th Reunion in May. A previous meeting with senior Sisters and hospital Matrons to promote the League and website was cancelled due to heavy work commitment it was hoped to rearrange later in February.

c. Trustees had helped at a cake sale for the Edith Cavell Trust. Details of their hospital linked 2015 anniversary activities will be in the 2015 Journal.

d. Five Trustees were to attend Miss Bee Taylor's funeral after the meeting.

ii. Pat LeGrice reported attending 'Dementia Friends' workshops at the hospital. Nurses need dementia awareness as part of their mandatory training today.

12. Date of next meeting: Saturday 16th May 9.30am room 12 old Education Centre.

Signed.

Date.