

The Norfolk & Norwich University Hospital Nurses League.

Charity Registration number 290546

Minutes of Trustees meeting held on August 1st, 2024 @ 10am, The Willow Centre. Cringleford. NR4 7JJ

Present – Mike Surkitt-Parr. Chris Parfitt. Mary Dolding. Sondra Gorrick. Anne Copsey. Elizabeth Blaxell. Doreen Betts. Jan Beart. Mary Clarke. Gavin Shiers. Hilary Barker. Tessa Holmes.

Apologies for absence – Margaret Allcock.

Minutes of last meeting May 2024. Minor adjustments made and agreed and signed as a true and accurate account.

Matters arising from Minutes –

- a. Membership criteria. The discussion held at the AGM on this topic was reiterated and agreed that the final version of the changes to be submitted to the Charity Commission will be:

- 1 *The registered nurse has trained at the Norfolk and Norwich University Hospital or its predecessors.*
- 2 *The registered nurse /nursing associate has received a degree or a foundation degree in nursing from the University of East Anglia.*
- 3 *The registered nurse / nursing associate has worked / is working at the Norfolk & Norwich University Hospital or its predecessors [no time limit of service prior to joining]*

The following paragraph (4) was not supported at the AGM and so will not be included, and therefore paragraph 5 is redundant.

- 4 *A former registered nurse / nursing associate has worked within the Norfolk and Norwich University Hospital or its predecessors or another hospital for a minimum of one year but is currently working in a direct patient care role, as a healthcare assistant and not as a registered nurse, or registered nursing associate*
- 5 *This latter category will involve the Trustees exercising discretion in supporting this request for membership.*

- b. Format of Annual service at AGM – following this year's AGM it was agreed that the topic will again be raised with the chaplaincy team by Mike Surkitt Parr as to what would be possible in the future to make all faiths feel included and welcome. It was suggested that to get the opinion of all members the President's address in the Journal 2025 will pose this question and members encouraged to email their views to Mike Surkitt Parr.
- c. Live Streaming would be possible for future events using a link to Teams. Gavin Shiers kindly agreed to take this forward with the IT team at the hospital. An email is to be sent to all members where possible to advise them that there will be Live Streaming available if they are unable to attend for example the Betty Lee Lecture or the AGM. A discussion took place between Trustees, and it was agreed that Ann Copsey would seek assistance from her IT Support and that the League would pay those costs to be

able to create 'Membership Groups' to be able to 'blind copy' information on events to members easily. The low attendance at the Betty Lee Lecture was discussed and it was hoped that with the ability to advertise events and indeed post reminders that there may be a positive effect on attendance at events in the future. Mike Surkitt Parr reminded trustees that attendance at events can never be guaranteed but that as Trustees we ensure to the best of our ability to provide good quality events and content. With the addition of Live Steaming and recording it will be possible to add the lectures from events to our website. Mike Surkitt Parr thanked Ann Copsey for her hard work as Membership secretary.

- d. Royal Norfolk Show – trustees Mary Dolding, Jan Beart, Chris Parfitt and Tessa Holmes attended the first day of the Royal Norfolk Show where we were able to have a stand on the pitch of Contractors Equipment Sales Ltd. This worked very well with our small pop-up tent housing a tombola, a folder of memorabilia and advertising flyers for the League. A total of £164 was raised for League Funds and one new member enrolled on the day. A good range of prizes had been donated by fellow Trustees and it was felt this was a positive way of reaching more members of the public and raising the profile of the NNUH Nurses League. Mike Surkitt Parr has written to Andy Smith of CES Ltd to express our gratitude to them for allowing us to be on their pitch.
- e. Honorary membership of the NNUH Nurses League has been given to Richard England, which was supported by all present. Mike Surkitt Parr will write to him. Ann Copsey noted that he has already been sent the 2024 Journal.
- f. On-site display cabinets at NNUH was discussed by the Trustees and the aim is for the League ultimately to have their own display cabinets within the hospital. The Display cabinet currently used by the League is on level 2 of the West Atrium. An email has been received by Mike Surkitt Parr from Emma Jarvis regarding the location for the Jenny Lind Clock. The library where it is currently stored is now being moved and it is being proposed by the hospital that the clock be displayed next to the NNUH League Display, in the email there was mention of the East Atrium and Level 1. Mike Surkitt Parr will email Emma Jarvis to confirm the location and copy in the acting Chief Nurse Rachel Cocker and JP Garside. **[POST MEETING NOTE]**– It has been confirmed that the proposed site for the display cabinets is West Atrium Level 2

4. Review and feedback from 2024 AGM and Reunion – there were 52 attendees on the day and an enjoyable time was had. The tables looked very good with the china kindly loaned by Tessa Holmes, but it was agreed by all present that the work entailed on the day for the Trustees was too much and for the 2025 AGM the League would again seek the services of SERCO for the provision of refreshments therefore enabling them to better network with attendees and old colleagues. The area outside the Benjamin Gooch Hall is a staff area too and the setting up for the day also required for the moving of tables and chairs. Chris Parfitt and Mary Dolding will meet with Serco to see what services can be arranged from both portering and catering for 50 attendees for the event and the associated costs. A cream tea was suggested by Chris Parfitt, which fellow trustees felt was a good idea. Hilary Barker will again arrange the cake. A contribution towards the costs of the refreshments will be sought from the Chief Nurse. Sondra Gorrick will speak with Sally Dyson regarding the possibility of the Hospital Volunteer service being involved in serving the teas on the day.

The speaker was very good and following the AGM Gavin Shiers was approached by Hilary Last to discuss a potential donation for the Dementia Garden Fund , this resulted later that week in a donation of £10k.

Mike Surkitt Parr thanked Sondra Gorick for the cleaning of the Chapel silver which was shining and the flowers. Suggestions of a speaker for the 2025 AGM are welcomed.

5.Financial Report – presented by Hilary Barker. The report for the period 1 April to 30 June. AGM costs for 2024 were £174, a raffle with prizes kindly donated by trustee's raised £163. The collection at the AGM service raised £226 for the Dementia Garden, a cheque has been sent and acknowledgement of receipt received. An updated version of the Internal Financial Controls Policy had been sent to all trustees it was agreed that the amount to be approved by the Treasurer alone for expenses should be increased to £100.

6.Heritage Report – in the absence of Margaret Allcock this was presented by fellow Heritage committee member Jan Beart. Work continues with collection and compilation of uniforms, there is a gap however for 1960 and early 1970's. A beautiful silver buckle has been donated by Margaret Crawford, this belonged to Rosemary Evans (nee Wilson/Masson). It was agreed that this buckle should be valued. Mary Clarke has kindly been working on a Folder of memorabilia from the West Norwich Hospital; Chris Parfitt will investigate anything from the Respiratory Medicine Unit and Sondra Gorrick for Renal and Diabetes Centre. Mike Surkitt Parr thanked Mary Clarke for her work on the West Norwich Hospital site. The Group will meet again 30-9-24.

7.Membership Report – presented by Ann Copsey. There are currently 285 members. 39 subs for this year remain unpaid and a reminder will be sent to those members in October. A list of new members and changes was circulated to all Trustees for amendments to be made to the booklet issued. A discussion then took place regarding the merits of making the membership booklet electronic. Gavin Shiers commented that he uses the booklet when looking for working members. The list of Trustee's created by Tessa Holmes is to be resent for fellow trustees to check and amend as required.

8.Social Media Report – Tessa Holmes presented this with input from other sub-group members. The Social Media Policy final version has now been sent to Luke Harkness at NNUH. He has responded and advised he has forwarded this to Adam Geddon his Lead, whose response is awaited. Gavin Shiers has collated several potential articles for the 2025 Journal. Further ideas were requested from fellow trustees with a deadline for submission of 1st December.

9.Newly Qualified Nurses Induction – Jan Beart continues to lead on these sessions with input from fellow trustees Chris Parfitt and Mary Dolding. Good responses and interactions come from the attendees.

10.Betty Lee Lecture 2024 – This year's lecture is booked for Wednesday 23rd October from 5-7pm at the Benjamin Gooch Lecture Theatre. The lecture will be 'Advanced Practitioner Role'. The refreshments will be cold drinks and biscuits. The advertising poster will include a picture of the 2023 winner Jessica Hartland. It was agreed that there needs to be good advertising of the event and reminders via email and social media platforms to keep the lecture high on members minds.

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Seniors 2024 – Doreen Betts circulated the list of 15 new Seniors for inclusion this year (these are nurses who trained between 1957-1960). This item will be on every agenda from now on.

The meeting was closed at 12 mid-day.

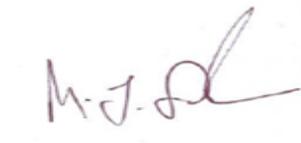
Next meeting Thursday 7th November 2024 at 10.00 hours.

Priscilla Bacon Lodge, on NNUH site (MAP ATTACHED)

Postcode to venue is NR4 7YA

Once you reach the roundabout at the hospital take the exit to the wards and PBL is the second exit on the left (the first being a staff car park).

Parking at the PBL lodge is limited so we have been asked to use the multi-storey car park unless we have any mobility issues.

A handwritten signature in red ink, appearing to be 'M.J. O.' with a stylized flourish.

07 November 2024.