

The Norfolk & Norwich University Hospital Nurses League

Charity registration number 290546

Trustees meeting held on 9th February 2023 at 10.00 at The Willow Centre. 1-13 Willowcroft Way, Norwich. NR4 7JJ.

Present : Michael Surkitt-Parr. (President) Hilary Barker (Treasurer) Ann Copsey (Membership Secretary) Chris Parfitt (Joint Editor) Elizabeth Blaxill, Doreen Betts, Mary Dolding, Margaret Allcock, Jan Beart, Tessa Holmes (secretary)

Mike Surkitt-Parr opened the meeting and welcomed members to the Willow Centre

1. Apologies : Sondra Gorrick (Joint Editor)

2. Minutes of the last meeting 3. November 2022.

The minutes need to be amended to state the next AGM is the 93rd being held on 13 May 2023.

3. Matters arising from the minutes.

a. Mike Surkitt-Parr updated the members present with the progress to date. Dr Lucy Arora has agreed to be the speaker for 2023 , subject title to be confirmed. Annette Jude will play the piano and the reading will be undertaken by Heather Parle, the hymns after discussion were agreed as 'God be in my Head', 'Lord of the Dance' and 'Love Divine all loves excelling '. Jan Beart is arranging the flowers. Hilary Barker is ordering the cake , the same design and size as in previous years with the wording of 1930-2023. The Chaplaincy Team have been contacted and Mike Surkitt-Parr advised members that a new chaplain Joanne Parker who is joining the current team from her role in Leamington Spa will be undertaking the AGM this year. Joanne trained as a nurse at the Norfolk and Norwich before her ordination. The order of service will be produced by the Chaplaincy team. Ann Copsey has the collection plate and bag. The Silverware will be brought on the day by the Chaplain.

Professor Nancy Fontaine has agreed to fund the refreshments to include tea, coffee, and savouries. Chris Parfitt offered to arrange the Gluten free options. Mike Surkitt-Parr will liaise with Serco to confirm the content of the tea, Chris Parfitt offered to assist Mike Surkitt-Parr with this if required. Mary Dolding agreed to look at the current seating in The Benjamin Gooch Hall and if there is any seating now outside for the tea.

Tessa Holmes to approach the Car-Parking team for passes. Mary Dolding offered to pick these up.

There will be a Raffle at the AGM this year with 3 prizes in the form of a voucher. 1st @ £30. 2nd @ £20 and the 3rd prize £10.

An equal split of monies raised was agreed between the 'Adopted ward area' and the Speakers choice.

There will be a meeting via Zoom on Thursday May 11th 2023 , Mike Surkitt-Parr will send the invitations to members in due course.

b. Fund Raising for the ward area for equipment was discussed again and agreed that monies to a ward area for the purchase of items to aid patient comfort would be the choice of the members.

Chris Parfitt will check with a ward sister that if monies were donated that they would be able to order that equipment for their own ward area.

4. Consideration of two issues from the Time Out Day.

a. Subscription rates

The raising of rates was discussed, and it was felt that it would not be appropriate to make any increases this year. Ann Copsey advised members that renewals are already down this year, Ann remarked how useful it would be to know why these members had not renewed. Life members who do not pay an annual subscription often do make donations. If subscriptions are to be raised, then this would need to be put to members at the AGM. It was agreed to put this on hold until 2024.

The Journal is unlikely to be in its current format when our Joint editors retire this year and it was felt this was another reason not to approach an increase in rates. .

b. Focus on Overseas Nurses.

Mike Surkitt-Parr agreed to approach the Norfolk and Norwich University Hospital link for overseas nurses, it was agreed this would be an excellent subject for The Betty Lee Lecture 2023.

5. Christmas Seniors 2022.

Doreen Betts shared her report with the meeting. Mike Surkitt-Parr thanked Doreen for her work in co-ordinating the Christmas cards and gifts for the Seniors. 32 seniors were contacted by members by phone , since this Rita Fenn has passed away and the card for Mrs Aylmer has been returned. Thank-you cards have been received by both Doreen and Ann Copsey , these were circulated in the meeting. It was agreed this is a very worthwhile function of the League.

6. Financial reports.

Hilary Barker read her report to the meeting and the spread sheets were circulated. Monies from subscriptions are already £400 down compared to the same period in 2022. £292 was received from Gift Aid , another good reason to promote this payment method. Expenses yet to be paid for are the new folders, the Journal printing costs and AGM expenses.

7. Heritage update.

Report to follow. The sub-committee met in early December , Margaret advised that there may be less opportunity to Archive in the future and they felt that in view of that they would await advice from the Archivists before continuing. Elizabeth circulated the advertising leaflet for a set of Display Boards , it was agreed by all members present this was an excellent idea . Elizabeth Blaxill will order a set to include a carry case for £149.94.

8 . Membership Update.

Ann Copsey read her report to the members. Membership is currently 292 with one honary member there have been 5 new members since the last meeting, two members have passed away , Mrs Rita Fenn and Miss Jane Chittock. There were three resignations Miss Elizabeth Brown , Mrs Teresa Cleary and Mrs Elizabeth Potter , and a further four members have had their membership deleted for non-payment despite reminders. Booklets were circulated for membership 2023. Ann hoped that some memories would be jogged and memberships paid when the journal is received , this will contain the insert (in blue). Mike Surkitt-Parr thanks Ann for her work as membership secretary.

9. Journal update 2023.

Chris Parfitt updated the meeting, the journal is with the printers and Chris has seen a preview, it is coming together well. Elizabeth Blaxill as an ex-editor agreed to proof read, Ann Copsey will host the distribution of copies as before. Mike Surkitt-Parr thanked Chris Parfitt and Sondra Gorrick as Joint Editors. Mary Dolding asked if the current editors would consider continuing in their role, Chris Parfitt advised that they had both given this much thought but will be stepping down as planned as both she and Sondra Gorrick have other commitments on their time and the Journal as it is now is a big time commitment. The meeting agreed that it is certainly an excellent Journal and has grown to its current format over the years. Discussion then took place as to how the Journal could be going forward, it was not felt that an electronic version would work for our membership. It was agreed that the need for a new Trustee and also an editor for the journal should be raised at this year's AGM. Chris Parfitt was asked to write a job description for the role. It was agreed that 350 copies would be printed this year.

10. Nurses League website update.

Dr Paddy O'Luanaigh continues to manage the website for the League and is very timely in uploading the Minutes of meeting when Tessa Holmes sends these to him.

11. Forthcoming newly Qualified Nurses Induction sessions.

Jan Beart advised members that she had liaised with Dave Guttridge and the first session will be held on March 1st at 3.15pm, Mary Dolding and Chris Parfitt will also attend and assist with this. The venue is yet to be confirmed. Jan Beart invited Mike Surkitt-Parr to attend the next planned session in September. Mike Surkitt-Parr asked if anything was done at the Norfolk and Norwich for newly retired nurses, Mary Dolding advised that this was now on-line only and was managed by an external agency and not the hospital itself.

12. Betty Lee Lecture 2022 and 2023.

Mike Surkitt-Parr and members agreed it was a very successful evening and that the addition of the presentation of the Betty Lee Award was an excellent idea, members all felt that this year's recipient Keavy Wright was well deserving of the award and would be a very good ambassador for the League. Mike Surkitt-Parr will liaise with Professor Nancy Fontaine and Dr Lucy Arora regarding the recipient for the 2023 award. The presentation by Mike Waters on the 'Virtual Ward' was greatly enjoyed by all present, it was agreed that more attendees are needed. Keavy Wright is to be approached for her consent to use her image on the posters to advertise the 2023 lecture to be held on Wednesday October 11th. Mike Surkitt-Parr suggested the topic of 'Overseas Recruitment', it was agreed this would be very fitting.

13. Meeting Venues.

It is becoming increasingly difficult to find a meeting venue at the Norfolk and Norwich Hospital site, with the introduction of the twelve-week booking window. Tessa Holmes will continue to try to book at Bob Champion Centre for future meetings, members agreed that The Willow Centre was an acceptable alternative if this were not possible.

14. Any Other Business.

Doreen Betts asked about the retention of thankyou cards from members, it was agreed there was no legal requirement to retain these.

Mary Dolding advised that the Charity Commission website was a good resource when looking at various subjects to include Social Media and its use.

Ann Copey confirmed that the 7-year rule applied to the shredding of personal details of members held by the League.

Tessa Holmes advised that she hoped we may be able to secure a spot within the stand of an exhibitor at the Norfolk Show for fund raising for the League.

Mike Surkitt-Parr asked Margaret Allcock and Doreen Betts if they were happy to stand for a further term of office, both members confirmed they were happy to stand.

The next meeting will be held by zoom on Thursday 11 May 2023 at 10am.

The meeting closed at 12 midday.

M. Surkitt-Parr

11:05:23.