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**Minutes: Trustee Board Meeting: Thursday 7th April 2022**

10.00 am Hove Club

Present: Chris (CR) Chair, Janet (JF), Emma (EC), Debbie (DR), Howard (HK), Suzy (SH), Muna (MAJ); Rosie (RM); Katy (KW) Fundraiser

Apologies: John (JA); Robert (RG)

1. **Minutes** of the previous meeting held on Thursday 13 January 2022 were agreed.

**Declaration of Pecuniary Interest** was signed by all Trustees present.

ACTION: JA & RG to sign (SH)

2. **Hon Treasurer’s Report**

HK summarised the P&L and A&L statements. P&L reflects the operational costs with

fundraising, corporate and legacy income shown separately. All direct expenses, including

fundraising expenditure, is shown in the operational costs (Management and Administration).

A&L statement includes certain grants which are either likely to be overstated or may not be

claimed. HK went through the approach he adopts when reviewing potential write backs of

grants. This is regularly reviewed during the end of year accounts process. Once this review

is completed HK will issue a revised schedule to all Trustees.

SH summarised the grants process and timescale for awarded grants to be paid.

Looking ahead: HK met with Paola O’Sullivan (POS) and discussed future Small Acts of

Friendship (SAF) provision: HK stated future commitments for SAF need to be realistic and

there cannot be endless funding.

HK and POS Propose: SAF1 2023 & 2024 £20,000 per year

SAF2 2023 & 2024 £20,000 per year

Total provision £80,000

POS accepts this suggested provision: she aims to recruit more volunteers; do some more of

the therapies herself.

3. **Funding request for an Ultrasound from Sexual Health Department**

This was considered from three aspects:

(i) Is it a good bid?

(ii) Can the charity afford it?

(iii) How to maximise PR / demonstrate impact to supporters and donors

MAJ confirmed the Ultrasound will make a difference to patient care in what is a neglected

area of healthcare. Treatment can be done immediately so women do not have to wait

(sometimes for up to a year).

EC had spoken to Consultant Debbie Williams:

100 – 250 women a year will benefit at sexual health clinic and in addition venipuncture

procedures are easier.

Nick Pinto-Sander (NPS) in the Sexual Health department knows how to use the Ultrasound

and can train others so no additional training budget is needed.

NPS will support PR initiatives with a focus on *‘real patient stories.’*

Funding of **£23,809.50** was agreed (50%) of total cost. 25% to be funded by BSUH Charitable

funds and 25% from departmental funds.

**Friends grant number: 2022/326/UHSussex**

### Funding request from Emergency Department

£450 for sensory activity equipment and craft activities for service users in ED.

#### Friends grant reference is 2022/327/UHSussex

Trustees requested (i) items purchased are approved by relevant mental health professionals if they are to be used by the 50% of patients waiting for a mental health review and (ii) the Friends received feedback on patient benefit *(‘patient stories’*) of the items.

4. **Update on Funding awarded**

(i) Mill View: staff shortages and storage capacity have delayed ordering items for this bid.

These are currently being addressed and items will be purchased soon.

Cancer Services: Sarcoma Nurse Specialist has started her role; feedback is positive.

Video featuring Consultant Kate Lankester introducing the initiative is on the Friends website.

Further PR opportunities *‘patient stories’* to be developed.

5. **Governance**

A new Operations group chaired by DR to be set up. Focus on:

Procedures:

Constitution: DR has circulated constitution to Trustees

Statutory Policies: DR has read through and updated the 13 policies the charity has. DR to

finalise and circulate to all Trustees.

When approved will be added to Trustee area of the website (SH).

Risk Register: DR and HK working on a Risk Register

Operations manual: In progress: DR and SH

Consultant Jane Cunningham (JC) is advising on best practice around GDPR rules.

A comprehensive compliance document has been developed by JC and is available covering all

aspects relevant to a charity the size of FBHH. When first draft is complete this will be sent to

Trustees for comment.

Database permissions must be updated regularly. **Action:** JC and DR

**Sub-Groups**

Executive Group: CR Chair

Marketing Group: EC Chair

Operations Group: DR Chair

6. **Marketing Report:**

**Fundraising** – events, partnerships, legacies

KW circulated list of forthcoming events for 2022.

Mark Harper Swim Talk, 21st April

Beach Tennis Tournament 2nd May

Quiz – Hove Deep Sea Anglers Club 13th May

Tennisathon and family day 17th July

Swim Challenge ((Aug – Sept)

Carols by Candlelight 14th December

**Date to be confirmed:**

Business Partnership event at Hove Club: EC and KW planning. HK asked for information

for attracting businesses (and which ones) to the event and what they will bring to the

charity / what do they get out of involvement with the Friends?

Talk with Sir Anthony Seldon: *Walking the Western Way*

Summer Wine Tasting with Johnny Ray

One Garden, Stanmer: opportunities for presence in the shop and events at the garden

‘Your Life in a Book’ Talk

6. **Small Acts of Friendship (SAF) Update**

HK met with Paola O’Sullivan (POS) 29.03.2022.

Activity: POS is helping develop SAF in Newhaven (step-down unit for elderly). POS now

works three long days a week.

SAF has *‘huge respect’* within RSCH and the eight wards it operates in. Opportunities for

PR ‘*A day in the life of POS’* for example and for leaflets / posters / information to be

developed. Action: EC

Budget: see finance section earlier

Volunteering: new volunteers identified from BHASVIC, Brighton College and BrightMed

CR to meet with Steve Crump (Director of Charity and responsible for UH Sussex

Volunteers) and will discuss development of volunteers within SAF. RM is arranging an

event between Brightmed and Brighton Girls. A budget of £2 has been agreed by

Patrons Michael and Maureen Chowen; this has not yet been received. Will be split

50/50 between POS and for Travel and other student expenses.

7. **Annual General Meeting: Wednesday 8th June 2022**

CR, SH and KW to meet to finalise planning for the AGM.

Accounts: preparation is underway. Action: HK & SH.

Election of Officers: EC to be proposed as Vice Chair.

Election of Board Members: trustees to be asked if they wish to stand for re-election.

Glynn Jones to be nominated for role as Life President.

Speakers: MAJ confirmed Kate Lankester (Consultant responsible for Sarcoma Nurse

Specialist) / Sarah Randall and Katie Hurt / POS (Consultant / Co-ordinator SAF). Focus of

short presentations will be on outcomes / patient benefit.

Hove Club booked: reduce food ordered and ensure drinks and food are circulated.

9. **Relationship with University Hospitals Sussex** and other charities

CR meeting with Steve Crump on 22 April (see above)

10. Glynn’s **Retirement** celebration: Thursday 5th May

DR shared quote: budget of up to total £1,500 agreed

Attenders: DR has up to date list of confirmed guests

Speakers: Charles Turton has agreed to speak: Trustees may say a few words if they wish

Gift: CR suggested three bottles of vintage wine

11. Any other business

None

**Next meetings:**

Thursday 14th July – CR: following the main meeting there will be a moderated session (CR and EC) to look at ideas and initiatives to take forward in the next three years.

Thursday 13th October

Both at the Hove Club, 10am.

**Signed …………………………………………………………………… Date …………………………………..**