

**SVJC TRUST**  
**MINUTES OF TRUSTEES MEETING**

**22<sup>ND</sup> JULY 2009**

**PRESENT:** S Deshpande (Project Leader)  
D Wales (Chairman)  
S Quantrill (Treasurer)  
J Mullen (Secretary)  
A Quantrill (Reporter)

**APOLOGIES:** R Subhedar (Auditor)

**AGENDA:**

1. Apologies for absence.
2. The new team for 2010.
3. Finance.
4. Ground rules.
5. Storage of equipment.
6. Website creation/content.
7. Fund raising.
8. AOB.

**1. Apologies**

Apologies were received from Rajeev Subhedar

**2. The new team for 2010 -to date-**

Anaesthetics;

Sanjay Deshpande  
Jim Carter  
Davy Wales  
James Tulloch (not confirmed as yet)

Gen Surg: Beatrix Weber  
Shelley Quantrill  
Eleanor Freeman

Ortho: Herman Gehling  
Diane Peacock  
Gill Simpson

ITU: Michelle Hunter

OB/Gynae: Hani Fawzi  
Hannah Gehling  
Lisa Carr

Ophthal: Eric Barnes (currently looking for a 2 members of staff to assist. 1 nurse and 1 junior Dr)

Urology: Menezes Pravin

Pain service: Dawn Orr

Reporting: Amiee Quantrill

- Dates for travelling are confirmed as 29<sup>th</sup> January to 9<sup>th</sup> Feb 2010. It was agreed to travel with Emirates.
- The surgical camp will include General surgery, Orthopaedic surgery, Ophthalmic surgery, Obstetrics and Gynaecology, Urology and support to ITU and pain services.
- No details to date of numbers of patients expected during surgical camp (**SD TO UPDATE AT NEXT MEETING**)

### **3. Finance.**

- Janine Mullen to be included as signatory for cheques on charity account (**JM TO ACTION**)
- Davy reported that the account spreadsheets are in use and copies have been sent to trustees
- It was discussed that all Gift Aid forms to be numbered and details added to spreadsheets (**SQ TO ACTION**)
- It was agreed that all information / queries regarding financial matters be forwarded to Shelley
- It has been agreed with the Leeds Building Society that they will identify individual's cheques in the passbook. This will save confusion as to who gave cheques.
- It was agreed that cash entries be identified on the spreadsheet to individual persons giving donation. (**SQ TO ACTION**)

### **4. Ground rules.**

- All trustees to read current copy in folder and give suggestions of any changes to DW (**ALL TRUSTEES TO ACTION**)
- DW to make any amendments and forward to JM for printing. These will be available for all members of the 2010 team at meeting to be held on 10<sup>th</sup> August 2009. (**DW & JM TO ACTION**)

### **5. Storage of equipment.**

- Davy reported that the storage facility has been booked and will be available from 19<sup>th</sup> August
- Davy will hire a van to transport equipment from designated pick up sites and transfer equipment to storage facility this will happen on the 19<sup>th</sup> August, this includes trolley's from A & E (**DW TO ACTION**)
- It was agreed that pick up sites for equipment should be centralised where possible

SQ to speak to BW and arrange for any boxes to be sent to JM garage (**SQ TO ACTION**)

An e-mail has been sent to Mr K Wynne requesting that any boxes he has to be transferred to JM garage

- There will be 2 operating tables made available to the team from Maternity unit (STFT); no date has been given as to when they will be decommissioned. (Possibly soon after the 24<sup>th</sup> August). SD will arrange for their transport to the storage facility and then for ALL the equipment to be transferred to the container ready for shipment to India (**SD TO ACTION**)

## **6. Website creation/content**

- DW has sent a draft of the opening page of the website to trustees for their input and comments, could all trustees make their comment known to DW, then we can move on with the chosen design (**ALL TRUSTEES TO ACTION**)
- It was discussed and agreed that AQ would supply a statement to go with the front page for the website. This should be submitted within 4 weeks and copies sent to all trustees for comment. (**AQ TO ACTION**)
- Images and patients stories were discussed for the website and if any one has ideas for either or both of these could they forward their ideas to DW via e-mail and identify they are for 'website' (**ALL TRUSTEES TO ACTION**)
- SD mentioned that patient stories and images are on the Walawalkar website, AQ will look into this and forward any ideas to DW (**AQ TO ACTION**)
- It was discussed that the website should be centred around the SVJC Trust and its aims and not around any particular hospital; however a link to Walawalkar hospital would be provided.

## **7. Fund raising**

- It was discussed and agreed that small companies within the Newcastle, Sunderland and South Tyneside areas be approached via letter informing them of the purpose of the SVJC Trust, this may generate funding from donation or sponsorship. JM to source companies (**JM TO ACTION**).
- It is hoped larger companies will be included when website up and running
- AQ will provide letter with details, included in envelope will be gift aid form
- (**AQ & SQ TO ACTION**)
- A bag packing event has been arranged for 19<sup>th</sup> December. Diane Peacock has details and will provide further information at team meeting on 10<sup>th</sup> August.
- STFT is holding a summer fete; JM is looking into having a stall. (**JM TO ACTION**)
- It was discussed whether a zip wire or abseil should be held again. It was agreed that it should be a zip wire and dates to be discussed at next meeting.

## **AOB**

- Aimee Quantrill will visit the hospital on the next trip as a reporter to provide stories / pictures for the website

- DW highlighted that at present money spent is not identified to the public - although this will be addressed via the website. It would be nice for the people who have been generous to know exactly where their donation has gone to, whether sponsoring individuals having surgery or through enabling building work to be carried out to improve services in poor areas.
- SD mentions that Walawalkar has requested a donation from the Trust for building work to be carried out. DW states that this is the type of story we need to add onto website to inform members of the public. SD to provide further details
- SD will contact Walawalkar for an update on a patient from the surgical camp of 2009, **(SD TO ACTION)**
- Team meeting on 10<sup>th</sup> August: SD to provide up to date information on inoculations and visa application **(SD TO ACTION)**
- The group needs to consider the costs for shipping equipment from the docks in the UK to India at present we only pay for getting the equipment packed and to the docks in UK. Walawalkar Hospital cover the costs from UK to hospital in India
- Sanjay will give details of any equipment to be considered for purchase by the charity funds. **(SD to Action)**
- Davy is still waiting for contact details from Mr Garkuwa regarding a medical facility he supports.

**DATE AND TIME OF NEXT TRUSTEES MEETING TO BE ARRANGED**