

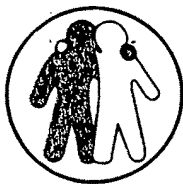
Witness Name: Katherine Victoria Burt

Statement No: WITN6392001

Exhibits: WITN6392002 - WITN6392267

INFECTED BLOOD INQUIRY

WITN6392074



THE HAEMOPHILIA SOCIETY

The Haemophilia Society
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MINUTES OF THE EXECUTIVE COMMITTEE MEETING held at Charitybase - Wednesday 16 March 1994

Present:

Rev Prebendary Alan Tanner (Chairman), Mr Chris Hodgson (Vice-Chairman), Mr Simon Taylor (Vice Chairman), Mr Nicholas Lawson (Treasurer), Mr Gordon Clarke, Mr Keith Colthorpe, Dr David Evans, Mrs Norma Guy, Mr John Pepper.

In Attendance:

Ms Susan Archer (Registrar), Mr Graham Barker (Director of Services and Development), Miss **GRO-D** (Clerical Officer).

AGENDA

- E94.14 Apologies for Absence
- E94.15 Minutes of meeting held on 5 February 1994
- E94.16 Matters Arising
- E94.17 membership of the Sub-Committees
- E94.18 Work of the Committees
 - 18.01 Services Committee
 - 18.02 Resources Committee
- E94.19 Office Premises
- E94.20 Cheque Signatories
- E94.21 1994 Revised meeting Schedule
- E94.22 Date and Time of next meeting.

The Chairman explained the reasons for holding this meeting so soon after the Annual General Meeting. This was so that the newly constituted Executive Committee could get to know their colleagues. The Chairman then welcomed the new members to the Committee and introduced Mr Keith Colthorpe, who was returning to the Committee after a years absence, and Dr Evans. Mrs **GRO-D**, who was also a former member of the Executive Committee, would be introduced at the next meeting.

E94.14 Apologies

The Chairman received a written apology from Mr Andy Cowe who had an unavoidable professional engagement. Apologies were also received from Mr Julian Lander.

E94.15 Minutes of meeting held on 5 February 1994

The minutes of the last meeting were agreed as a true and fair record having been proposed by Mr Simon Taylor and seconded by Mr John Pepper.

E94.16 Matters Arising

There were no matters arising.

CARING FOR PEOPLE WITH HAEMOPHILIA

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The Chairman invited the Committee to consider the present membership of the Services and Resources Committee to accommodate the newly constituted Executive Committee. The Committee agreed that Mr Simon Taylor, Mr Chris Hodgson, Mr Keith Colthorpe, Mr Andy Cowe, Dr David Evans and Mrs Norma Guy would form the Services Committee and Mr Gordon Clarke, Mrs [GRO-D], Mr Julian Lander, Mr Nicholas Lawson and Mr John Pepper would form the Resources Committee and that the Chairman would float between the two Committees.

Mr Lawson proposed that the Resources Committee meetings be more wide spread and not necessarily held in London and on the weekends. Mr Taylor reported that at the last Services Committee meeting the committee had discussed this matter and proposed that they increase their meeting schedule to six meetings per year instead of four. The Chairman recommended that the two Committees give these matters further thought at their next meetings.

18.01 Services Committee:

Mr Taylor outlined the three main areas of work of the Services Committee :-

- i) **Policy issues:** These included gene therapy, HIV, Hepatitis, treatment and care and blood products. There was also a lobbying role which involved working with the Department of Health, MPs, Health Authorities and the Centres.
- ii) **PR Education and Communication:** This involves dealing with the media, educating people with haemophilia, educating the public about haemophilia, and looking at how we portray the image of haemophilia and people with haemophilia. This requires the production of information and booklets.
- iii) **Direct Services:** These include hardship grants, advice and advocacy on benefits, such as Disability Living Allowance, Haemophilia Days; Chairman's Conference; Hepatitis Days; [GRO-D] [GRO-D]'s work with families affected by HIV and support to parents.

Mr Barker reported that the Chairman's Conference could not be held in Birmingham if 200 people were to attend and suggested that Bristol be considered as a possible venue. The Committee was unhappy with this proposal and asked that alternative venues be considered.

Mr Taylor reported that the Hepatitis day held on 12 March 1994 at Hotel Ibis, Euston, was well attended, by about 70 people. This was a pilot day and evaluation forms were handed out at the meeting to get feedback from those attending. Mr Taylor also reported that he and Mr Barker will be visiting some Centres and Pharmaceutical Companies. He suggested that members of the Executive may wish to visit BPL at Elstree.

The Chairman asked about the circulation of articles from BMJ and Lancet. Mr Barker reported that relevant articles would continue to be circulated and that a volunteer would soon be available in the office to attend to information requests.

18.02 Resources Committee:

Mr Lawson outlined the work of the Resources Committee highlighting the responsibility for both human and financial resources. Other issues currently under consideration are fund-raising, office premises, equal opportunities and health and safety policies. He also mentioned this year's major fund-raising event, the Royal Victorian Ball.

E94.19

Office Premises

Mr Lawson reported on the current situation concerning office premises. The Committee **agreed** not to sign the lease as offered by British Rail on 123 Westminster Bridge Road and that the search for new premises should be widened. Mr Lawson proposed that he engage the services of an Estate Agent for the purpose of finding a suitable property. The Committee further **agreed** that Mr Lawson should proceed with these plans.

E94.20

Cheque Signatories

Following the changes to the officers of the Society, formal approval of a change to the authorised signatories on the Society's bank account was requested. The signatories would now be as follows:

The Reverend Prebendary Alan Tanner, Mr Lawson, Mr Hodgson, Mr Taylor, Ms Archer and Mr Barker.

The Society's policy on signing cheques was that all cheques should have the signature of two authorised persons. These authorised persons are as listed above. Mr Barker is authorised to sign cheques up to £2,500. Mr Lawson proposed that the policy on cheque signatories be reviewed by the Resources Committee.

Mrs Guy proposed, seconded by Mr Clarke, that the above recommendation be approved, this was agreed.

E94.21

1994 Revised Meeting Schedule

The revised meeting schedule had been circulated to give the Committee time to rearrange their diaries. It was agreed that each Committee should look at their own meeting schedule but that Executive Committee and Council meetings would remain as listed on the new schedule.

E94.22

Any Other Business

Executive Committee members visits to Local Groups

It was agreed that the allocation of Executive Committee members to Local Groups would be revised before the next Executive Committee meeting.

Medic Alert

Mr Colthorpe expressed his concern at the Society's recent links with Medic Alert in favour of SOS Talisman. It was agreed that this would be discussed at the next Services Committee meeting.

E94.23

Date and time of the next meeting

The next meeting will be held on Wednesday 13 April 1994 at 4.00pm. The venue will be announced at a later date.

Signed:

GRO-C

Chairman

Date:

13 April 1994.

NOT RELEVANT