

Witness Name: Katherine Victoria Burt

Statement No: WITN6392001

Exhibits: WITN6392002 - WITN6392267

INFECTED BLOOD INQUIRY

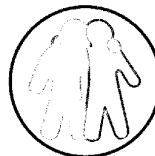
WITN6392075

THE HAEMOPHILIA SOCIETY

Chesterfield House, 385 Euston Road, London, NW1 3AU

Tel: 0171 380 0600 Fax: 0171 387 8220

Email: info@haemophilia-soc.demon.co.uk



Patron: HRH The Duchess of Kent
President: Dame Catherine Cookson

Minutes of the Trustee Meeting

held on Saturday 11th July 1998 at St Thomas' Hospital, London, SE1

Present: Chris Hodgson (Chairman), David Evans (Vice Chairman), Simon Taylor (Treasurer), Keith Colthorpe, Philip Dolan, (GRO-A) Carolyn McGimpsey (GRO-A)

In attendance: Karin Pappenheim (Chief Executive), Sue Rocks (PA to Chief Executive)

AGENDA

- T98.34 APOLOGIES FOR ABSENCE
- T98.35 MINUTES OF THE PREVIOUS MEETING HELD ON 18th JUNE 1998
- T98.36 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING
- T98.37 INDUCTION OF NEW BOARD
- T98.38 ALLOCATION OF LOCAL GROUPS TO BOARD MEMBERS
- T98.39 SUB-COMMITTEES: *establishment of these*
- T98.40 EQUAL OPPORTUNITIES POLICY
- T98.41 FINANCE REPORT
- T98.42 STRATEGIC PRIORITIES FOR JULY-DECEMBER 1998
 - TO INCLUDE FUNDRAISING
 - *feedback on paper presented to last meeting*
- T98.43 PRESIDENT/VICE PRESIDENTS: *update*
- T98.44 ANY OTHER BUSINESS
- T98.45 DATE OF NEXT MEETING
 - *scheduled for Wednesday 16th September*

T98.34 APOLOGIES FOR ABSENCE

Apologies were received from (GRO-A), (GRO-A) and Gordon Clarke.

T98.35 MINUTES OF THE PREVIOUS MEETING HELD ON 18th JUNE 1998

There were no amendments to the minutes therefore it was proposed by Carolyn McGimpsey and seconded by Philip Dolan that the minutes be accepted as a true record. **AGREED**

T98.36 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

T98.30.2 Monthly Finance Report

The Chief Executive reported that a meeting with the UKHCDO had been arranged to be held during the next couple of weeks.

Caring for people with haemophilia and related bleeding disorders

Registered charity No. 288260. A company registered in England and limited by Guarantee. Registered Company No. 1763614.

T98.31.1 *Chief Executive's Report*

The Chief Executive reported that staff contracts were to be issued shortly.

T98.37 INDUCTION OF NEW BOARD

Induction packs were issued to the new trustees and each trustee signed an undertaking as to their role and responsibilities. Sue Rocks will make arrangements for the three new trustees to visit the office.

T98.38 ALLOCATION OF LOCAL GROUPS TO BOARD MEMBERS

Trustees were allocated to groups as follows:

GRO-A	Cambridge & South Essex
Gordon Clarke	South East Scotland & Yorkshire
GRO-A	North West & Nottingham
Keith Colthorpe	Northampton & Leicester
Philip Dolan	Northern Ireland & Tayside
David Evans	Derby, Lincoln & North Wales
Chris Hodgson	Oxford & Southern
GRO-A	Norfolk & Grampian
Carolyn McGimpsey	West of Scotland & Northern
GRO-A	Cornwall
Simon Taylor	Hampshire & Kent

The national office will write to each group to advise them.

[The following item was brought forward to follow item T98.36 due to certain trustees having to leave the meeting early.]

T98.39 SUB-COMMITTEES

The Chief Executive informed the meeting that the three sub-committees would be chaired by the following:

Health - David Evans
Resources - Simon Taylor
Information and Communication - Gordon Clarke

She then asked trustees which sub-committee they would be interested in sitting on, on the understanding that not all wishes could be accommodated as the new sub-committees would be smaller than previous task groups. Following further discussion it was agreed that the Chairs of the committees would determine who should sit on each committee. Trustees expressed interest as follows:

Philip Dolan	-	Health
GRO-A	-	Information and Communication
Keith Colthorpe	-	I & C, Health or Resources
Carolyn McGimpsey	-	Information and Communication
GRO-A	-	Resources
GRO-A	-	Health

T98.40 EQUAL OPPORTUNITIES POLICY

The Chief Executive spoke to the draft equal opportunities paper and asked trustees to take the paper away and come back with their comments by the end of July. She stressed that more and more funders require such a policy and will need to see that it is active.

[Philip Dolan left the meeting at 4.20 pm]

T98.41 FINANCE REPORT

The Chief Executive spoke to the finance report and commented on various items. She then spoke to the forecast for the last six months of the year and the anticipated deficit.

The Treasurer commented that although the Society has reserves at the moment, these should not be depleted and he will work hard with the Chief Executive and staff to develop the fundraising strategy. He also said that he would be looking to all the trustees to assist him.

There was further discussion on various items of the accounts and the Chief Executive said that the method of showing the accounts would continue to improve. A question was raised about the presentation of the accounts and how income to be set against any area of expenditure could be shown. The Chief Executive agreed to look at this for the next report.

**T98.42 STRATEGIC PRIORITIES FOR JULY-DECEMBER 1998
- TO INCLUDE FUNDRAISING**

The Chief Executive spoke to the strategic plan update and Chief Executive's work plan. There was discussion on the relationship between the Society and centres and ways to improve communication. The Chief Executive reported that a meeting with the UKHCDO had already been arranged and emphasised that the production of new publications, including a new introductory membership leaflet, were part of the process. David Evans asked if the Society could address the UKHCDO at its AGM and the Chairman said that he had addressed the AGM last year. The Chief Executive said that the Government's new programme regarding patient's needs was a good platform on which to base the strategy. She proposed that strategic planning be discussed at the trustee weekend in November. David Evans asked whether we could afford the weekend. The Chief Executive informed the meeting that she was seeking funding for it.

T98.43 PRESIDENT/VICE PRESIDENTS

The Chairman reported that the present Vice Presidents had been contacted and few had replied. There was discussion of the current Vice Presidents as follows:

Dr Wilkinson - very old, and might now be ready to retire

Dr Davies - no reply, but Carolyn McGimpsey was in contact

Dr Rosemary Biggs - wished to resign due to age and ill health

Trustee meeting 11th July 1998

GRO-A

h - wished to continue

Frank Field MP - had to resign due to becoming a Government Minister

Professor Ingram - wished to continue, although would stand down if necessary

Baroness Masham - no reply, but had been active in Parliament

It was proposed by the Chairman that lack of response to our recent letter could be taken as an indication of retirement as a Vice President and he reminded the meeting of the new names he had recently approached to become Vice Presidents. A report back on Vice Presidents would be provided to the September meeting.

Various suggestions were made as to who would replace Dame Catherine Cookson as President. It was agreed Simon Taylor would explore the possibility of Prince Charles as President via his contacts.

[Cady Khudabux left the meeting at 5.10 pm]

T98.44 ANY OTHER BUSINESS

44.1 Staff Contracts

The Chief Executive reported that new contracts had been discussed with the staff and that various items had been queried, in particular the process for a salary review. It was agreed that the Treasurer and Chief Executive would look into a salary review mechanism and report to the Board in the Autumn. In the meantime, the staff would be informed that a salary review would take place annually.

44.2 Service of Remembrance

Following discussion it was agreed to extend the HIV Service of Remembrance to include ALL those with haemophilia who have died. The Chairman agreed to inform the Reverend Prebendary Alan Tanner.

T98.45 DATE OF NEXT MEETING

It was agreed that the next trustee board meeting would be held on **Friday 25th September at the earlier time of 12 noon.**

There being no further business the meeting closed at 5.30 pm.

Signed

GRO-C

Chris Hodg

Date

25-9-98