



## Minutes of the Trustee Meeting

### VHL UK/Ireland Committee

Thursday 19 November 2015, 7.30 p.m. by Skype Conference Call

**Present:** Graham Lovitt, Chair, Trustee  
Janice Hepworth, Secretary, Trustee  
Amy Henson, Trustee

1. **Apologies** – were received from Roxanne Bonin, Nat Mason, Tony Horton, John Pickering, Elaine Graham and Gloria Proby. With three trustees present, the meeting was quorate.
2. **Minutes of the Last Meeting** – were agreed and signed.
3. **Matters Arising and Action Points**
  - 3.1 Membership Register – to be updated on an ongoing basis. Graham to send the Gift Aid list to Janice so that everyone who has donated can be listed; although they need to make a request to become members if they wish to do so. **ACTION G Lovitt and J Hepworth.**
  - 3.2 Website Blog – Graham is updating this as he can; still awaiting information from Tony. **ACTION T Horton.**
  - 3.3 MacMillan Nurses Premises – judging by the size of the group which attended the London meeting, Graham feels that the MacMillan premises may not be big enough for future use, but will monitor the situation.
4. **Financial Report –**
  - 4.1 In Nat's absence, Graham reported that everything is in order and money is coming into the account on a regular basis. There is currently £25K available for donations and £459.87 left of the Co-operative Bank donation for admin purposes. The donations received in respect of the London Support Group will be used to off-set the costs of the day.
  - 4.2 There is a donation of £170 expected from Guy's Hospital following the London meeting.
  - 4.3 It was agreed that we should always keep a small reserve ring-fenced for admin costs.

4.4 Everyclick has changed its banking system, which has led to a delay in gift-aid funds being received, but the backlog now seems to have been cleared.

4.5 It was noted that gift aid cannot be claimed on competitions or raffles.

## **5. Marketing and Shop Report**

5.1 Support group - follow up email went out: presentation slides are available, any further feedback would be welcomed. VHL handbooks to be printed soon. Looking for volunteers for 2016 for regional support groups.

5.2 Give as You Live – Amy is working on a marketing project in relation to Black Friday, Christmas etc. **ACTION A Henson.**

5.3 2016 Marketing Plan – Roxanne will be putting this together and would like any feedback or ideas for next year. Hopefully we will have a response soon from the Ireland Charity Commission so that we can bring this into the 2016 if possible. Roxanne is hoping to get some more volunteers to help her and Amy with the marketing work.

5.4 New Website – the developer is back from holiday so this has started moving again. Roxanne will notify everyone when she receives a quotation.

**6. Research Donations** – Graham is in negotiations with Eamonn Maher and Carl Spickett of the Cambridge University Genetic Department to decide how best to spend the money raised. They are looking for equipment which will be of high-use for the team.

**7. New Fund-Raising Target** – previous targets have already been beaten! The new target for the year is £40,000, twice what we originally anticipated, which is a marvellous achievement.

## **8. November 2015 Support Group – London**

8.1 The day was a huge success with approximately 30 people attending. Both VHL and HLRCC patients were present. The speakers were excellent and slides are available for anyone who would like a copy. Many thanks to everyone involved in making the day possible.

8.2 As noted in the Marketing report, volunteers are required to help arrange further meetings in different areas of the country.


## **9. Any Other Business**

9.1 Trustees – All trustees who wish to continue with the Charity will need to put themselves up for re-election at the AGM next year, both for the trusteeship and roles within the committee. It was felt that it is not necessary to advertise for new trustees at the moment, although if anyone wishes to be considered there are vacancies which can be filled.

**10. Date and Time of Next Meetings**

Thursday 11 February 2016 at 7.30 p.m.

Thursday 12 May 2016 – AGM at 7 p.m. followed by committee meeting at 7.30 p.m.

Signature: 

Dated: 11th February 2016

Graham Lovitt - Chair