

# **The Digestive Disorders Foundation Suffolk**

**Minutes of the virtual AGM held on 16 November 2021 via Zoom link at 18.45 pm**

## **Joining by video link were:**

Dr John Wyke, (retiring Chairman); Mr Michael Crabtree, (new Chairman) Marjorie Thompson, Secretary; Judith Steward, Treasurer; Dr Yin Miao; David Lowe; Mr Humphrey Adair; Mr Thomas Groot- Wassink; Mr Abdul Mohsen; Sue Agar; Karen Hubert; Dr Hemant Laxaman.

Dr Wyke opened the meeting by welcoming all present and thanking Dr Yin Miao for once again setting up the Zoom meeting.

**1 Apologies** – none had been received.

## **2 Minutes of the Annual Meeting held on 16/11/20.**

These were agreed as a true record of the last AGM.

## **3 Matters arising**

RJW enquired as to whether the equipment discussed last AGM needed to be chased but it was deemed not currently necessary.

## **4 Chairman's report**

Dr Wyke gave his report covering the last year. He spoke of the difficulties of managing the Charity due to the pandemic and as a result no fundraising activities had been able to be organised apart from the Grand Draw. However, transfer of the Charity to the CIO was nearly complete. He confirmed his retirement from being Chairman of the DDF and that Mr Michael Crabtree had volunteered to take over the Chairmanship. He thanked David Lowe for his service to DDF as a member and a Trustee and for his help with the CIO transfer. David Lowe was of now standing down from his Trustee post thus leaving a vacancy. He also thanked Dr Yin Miao for her help with the transfer and for organising the Zoom Meeting

He related some of the history of the DDF and his involvement with it. It was set up in 1984 by Dr Duncan Bell to raise funds for research projects. Dr Wyke joined in 1989 and took over as Chairman in 2013.

Over £500,000 has been raised by the DDF since it's inception and has supported training for Drs and nurses and funded innovative equipment. Fund-raising events gave people an opportunity to get together as well as for fund raising. The last couple of years have made events impractical due to the pandemic but hopefully 2022 will see a return to a more normal approach.

He closed by saying how grateful he is for the support of the committee and all involved with the DDF and wished the new chairman well. He will continue to assist in the work of the DDF and wishes everyone and their families well

He reminded everyone that if purchasing on Amazon Smile a donation will be made to the DDF Charity.

## **5.Election of new Chairman**

As Mr Michael Crabtree (MC) had previously indicated that he was willing to stand Dr Wyke (RJW) proposed that Mr Michael Crabtree be elected as the new Chairman of the DDF.

This motion was seconded by David Lowe (DL)and Dr Yin Miao(YMM)

It was unanimously agreed.

RJW said how delighted he was that MC had agreed to take up the post and wished him well. He then handed over to MC who took over the Chairmanship of the meeting.

MC thanked RJW for all his hard work over the past years and also thanked David Lowe, who was retiring as a Trustee, for all his work for the DDF. MC thanked everyone for electing him and said he felt honoured and privileged to be elected and looked forward to the challenge. He proposed a motion of thanks to RJW and DL.

This was unanimously agreed by a show of hands.

**6 Reappointment of the currently serving Trustees** (apart from David Lowe, who is retiring, but has volunteered to continue as a committee member. MC said that he would be very grateful for DL's help). All the others have agreed to continue

It was unanimously agreed to reappoint the currently serving Trustees: Mr Michael Crabtree, Dr John Wyke, Dr Yin Miao and Mr Abdul Mohsen

Proposed by MC and seconded by YMM and Mr Humphrey Adair (HA.)

RJW noted that at least one more Trustee was needed and two, if possible, possibly a non-medic.

YMM introduced Dr Hemant Laxaman (HL) who is the newest Gastroenterologist and clinical lead for Endoscopy. She wondered if he and Mr Thomas Groot- Wassink (TGW) would think about becoming Trustees

Mr Abdul Mohsen joined the meeting at this point

## **7. Treasurers Report**

Due to the pandemic the DDF has not been able to do any direct fundraising but fortunately has quite a healthy bank balance

The accounts for **1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021** were received

**Income** - £2500.41

**Expenditure** £746.30

Up to date income and outgoings

**1/4/21 - 31/10/21**

**Income:**

£802 was received from 2 funerals

£5 from Amazon

£340 Refund from Sheffield Hospital for cancelled training

**Outgoings**

Stamps, Licence from Borough Council: £29.30

Stamps £7.92

Draw ticket printing, £51.00

Stamps for newsletter and Draw Tickets £137.99

**Bank balances as of 29/10/21:**

Business Current Account: £20,522.01

Business Savings Account: £104,196.28

**Grand Draw** - money taken was £918 including £390 in donations

3rd prize was donated back so only £300 in prize money expended

The Grand Draw Results: 1st Prize of £200 was won by T S from Ipswich

2nd Prize of £100 was won by Mr W of Suffolk

3rd Prize of £50 was donated back anonymously

**Transfer of funds to CIO**

DL enquired about the meeting with the bank

The Treasurer reported that a meeting has been arranged on 02/12/21 at 2.00pm with Barclays Bank in Ipswich for the transfer of funds to the new Charity CIO. Signatories are currently RJW, DL and JS. Two out of three signatures will be required. The new Chairman, MC to be signatory on the new account when drawn up

## **8 Charitable status**

This has been covered in the Chairman's report except for the transfer of the money to the new CIO and then there will be the question of updating all the stationery with the new chairman and the new Charity number

## **9 Shopping List Gastro/Endoscopy shopping list**

### **Money for Endoscopy Nurses' Training**

No requests had been received so far for equipment or training

Nothing had been spent on training this year due to the Pandemic and some money had been refunded from cancellation of courses.

It was agreed to reserve £5000 again this year for nurse training.

**Cold water machine.** Karen Hubert (KH) Requested consideration of installing a cold water machine for use of patients but at the moment there was nowhere suitable to place it or have it piped in. Also, the hospital is reluctant to maintain any equipment it has not purchased

**Clocks.** KH reported that all of the clocks in the department could do with replacing as very old but no specific request made yet.

**Dyson fans** – JS asked if the Dyson fans are being used. These are not allowed to be used in patients' areas currently as cannot be cleaned easily but are used in office areas.

Normal blade fans that can be cleaned need to be used near patients.

**AI.** RJW enquired whether there are any plans for acquiring any of this new equipment for removal of polyps as previously discussed. It may be an item for the future. There are currently 3 systems being advertised none of which are mainstream yet but likely to be available in then next 2-3 years

**Colon Capsule**-YMM reported that this is being trialled at Colchester. It is more difficult to monitor and control than the small bowel capsule so to wait and see how the trial goes

**Card Machine for donations.** YMM – reminded us that TGW had previously discussed purchasing a portable card machine for donations as cash is not used much any more.

'Sum up' makes them – can be looked up on Google

A stand-alone machine would cost £99. A stand-alone which gives receipts and with a cradle is £139 with 1.6% fees for using but no monthly fee. YMM recommends

purchasing a couple of stand alone £99 ones. JS agreed as many people do not carry cash nowadays. DL mentioned that there can be a signal strength problem with these

JS and YMM to liaise re purchase of one machine initially to trial and to be located with the Treasurer, JS.

**Action:** JS and YMM

YMM asked if we need the one with receipts – may purchase later if needed

DDF also has a Just Giving page and Gift Aid

Gift Aid brought in £347 last year

**COCA models** HL requested new COCA models for surgery/scoping practise at a cost of between £1000 and £2000. Current ones very old and broken in parts

HL to research the cost

MC enquired if there was anything more up to date and more high -tech available which would help support the workforce locally which he would support

**Oesophageal business case** RJW asked TGW for an update and TGW reported that the business case had been approved for Colchester and is planned to cover Suffolk as well.

Single use Bravo capsules cost £290 each and are inserted endoscopically into lower oesophagus where Ph of acid/liquid is measured for 96 hours wirelessly ESNEFT are in

the process of purchasing some capsules therefore not necessary for DDF to fund.  
Versatile, a service that IHT can offer locally. Machine cost £14000

**10 Fund raising ideas**

Endoscopy Christmas hamper  
Meal out - revisit after Christmas  
Virtual or live Quiz – if all goes well could try a real Quiz as plenty of room to spread people out at St Augustin’s Church Hall  
It was agreed to meet in February when worst of the winter is over to plan events

**11 AOB**

**Leaflets/handouts**

Sue Agar reported that the Drs’ signatures on the hand out leaflets were out of date. It was suggested that it would be better to leave the signatures off as Drs change from time to time. It was agreed that only the Chairman’s signature should appear. All the paperwork needs to be changed anyway as a result of the move to a CIO  
Proposed RJW Seconded YMM

**Insurance**

DL reported that he had received a quote from the Insurers, Policy Bee, for £196, which was the same as last year.  
It was unanimously agreed that the insurance be renewed with Policy Bee

**Action: DL**

**Date of next ordinary meeting**

15/02/22 at 6.30, either in Endoscopy unit or via Zoom link

**Date of next AGM - to be arranged**

The Chairman thanked everyone for their help and wished them a very good Christmas  
The meeting ended at 7.55pm

Signed ..... Dated .....

Chairman