

# The Digestive Disorders Foundation, Suffolk

Reg. Charity No.1195352

Minutes of the DDF AGM held in the Endoscopy Unit in IHT on Tuesday 15 November 2022

**Present:** Dr Yin Miao (YMM), Acting Chair; Judith Steward (JS), Treasurer; Marjorie Thompson(MT), Secretary; Dr Hemant Laxaman (HKL); Dr Abdul Mohsen; Dr John Wyke (RJW); Sue Agar(SA); Karen Hubert (KH); Glynis Stansfield; Dawn Bromley; Enid Nyaumah; David & Margaret Lowe; Wendy Webb.

The meeting was opened by Acting Chair Dr Yin Miao who welcomed everyone to the AGM.

**1 Apologies:** Mr Humphry Adair; Mr Peter How

**2 Resignation of current chairman**

Mr Michael Crabtree has notified the DDF that he does not wish to continue as Chairman and therefore has now resigned as Chairman of the DDF and also as a Trustee.

**3 Proposals for new Chairman and Vice-Chairman**

Dr Hemant Laxaman has indicated that he is willing to stand as Chairman

**Proposed:** Dr Yin Miao. **Seconded:** Dr John Wyke

Dr Yin Miao is willing to stand as Vice Chairman for the next 12 month to help with the personnel transition

**Proposed:** Marjorie Thompson. **Seconded:** Dr Hemant Laxaman

Both candidates were duly elected with agreement of all present.

**4 To Accept the Minutes of the last AGM held on 16/11/21**

The Minutes were accepted and signed as a true record

**5 Matters arising**

There were no matters arising

**6 Trustees**

**Retiring Trustees** - Mr Michael Crabtree and David Lowe are stepping down as Trustees leaving four: Dr John Wyke Dr Yin Miao, Dr Abdul Mohsen and Dr Hemant Laxaman.

Dr Yin Miao thanked David Lowe for his many years' service as a Trustee and as an active member of the Committee. She thanked his wife Margaret for her support during this time also and he was presented with a small gift as a token of the DDF's thanks

**Re-appointment of currently serving Trustees and appointment of new ones.** Judith Steward (Treasurer) and Marjorie Thompson (Secretary) have agreed to be put forward as Trustees.

**Proposed:** Dr Yin Miao. **Seconded:** Dr John Wyke There were no other volunteers. The appointments were therefore agreed and also to re-appoint the 4 currently serving Trustees

## 7 To receive the Treasurer's report and accounts

The treasurer reported that due to the recent Pandemic, fund-raising had been limited- money raised in the past year as follows:

**Outgoings** :£682.64

### Income

Quiz night £505.00 profit

Donations £100.00

Sale of books £20.00

Amazon Smile £12.08

Concert by Suffolk Constabulary Choir £750

Draw £861.00(Includes £490 donation)

## 8 Indemnity Insurance update

David Lowe has been in touch with Policy Bee who have insured the DDF for several years and the insurance premium of £196 from last year will remain the same this year, as there has not been a significant change in income. It was agreed to renew with Policy Bee. The insurance to be arranged by Marjorie Thompson, Secretary in the future as David Lowe is now stepping down.

## 9 To agree DDF Charity Aims and goals and discuss 2 year forward planning aims with Fund-raising goal

Proposed purchase of the Spyglass **Endoscopy equipment** -to aid the diagnosis and management of biliary strictures. Currently patients have to go to Norwich for these procedures and it would be useful to provide these services locally. There would be an initial outlay for the equipment. HKL to find out costings, which may be around £50-60,000. The service would initially be for Suffolk patients. Money would be saved as currently they have to travel to Norwich.

It was unanimously agreed to proceed with this plan.

**10 Charity website** - Maintenance of this was initially free but now the use of the web-hosting server is at a cost. Marcel Kok is willing to continue to maintain the website which now needs updating. It was proposed that the DDF pays £100 per annum to Marcel Kok for the upkeep of the website.

This was agreed

## 11 Grand Draw was drawn as follows:

1st Prize - £250, RT Felixstowe; 2<sup>nd</sup> Prize, £150 Mr H Adair; 3<sup>rd</sup> Prize £50 Eric W Ipswich

The Draw made £861.00 including £490 in donations

The DDF friends mailing list needs updating - to be actioned by Dawn Bromley and Judith Steward

## 12 Shopping list

It was proposed to continue to set aside £5,000 for nurse training - Proposed YMM, seconded RJW. It was agreed to continue with funding for the Gut patient information leaflets as the Hospital do not fund these. It was suggested that the DDF have a stamp to indicate that the leaflets are funded by the DDF - KH to make some enquiries.

## 13 Future Fundraising events

**Christmas hamper** - Endoscopy Department

**Indian Meal** at the Maharani Restaurant possibly end of February 2023 on a Monday or Tuesday - possibly costing £20 per head with £13 going to Maharani and £7 to DDF

**Quiz night** - YMM to ask Quizmaster Kathy Scott if she is willing to do a quiz in May/June 2023 at St Augustine's Church Hall, Ipswich

**Possible Golf Tournament**

**Street collection** - we have card readers now, which should make it easier - JS to contact Tesco and enquire re counters in slots for Charity at supermarkets eg Waitrose, Tesco

14 **Any other business** - there was no other business

15 **Date of next ordinary meeting** - 14 March 2023 18.30 in Endoscopy at IHT

Date of next AGM to be arranged

Signed .....

Dated .....

Chairman .....