

MOTS AGM meeting

27th April 2017

Venue: Bettws, Newport, South Wales

Present: Emma Abdullah, Samantha Williams, Amanda Watts, Alex Geiger

Apologies: Jennifer Pinkstone

Advertising.

We discussed the presentation of the business cards and leaflets. Emma thought that there is not enough information relating to getting in contact with us directly on these. It was decided that the text code, mobile number, website and the mots email need to be added on and our details should be highlighted too. Emma will look in-to pricing information to have these updated. When the updates have been made to the advertising material, we will order more as we are running low on our stock.

We are also going to be looking in-to the cost of having our leaflet made but with the standing order mandate form on it. This would require us to have leaflets with perforation and prepaid envelope on. We need to contact our leaflet supplier and Royal Mail to discuss costs with them.

Our t-shirts are also requiring the same contact information to be put on them, so we will contact our supplier and have them create a new design to incorporate this information on the t-shirt but our logo will remain the same.

We will also be ordering keyrings as our current stock of these is empty.

We discussed making our own personalised shopper bags which can have the "We are Recycled" or "contains recycled parts" logos on. Emma and Sam will look in-to how much this would cost per bag made. Information on pricing will follow soon.

Surveys.

We discussed the recent survey that was sent out and found that we have had a lack of response to this. We do send these surveys out as we value our members input and any feedback we can have, so we are looking on how we can improve the amount of feedback we get from our members.

Outpatient/Outreach Clinic.

As most of you know, Cambridge at present have one of these meetings once a month. Emma put forward the idea of MOTS joining the team at Cambridge and hopefully Oxford Hospital too. If we joined the teams, it would mean that Emma and Sam would travel once a month to these clinics and would be on hand to talk to any of our members if they needed a chat or any support we could give them. No medical advice will be given, only the support from us. There may be a spare room available at Addenbrookes where we would be able to have our meetings so it can remain in a neutral environment and these meetings would be informal and everything spoken about would be kept confidential. It is also an advantage for MOTS as we would also be able to speak to people who would like to be members. Amanda, Alex, Jenny, Sam and Emma made a unanimous decision that these Outreach Clinics would be beneficial to us as a charity and our members. Emma will arrange a meeting with either the consultants or the transplant co-ordinators to discuss this and arrange a meeting to see if this could be a viable option. We are also going to be sending out an email to all

our members to see if they think the Outreach Clinics would help them, as it may be easier for them to attend at the hospitals, travel expenses may be lower, and could it be easier for us to accommodate for them. Feedback from our members is always greatly appreciated.

Support Group for relatives for MOTS members.

The wife of one of our members contacted Emma to ask if we had thought about setting up on Facebook, a group like our support group but one which would be for anyone related to our members only. Here, they would be able to speak to one another and maybe voice any concerns they may have, but are too worried or anxious to say in front of their loved one. She also stated that she would be happy to run this group for us as an administrator of FB and become a member of our committee so she could do this. It was another unanimous decision to begin to set this up as it would provide more support for our members and their family.

D.B.S checks.

We have recently registered with the ICO, which regulates the rules of the Data Protection Act 1998 and an Umbrella Body who will be able to carry out any DBS checks we will require. Due to their contact with people in hospital, Emma, Sam and Alex will be having a DBS check so they can continue to meet with our members when they are unwell and/or in hospital. We do not need to carry out checks on any other of our committee members at present, but if we do require this in the future, we will be in touch with our committee members personally. The cost of our DBS checks is £44 for an Enhanced DBS Check or £26 for a standard DBS checks. The prices of these checks were discussed at the AGM and these costs were agreed.

Oxford Hospital.

The drinks machine which we provide to the Wytham Ward at Oxford hospital was discussed and we will continue to supply this to them as the whole ward benefits from the machine and we are covering the costs to supply it and the beverages. Emma and Sam will arrange to have a meeting with their main contact of the hospital to discuss how MOTS can help them in the future and to see if they would like us to do an Outreach Clinic within their hospital such as the one we are aiming to provide in Addenbrookes.

Kings College Hospital.

Emma will contact Kings to see if we can arrange a meeting with the transplant co-ordinator to see if we can provide our help and support to them. We will keep you updated with this.

Cards.

It was discussed if we needed to order any more of the Christmas cards we have previously ordered, but it was suggested that MOTS could have a fresh design created. We are currently asking people to design a card for us and we will choose 2 new designs which will hopefully be on sale this year. The Christmas cards stock that we do have left from the previous years will now be reduced in price so we can sell them to make space for our new stock.

Emma also suggested that we could have our own cards designed for occasions such as a Transplant Anniversary and Thank You Cards. Alex is going to compose a poem which we will be able to put into our anniversary cards. We need to research prices to have these cards made. An announcement will be made via FB with all the details and where to submit any designs for these cards.

Mascot.

An idea that was discussed was that MOTS could have its own teddy bear mascot. Our bear could be wearing one of our purple t-shirts. A budget of £100, which was agreed on at the AGM, has been put in place for us. We do need to look for our own unique adult's costume to be able to create the mascot. Our mascot will then be able to make appearances at our events such as Bag packing and Fundraising events.

Fundraising logo.

Alex will be creating a Fundraising logo for us and we will then upload this to our Facebook page and website. We need to try to raise our profile as we have had quite a low interest in fundraisers this year, so we are hoping this logo will help.

Sponsors.

Amanda will begin to get in contact with some companies to see if they would like to become our regular sponsor, as now we do not have one in place. She will also see if smaller companies would be interested in donating the 5p charge for each carrier bag they sell to MOTS. We will keep you updated with any information regarding this.

Summer Packs.

We are going to be sending out our summer packs this year, as it was a huge success last year and we had such positive feedback. Amanda will be sending out emails to our members to ask them to complete and return the attached form to us so we know who would like one this year. The packs will consist of Suntan Crème (factor 50), After sun, Lip balm, A Water bottle and a Fan (if member has not had one in the previous years).

Monthly MOTS Emails.

We have decided that we will send out our members a monthly email or text to keep in touch with everyone. We will send out the email/text on the 15th of each month so our members are all contacted at the same time.

Fundraising.

We have one up-coming event which is Rhi's 5KM Challenge and we have set up a Just Giving page for this. Emma and Sam will also arrange to do some bag packing in their local Asda, Jenny, Alex and Amanda will be joining them on the day.

MOTS App.

Emma's husband, David had thought of the idea of us now launching our own App. We discussed this option and have decided that this would need to be researched thoroughly, as we need to find out prices for building the app, who would run the app and what costs would we incur? We do love the idea of having our own App, but it was decided in the AGM that this can be launched later. Emma and Sam will try and get more information on this idea, and will present this in the next AGM.

That was our AGM meeting guys. We are grateful to have you all on our committee and we value each of you and your input to MOTS. If there is anything you would like to discuss with us or if you have any fundraising ideas, please get in touch with us. Any feedback from you guys is greatly appreciated.

Much Love

Sam xx