Executive Committee Meeting
Minutes of meeting held on 18th September 2013

Present:  Heather Dipple (Chair)  Nichole Bruce (Secretary) Peter Houtman
Christine Iliffe  Steve Hardy  Daniel Rogers
Robert Jay  Barrie Rathbone  Terese Bird
Collette Orton  Rebecca Crook

1. **Apologies** were received from: Mike Silverman, Mark Goodwin, Carol Greenway, Sandra Kemp and Mark Woodland

2. **Minutes of the last Meeting** on 19th June 2013 were agreed to be a true record.

3. **Project Reports**
   a. **Collaborative Teaching Project (CTP)**
      Barrie informed the group that when he visited Gondar last year to see on a needs assessment visit, he was struck by the isolation of junior doctors. He thought the Link could work to develop partnership support between Junior doctors in Gondar and Leicester.

      It is hoped that both staff in Gondar as well as here in Leicester will contribute to the website - producing short films, presentations and case studies which are highly focussed and 10 slides or 5 minutes and templates have been set up to ensure conformity. Link members are encouraged to have a look at the website at [www.leicestergondarlink.com](http://www.leicestergondarlink.com) and give feedback.

      It is planned to launch this as soon as possible in Gondar with Barrie possibly visiting next year.

      It was discussed how best to roll out this and who to inform/get buy in from. Nichole agreed to provide Barrie with names of Gondar University & Hospital contacts with email addresses.

   b. **Mental Health**
      Heather reported that there was a visit of the mental health group planned for November which would mainly be focussed on the psychiatric ward development. There would also be a small amount of medical student teaching and drug and alcohol abuse training for BSc nurses. Heather also mentioned that that Ian Cross was visiting to look at mental health in the community at the Kola Diba Health Centre so she would be meeting him out there to discuss how to best move forward and collaborate on this.

   c. **SSC**
      Nichole reported in Pete and Jane’s absence that reports and plans for moving forward had been sent to Gondar, but no response had been forthcoming. Pete and Jane plan to visit later this year to move this forward.

   d. **Ophthalmology**
In the absence of the Ophthalmic team, Nichole reported that Teshager form Gondar is presently in Leicester on a 4 week training visit with the Ophthalmic department.

e. Kola Diba Health Centre
A planned maternal health training visit will happen in end Oct/early Nov based at the Kola Diba health centre involving midwives, Health Extension Workers (HEW’s) and Traditional Birth Attendants (TBA’s). It was felt that communication between the HEW’s and TBA’s needed to be encouraged and this programme hoped to foster communication as well as teaching them to identify complications earlier and when and how to utilise the motorbike ambulance. There will be on the spot teaching, awareness raising about the motorbike ambulance, as well as an open day with free antenatal checks.

f. APPS
Nichole reported in Sandra’s absence that Sandra had sent reports setting out the basis of project partnerships for the APPS programme moving forward on 3 projects - Patient Safety and Hand Hygiene, Surgical Safety and Health Worker Protection, and was awaiting a response from Gondar. Once a response from Gondar is received funding can then be sort to support these projects.

g. PhD Programme - University Link
Nichole reported in Mark’s absence that Baye had successfully defended his thesis and subject to some changes to his thesis he had been awarded his PhD. The other two, Kassahun and Worku should be completing shortly.

h. Microbiology Labs
Steve reported that there had been no progress on this Link for quite a while as staff turnover proved to be the issue. However, with the birth of Empath and joining together of UHL and Nottingham microbiology labs, it has been decided to combine forces and Link with Jimma as well.

4. Fundraising Events
4th October - All Nations Centre
The event will boast cultural foods (starter & main), an eclectic collection of live music, a fashion show of traditional dress, comedy dress ups & dancing fun celebrating the great African, Indian and English efforts to improve Women’s Health! All to be held at the great Venue of All Nations Centre. Tickets - Couple £25 Single £15.

12th October 2013 - Music Night at the Donkey
Tickets are £6 in advanced and £8 on the door. Come and see four amazing local music acts and help raise money to support the midwifery training visit to Gondar.
Tickets are available from:
- The Donkey - Tel: 0116 270 5042
- Online: www.wegottickets.com/event/239824
- Via email from Nichole Bruce at: nb50@le.ac.uk

Jazz Concert
Peter announced that they would be organising a Jazz Concert - details to follow when confirmed.
5. **Finance**
Balances were provided for each of the projects but informed the group that she would email details of each of the project balances to the leads of the group shortly.

Peter reported that the accounts for 2012/13 had been scrutinised and the report should be available soon. Please ensure that you check the charity website for the reports.

Peter explained to the group that General (Unrestricted) funds were meant for Pump Priming new projects and not for propping up existing ones - Nichole has a database of charitable bodies/grants that can be applied for funds. Please contact her with details and costings and she can support you with this.

| Nichole to send detailed breakdown to project leads |

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6. **Forthcoming Visits**

**To Gondar**
- Sarah Cross - MSc in Advanced Clinical Nursing - 8 Sept to 29 Dec 2013
- Wendy Corbin - MSc in Advanced Clinical Nursing - 8 Sept to 29 Dec 2013
- Michael Silverman - MSc in Advanced Clinical Nursing - 26 Oct to 03 Nov 2013
- Carol Greenway - MSc in Advanced Clinical Nursing - 26 Oct to 03 Nov 2013
- Rebecca Johnson - Kola Diba - 26 Oct to 8 Nov 2013
- Rachel Giaccone - Kola Diba - 26 Oct to 8 Nov 2013
- Ian Cross - Kola Diba - 26 Oct to 14 Nov 2013
- Christine Iliffe - Kola Diba - 26 Oct to 14 Nov 2013
- Heather Dipple - Mental Health Programme - 8 Nov to 22 Nov 2013
- Amanda Wallace - Mental Health Programme - 8 Nov to 22 Nov 2013
- Heather Crozier - Mental Health Programme - 8 Nov to 22 Nov 2013
- Janice Moore - Mental Health Programme - 8 Nov to 19 Nov 2013
- Lois Dugmore - Mental Health Programme - 8 Nov to 19 Nov 2013
- Clay Frake - Mental Health Programme - 8 Nov to 19 Nov 2013

**To Leicester**
- Worku Negash - PhD programme - Dec for 3 months
- Kassahun Tegene - PhD programme - TBC

| ALL TO NOTE |

7. **Any Other Business**

**Work Press Website.**
It was agreed that a restricted account would be set up to support this project and £500 transferring in from unrestricted funds to get this up and running.

**Group Travel Insurance**
Nichole obtained a quote from a company specialising in group travel insurance for health links she met at the THET Conference. A policy to cover up to 50 visits overseas in a year would cost £343, much cheaper than individuals arranging their own. It was unanimously agreed to go ahead with the policy.

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8. **Date of Next Meeting**

**Monday 9th December 2013 - 5.30pm**
Curry at the Curry House afterwards - please let Nichole know if you would like to attend.

| ALL TO NOTE |