

Trinidad and Tobago Healthcare United Kingdom Forum (TTHUF) Registered Charity Number 1183695

Patron:

Professor Andrew Ramroop OBE

Approved - Minutes of Board of Trustees Meeting held on 14th October 2020 via Zoom

Present:

Roger James (RJ) (Chair) Tricia Z George (TZG) (Secretary) Carol-Ann Murray (C-AM) Kirt Hunte (KH) Rosalind Phillips McMillan (RPMcM) joined @19:47 Natasha Queva-Kent (NQ-K) (Asst. Treasurer) Vashti Ragoonanan (VR) Allyson Williams (AW)

Apologies:

Leanard Phillip (LP) (Treasurer) Dr. Natalie Johnson (NJ) Michaelene Holder-March (MH-M)

Raised by		Action by
RJ	117.0 <u>Welcome</u>	
	The meeting commenced at 18:21 with a welcome by RJ .	
	118.0 Apologies	
	Apologies as above.	
	119.0 Declarations of conflict of interest for any agenda items	
	Nil	
RJ	120.0 Minutes of previous meeting	
	Nil amendments were made.	
RJ	121.0 Adoption of Minutes	
	Adopted by KH and seconded by C-AM .	
	Members meeting held on 18/07/2020-	
	The minutes were adopted by VR and seconded by AW.	
	Members meeting held on 17/01/2020-	
	The minutes were previously adopted by MH-M and were	

	seconded by AW at this meeting.	
	122.0 Matters arising from minutes / Action Log	
	Action Log	
RJ	2019 127.1 The cost of the Charity's accounts externally audited The Board agreed that this matter should remain on the action log for the rest of the year and be revisited next year. Ongoing	
	Matters Arising	
	145.1 World Mental Health Day CA-M, KH and RPMcM were thanked for the quality of the video. There was a discussion on the methods of promoting and distributing the video. CA-M suggested that there needs to be more activity on social media. KH queried whether permission was required to post TTHUF-related material on other platforms. RJ stated that there were no restrictions, but the Board needed to be informed prior to the material being uploaded to the specific platforms. There were no objections. KH reminded Trustees that all material will be copyrighted.	C-AM / RJ
	159.2 Obtain equipment for health check stall Can be obtained from the store John Bell & Croyden. NJ will purchase the item as a donation. NJ suggested that the equipment should be purchased closer to the time when an event will be hosted. Ongoing	NJ
	166.4 Commonwealth Foundation Grant . C-AM and NJ will work together to put together a mental health project which fits the criteria for qualifying for a grant from the Commonwealth Foundation. NJ suggested that there should be a	C-AM
	specific project of focus. Ongoing TZG to share details of a joint project with the BAME Health Collaborative. Ongoing TTHUF to communicate with the T&T High Commission re any support needed by TTHUF to apply to the Commonwealth Secretariat for funding for relevant projects. Ongoing	TZG
	2020 9.0 <u>Training & Practice Development Programme</u> RJ to set up a sub-committee made up of RJ, KH, LP and TZG to draft a fees and renumeration strategy. MH-M will offer guidance. Online meeting to be set up by RJ. Ongoing	RJ
	29.0 <u>AOB</u> RJ will prepare a strategy for delivering the training programme.	
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	RJ suggested that the product should be made generic so that it]
	can be marketed anywhere. KH and RJ will have a discussion on making the training programme automated online, commencing as a Continuous Professional Development (CPD) programme. MH-M suggested that companies should be targeted or approached to provide mental health awareness training. Ongoing	RJ / KH
	C-AM will have a discussion with a contact who works at a radio station in Trinidad to sign post listeners to TTHUF and mental health awareness.	C-AM
	KH to follow up on communication with the radio station which	КН
	hosted his interview last year. NJ will contact a media personnel to promote TTHUF. Ongoing	NJ
	KH stated that there was no update on communication with key contacts from other countries. Ongoing	кн
NQ-K	 123.0 <u>Finance Report</u> 1. Draft Financial Report- Q1 2020/21. NQ-K presented the report. Balance for Q1: £6471.03 	
	2. Gift Aid application update- No update	LP
	3. Natalie's Birthday fundraiser LP to clarify the type of TTHUF PayPal account which has been set up.	LP
RJ	124.0 Sub-committees update RJ suggested that members of the mental health sub-group should be involved in future projects.	C-AM / KH
RJ	125.0 Update on communications with T&T.RJ shared a copy of the video with the President of the TTRNA but had received no feedback to date. KH suggested that alternatives should be explored. TZG suggested that a psychiatric nurse link in T&T could be explored.THA proposal- no update from TZG.	
RJ	126.0 Update on COVID-19 related project bids	
	 London Community Response Fund- application submitted. The bid was not successful. 	
	 The Commonwealth Foundation COVID-19 Special Grants – application submitted. 	
	3. Ubele Phoenix Fund Global Fund for Children (GFC) and The National Lottery Community Fund (closing date 30/9/20)-grants to be given to the BAME community. Application was not submitted.	

	 The Austin Hope Pilkington Trust (closing date 30/9/20)- application to be submitted. Application was not submitted. 	
	Trustees to enquire about the needs of T&T nationals in the UK before making other funding applications.	All
RJ	127.0 Governance around actions taken following voting by	
	the Board TZG stated that the Board needed to ensure that the outcomes of votes were declared before any actions were taken. The Board needed to become familiar with protocols which needed to be followed when dealing with diplomats and agreeing how to apologise for an incident without compromising the integrity of TTHUF.	
	RJ suggested that a public relations lead was required. VR agreed to be the PR lead. Trustees were asked to suggest possible personnel who could volunteer to provide a session at the upcoming Board Away Day.	All
RJ	128.0 <u>Youth engagement</u> No update provided.	C-AM / RPMcM
RJ	129.0 Feedback on TTHUF video for World Mental Health Day	
	2020 As discussed in Matters Arising.	RJ
RJ	130. Breast Cancer zoom webinar to be held on 15th October	
	2020 RJ provided some information about the upcoming webinar on surviving breast cancer, which will be held on 15 th October 2020.	
	131.0 <u>Future zoom webinars</u> - Trustees to think about volunteering to host future webinars.	All
	132.0 <u>Resignation of High Commissioner</u> RJ clarified that the patron's post was vested in the office of the High Commissioner. There was a discussion around the possibility of offering Mr. London an opportunity to remain officially connected to TTHUF as an Ambassador. TZG suggested that the role of Emeritus Patron could be considered as it does not present a dilemma should the new High Commissioner agree to be a patron. RPMcM will lead on organising a card and gift for His Excellency	
	Mr. Orville London.	RPMcM
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	TZG to share the e-mail from the Commonwealth Federation of Nurses. To be discussed at the pext meeting	TZG
RJ	Nurses. To be discussed at the next meeting. 133.0 2020 Work programme	TZG RJ

RJ	134.0 A <u>OB</u>	
	December Away Day now moved to Saturday 5 th December Trustees to think of topics for discussion. The Board agreed that outstanding membership fees to be paid by the next meeting.	AII
	Meeting ended at 20:30	

The next Board Meeting 11/10/2020 Distribution: TTHUF Board of Trustees TTHUF Registered Members

Adopted by:

Seconded by:

Chairperson:

Minutes Secretary:

Dated: / /2020

TTHUF key dates for 2020

- Wednesday 11th November 2020, Board Meeting, 18:15- 20:15 via zoom
- Sunday 15th November 2020, 14:00- 17:00 AGM- via zoom
- Sunday 6th December 2020, 10:00- 13:00- Board Away Day- via zoom