



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:

Leonard 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 <u>Apologies</u> Apologies as above. 119.0 <u>Declarations of conflict of interest for any agenda items</u> Nil	
RJ	120.0 <u>Minutes of previous meeting</u> Nil amendments were made.	
RJ	121.0 <u>Adoption of Minutes</u> 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.	
RJ	<p>122.0 <u>Matters arising from minutes / Action Log</u></p> <p><u>Action Log</u></p> <p>2019</p> <p>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</p> <p><u>Matters Arising</u></p> <p>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.</p> <p>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</p> <p>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 specific project of focus. Ongoing</p> <p>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</p> <p>2020</p> <p>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 remuneration strategy. MH-M will offer guidance. Online meeting to be set up by RJ. Ongoing</p> <p>29.0 <u>AOB</u> RJ will prepare a strategy for delivering the training programme.</p>	<p>C-AM / KH / RJ</p> <p>NJ</p> <p>C-AM / NJ</p> <p>TZG</p> <p>RJ</p>

	<p>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</p> <p>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.</p> <p>KH to follow up on communication with the radio station which hosted his interview last year.</p> <p>NJ will contact a media personnel to promote TTHUF. Ongoing</p> <p>KH stated that there was no update on communication with key contacts from other countries. Ongoing</p>	<p>RJ / KH</p> <p>C-AM</p> <p>KH</p> <p>NJ</p> <p>KH</p>
NQ-K	<p>123.0 Finance Report</p> <p>1. Draft Financial Report- Q1 2020/21. NQ-K presented the report. Balance for Q1: £6471.03</p> <p>2. Gift Aid application update- No update</p> <p>3. Natalie's Birthday fundraiser LP to clarify the type of TTHUF PayPal account which has been set up.</p>	<p>LP</p> <p>LP</p>
RJ	<p>124.0 Sub-committees update</p> <p>RJ suggested that members of the mental health sub-group should be involved in future projects.</p>	C-AM / KH
RJ	<p>125.0 Update on communications with T&T.</p> <p>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.</p>	
RJ	<p>126.0 Update on COVID-19 related project bids</p> <ol style="list-style-type: none"> 1. London Community Response Fund- application submitted. The bid was not successful. 2. 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. 	

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