



YORK MEDICAL SOCIETY BOARD MEETING

Minutes of the meeting held on Tuesday 17th September 2013 at 7.00pm

1. Directors Present: Ian Lyall, Andrew Grace, Michael Stower, Trevor Julian, David Pring, Kathryn Griffith, Kate Kingston, Sarah Watson, Liz Mattock.
In attendance – Paul Herring
2. Apologies for absence: Charles Lacey, Vanree Cove, Sarah Anderson, Steve Leveson, Michael Harran, Ian Jackson, Gregg Richardson, Stuart Calder.
3. Matters arising from previous meeting:
 - Wine Club:** The Agreement between the Society and the YMS Wine Club had been signed by both parties and the annual rent for the cellar duly paid.
4. Correspondence:
 - Invitation to Law Society Dinner:** The President had received the customary invitation to this function but was unable to attend. He asked for someone to deputise. David Pring agreed if no one else could do so.
 - HYMS 10th Anniversary:** It was noted that members had supported some events organised for the celebrations but there was no interest in the Dinner.
5. 2013-14 Programme: The proposed Programme was discussed and some amendments made. It would be printed in time for the Oration and Dinner and circulated to members without electronic communication.
6. Trip to Borthwick: It had been previously suggested that members might wish to visit the Borthwick to see our archives. Agreed this would be organised by the Social Committee.
7. Sub-committee reports:
 - **Management Group** (20/06/13): It was noted that all outstanding items from the previous meeting of this group had been completed. The following items would form the Action Plan for the next few months -
 - a. Library carpet in poor state, in particular there is a large hole in one corner. Explore repair or replacement.
 - b. Refurbish floor in garden room. In hand to be completed during quite period in July/ August.
 - c. Disable access. Can probably be provided with little expense via garden entrance and with a lightweight movable ramp into the panelled room for access to the toilet. Front entrance probably unsuitable. P H to explore? with disabled group / charity or department in City Council.
 - d. The recent meeting with the tenants was cancelled; therefore the tenants will be e-mailed for their comments and concerns. This will help with long term budget planning as repairs etc can be planned.

- e. Gift Aid tax returns; due to change of rules members no longer have to complete a gift aid form. To explore how this is claimed back from HMRC.
 - f. Flat 7 offers rather poor kitchen and bathroom facilities, informal discussions with a suitable tradesman to take place and a possible budget agreed.
 - g. The entrance to the back stairs and the dental practice has become worn and needs redecorating, this work may have to be delayed awaiting other work.
 - h. There are no immediate security issues. The electronic lock on the gate onto Stonegate has been broken for several years, which does not appear to have caused any problems, and as this makes access so much easier it was considered unnecessary to repair.
- **Social Committee** (11/06/13): The committee had considered arrangements for the Oration and Dinner, including circulation of information to the wider medical profession. It was proposed that the Burns Supper should also include a ceilidh at a location yet to be agreed. Proposals for the future included joint meetings with the Dental and Law Societies and an investigation into extended ways of using 23 Stonegate. A photographic competition, Christmas Gathering with Father Christmas and a summer bike ride had also been proposed for the future. A further meeting to be held in October to progress.
 - **Staff Group** (08/07 & 19/08/13): The group, with the President's approval, had made arrangements to appoint a temporary part-time administrator. Theo Grace began work on 29 July: Contract is for 18 hours/week at £8.50/hour with a 3 month probationary period reviewed 3 monthly thereafter. (AG not involved in appointment).
It was noted that MH had conducted an appraisal with PH on 12/08/13 with no serious issues raised from either side. It provided an opportunity to thank PH for his work and achievements on behalf of the Society over the last 18 months. A new office computer was identified as a requirement.
PH likely to retire in spring 2014: Succession planning, including an appropriate timetable and revised documentation had been instigated for a new job-share post of 36 hours.
The group will meet again on December 2nd 2013.

8. **Manager/Administrator's report:** In addition to the society's meetings there had been 70 bookings for the period from 1st April – 31 August 2013. We had expected the GPVTS to cease using the building on Wednesday afternoons but they have been unable to secure the hospital facilities every week and will come to 23 Stonegate on 12 sessions throughout the season commencing 18th September.
- The entrance lobby, inner hall and corridor to the garden have been redecorated during late July/August. The Garden Room floor had been sanded, lightly stained and resealed. These have all contributed to giving a fresh and clean appearance to the building. The gutters have been cleaned and repaired where necessary. At the same time the roof was inspected for loose tiles.
- Flat 7 became vacant in June but new tenants were secured from 1st August. Flat 6 had just become vacant but new tenants secured from 30th September. The cooker in both flats renewed but no further upgrading required.
- Fairfax House is to give us 44 chairs, which are surplus to their needs. 31 are in good order and a further 13 will provide spare parts. The chairs were originally supplied to the NER Boardroom in 1906. We hope to receive these in time for the Oration.
- The large Mulberry tree has had surgery and the Norway maple has been removed. This has resulted in the garden feeling much lighter and airier.
- Theo Grace has joined the team to provide a weekday presence in the building. He had really settled in well, providing great support to the users of the building and the administrator. His IT skills had proved especially useful.

9. Treasurer's report:

Balances as at 27/08/2013	CAF Gold A/c	49,532.53
20/08/2013	Barclays Saver A/c 109991538	6534.66
20/08/2013	Barclays Community A/c 60991503	13,761.82
20/08/2013	Barclays Current A/c 50136077	837.25
	Total	£70,666.26
<i>August 2012</i>	<i>Total</i>	<i>£55,865.46</i>

Major items of expenditure included:

Repairs & maintenance - £3,238

Tree surgery - £1661

Gas - £1044

Electric - £470

Garden - £1040

Insurance - £6531

Bursaries and Donations - £5000

Audit - £1992

10. Oration and Annual Dinner: Arrangements were in hand for the Oration with our guest Prof. Chris Ham confirmed and accommodation booked. Information about the dinner at Merchant Taylors Hall had been circulated and reservations were beginning to arrive.
11. Membership: The Membership Committee had not met and issues related to subscriptions were to be tackled again in November.
12. AOB: Letters of thanks had been received from all organisations' that had received a donation in 2012/13.
13. Date and Time of Next Meeting: 14th November 2013 at 7.00 pm