MOORFIELDS ASSOCIATION

Minutes of the Management Committee Meeting
5.30pm – Thursday 10th July 2014

VENUE: SEMINAR ROOM, LIBRARY, INSTITUTE OF OPHTHALMOLOGY.

PRESENT: -

Mr. Tim ffytche - Honorary President – in the Chair
Mr Bill Aylward - Honorary Secretary
Mr Peter McDonnell - Honorary Treasurer
Mr Michael Banes - Committee Member
Mr David Boase - Committee Member
Miss Wendy Franks - Assistant Archivist
Mr Richard Keeler - Honorary Archivist
Mr Peter Leaver - Committee Member
Mr Geoffrey Rose - Committee Member
Miss Christine Timms - Committee Member
Mr Dan Ezra - ex officio
Mr Declan Flanagan - ex officio
Mr Paul Sullivan - ex officio

1. WELCOME NEW MEMBER
   The President welcomed Mr Geoffrey Rose to the meeting.

2. APOLOGIES
   Apologies were received from Mrs Brenda Aveyard, Professor David Gartry,
   Miss Kate Jeffries, Mr John Pelly and Mrs Heather Wilcox.
3. **MINUTES OF THE COMMITTEE MEETING ON 29TH MAY 2014.**

The minutes of the Special MA Management Committee Meeting held on May 29th 2014 were submitted and approved as a correct record.

4. **MISSION STATEMENT.**

The Honorary Secretary had been asked to produce a new Mission Statement for the MA and after discussion by Committee members the following was agreed:

*The Association will promote educational and social activities for current and past clinical staff at Moorfields Eye Hospital.*

The Constitution will need to be amended and a draft document will be sent to members of the Committee later in the year for comments.

5. **MATTERS ARISING.**

i) **Lifetime Achievement Award.** There had been no nominations received by the Honorary Secretary for an award in 2014. In future it may occasionally be expedient to link the award to the International Alumnus Lecture, but for the moment the Committee wished to keep it separate as it is the MA’s highest honour and should not automatically be given yearly.

ii) **High Holborn Lecture.** The names of six possible lecturers for 2015 were put forward and the Hon. Secretary was asked to organise a vote on their choice by members of the Committee.

iii) **Sir Edward Lewis Foundation Bursary.** The President reported that the teaching visit to Kiev by Paul Sullivan and Nick Strouthidis funded by the Sir Edward Lewis Foundation Bursary and planned for earlier this year had to be postponed due to the political unrest in Ukraine.

£3,000 from the charity **Ophthalmic Aid to Eastern Europe (OAEE)** has been added to the MA funds to support MA members to present papers at meetings in Eastern Europe and also to help fund young ophthalmologists from the region who wished to come to Moorfields for short-term observerships in specialist departments.

iv) **Service Reports.** The rolling programme of Service Reports continues and one from Medical Retina is expected in the autumn. Later reports from the Departments of Paediatrics, Anaesthetics, Orthoptics and Optometry will complete the list.

v) **MA Bursaries.** The Honorary Secretary had received six applications for the MA Bursaries and members of the Committee considered each in turn. They agreed that the following individuals should be supported:
Dan Gore – to attend the course on Descemet’s membrane endothelial keratoplasty at the Devers Eye Institute, Oregon ..................... £1,000

Jason Ho - to attend the RANZO Annual Scientific Congress in Brisbane to give a poster/paper presentation as first author ................. £1,000

Niraj Mandal – to attend the European Glaucoma Society Annual Meeting in Nice to present a poster........................................ £500

Padraig Mulholland - to attend the International Perimetric Society Meeting, New York to present a paper............................... £1,000

Kamran Saha - to attend a week-long module in Oxford on ‘Human Factors, Teamwork and Communication in Surgical Practise’... £500

Mohammed Ziaei – to attend the World Cornea Congress in San Diego to present two papers and to participate in a skills lab........ £1,000

The Honorary Secretary undertook to inform each recipient of their bursaries and they will be expected to furnish him with a report following their return.

vi) **Reunions.** The Committee fully support the principle of these events, especially as they give concessionary rates to MA members, but it was the felt that subsidies for reunions of senior and retired consultants should be discontinued so that the funds could be made available for educational and social activities involving the more junior members of the Moorfields health care community.

vii) **John Lee Fellowship.** It was agreed that £5,000 should be given this year to the John Lee Fellowship Fund to use in whatever way the Trustees of the Fund felt best. The Honorary Secretary will arrange to transfer the sum to the College account and the amount donated will be reviewed each year.

viii) **Scientific Meeting.** Dan Ezra gave an update on plans for the Scientific Meeting to be held at the RSM on Friday February 13th, 2015. Further modifications to the timing of the programme, particularly events taking place after tea, are being considered and these include holding the AGM during the lunch break. The MA has to accept that its AGM has a low priority for most of those attending the Scientific Meeting and that 30 minutes should be sufficient to conduct its business, but at least holding the AGM during the lunch break will avoid the Honorary President having to compete with the noise and bustle of people leaving the auditorium in their rush for their pre-Residents Revue drinks, as was originally suggested.
The **concessional rates** for those members of the MA (total not to exceed 15) who wish only to attend events after tea will be continued in 2015 as the money raised from this funds the High Holborn Lecture.

ix) **Consultants’ Dinner.** Before its merger with the MAA the MSA had already committed funds towards holding the Consultant’s Dinner this autumn. In 2013 the total cost to the MSA was about £6,000 and it was agreed that the Dinner should be supported again this year. The future involvement of the MA will be discussed when the Committee has a better idea of its annual budget after the end of September.

6. **PRESIDENT’S REPORT.**

Many of the items that the Honorary President wished to discuss had already been covered in the meeting but he was delighted to inform the Committee that the MA had secured a desk in the Friends Office which would be manned one half day a week and would provide a focal point for the Association with a computer and its own telephone number. An Administration Secretary would be appointed later in the year to replace Brenda Aveyard and eventually Heather Wilcox, and it was hoped that the new MA ‘Office’ would be up and running before the AGM in February 2015. The Friends were going to circulate a job description among their members and other possible candidates would be approached. It was agreed that an individual at or near retirement rather than someone on a career ladder would be the most appropriate person for the job.

7. **HONORARY TREASURER’S REPORT.**

The Honorary Treasurer presented the six months’ accounts ending June 30th 2014. They showed an income of £6,122 made up of membership subscriptions (£5,200), and the contribution from those members only attending the AGM and subsequent events at the meeting in January (£317.50, together with money from the sale of the Moorfields History, ties, tote bags etc. (£605). Outgoings totalled £2,637 comprising expenses related to the cost of holding the Residents Winter Dinner, the purchase of a ‘guest book’ to record the signatures of those attending the dinner in February and in the years to come (a future archive), and a donation to the charity for which Stephen Dunham, our Finance Officer, ran a marathon. The merging MAA and MSA funds into a single account was reflected in the balance of the MA account on June 30th of £ **59,065** to which can be added two ring-fenced accounts – the residue of the High Holborn fund (raised by voluntary donations) of
£916 and the newly-formed OAEE account £3,000 (see item 5, iii).
Although this would appear to be a healthy balance allowing the MA more leeway to undertake activities in accordance with its mission statement, the first tranche of voluntary contributions from the Moorfields surgeons will not be available until the end September and only then will the Committee be able to make a more accurate estimate of annual income and therefore plan next year's budget.

8. HON. ARCHIVIST'S REPORT.

Richard Keeler showed a picture of the new MA plaque to replace the one at the top of the Honours Board in the Archive Room; it is a modification by Peter Watson of the existing one which he also designed. Maintaining a Moorfields Museum and an Archive Room on the new site when the hospital eventually moves is fundamentally important and something the MA must stress to the planners at this early stage. Wendy Franks continues her painstaking work on digitizing and cataloguing ophthalmic illustrations and photographs for the archives.

9. ANY OTHER BUSINESS

a). Residents’ Winter Dinner. This dinner inaugurated in February 2014 and hosted by members of both the MAA and the MSA was a great success and it was agreed that it should continue to be an annual event.

b). Website. The new website is up and running although it still needs a bit of tweaking. It can be accessed through ‘Moorfields Eye Hospital/Association’ (although there may well be simpler ways of doing this!). It is important that it is informative and up-to-date as it is currently the main source of information about MA activities.

c). Young Consultants’ Dinner. The Honorary President put forward a proposal that the MA should subsidise an annual dinner for newly appointed consultants and their partners. This would serve to introduce the MA and its activities to them in the hope that they would support it financially in the future (the same applies to those attending the Resident’s Dinner). The Committee approved of the idea and it was suggested that the dinner might be incorporated into the induction programme currently being organised for new consultants. It was recommended that an approach be made about this to Poornima Rai who is one of the junior consultants and Declan Flanagan offered to discuss this with her.
d). **Committee Membership.** Bill Aylward announced that he wishes to stand down from the post as Honorary Secretary after the AGM in February 2015 as he planned to sail around the world. He did however wish to remain on the MA Committee as he could keep in touch with its affairs electronically. In the discussion concerning his replacement several possible candidates were mentioned and the Committee unanimously accepted the offer from **Christine Timms** to take on the post.

It was also agreed that **Poornima Rai** be asked to join the Committee and that **James Acheson**, in his position as Chairman of the Medical Committee, be asked to become an ex officio member. The Honorary President will undertake to write to each of these individuals and to let the Committee know whether they have accepted.

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There being no further business the Meeting was closed at 1900 hrs.

**DATES OF NEXT MEETINGS:**

**Management Committee:** Thursday 30th October 2014

**AGM:** Friday 13th February 2015