

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 10th FEBRUARY 2016**

**QUEEN ALEXANDRA HOSPITAL, MACMILLAN CENTRE**

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| **Present** | Lorraine Sutton (LS) – Clinical Support  Phil Coverdale (PC) – Treasurer  Pam Bonshor (PB) - Secretary  James Sweeney (JS)  Mel Willis (MW)  Maggie Nichol (MN) |  |
| **Apologies** | Mike Cotton – Chair |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Changes to future meeting dates | It was decided that the 2016 group meeting dates are to change to the following:  16th April 2016  9th July 2016  1st October 2016  10th December 2016 (no change made) |  |
| 2. Minutes of previous meeting | Topics for the April 16 meeting were discussed. It was decided that time will be allocated at the next meeting to discuss the subject of holiday insurance as this is a frequent request on feedback forms, this will be open to group discussion so experiences can be shared.  Lorraine shall contact Chrissie Carden-Noad who is the Occupational Therapist at the Rowans Hospice, Chrissie will be the guest speaker and will discuss fatigue.  Lorraine has some Health & Well Being events to notify the group of; ‘HOPE’ (Help Overcoming Problems Effectively) is being run by MacMillan & will cover topics such as fatigue, anxiety, body image, & communication. ‘Lilac’ consists of 3 sessions taking place during May 16 which cover the emotional impact of cancer. These will be held at QAH and have a 3 month recall afterwards to check how patients are getting on.  A MacMillan exercise it also taking place across various sports centres over a period of 12 days – these are for anyone affected by cancer and involve an assessment following help/advice. Lorraine will mention all of these events in group to see who is interested in being referred. | LS  LS |
| 3. Agenda for 16th Apr group meeting | The Agenda for the next group meeting to be held on 16th April 2016 was decided as follows:  1. 10:00 – 10:05 Welcome (Lorraine)  2. 10:05 – 10:20 Holiday Insurance (Group Discussion)  3. 10:20 – 10:45 Guest Speaker – Chrissie Carden-Noad  4. 10:45 – 11:15 Coffee Break & Raffle  4. 11:15 – 11:35 Update on resources (Lorraine)  5. 11:35 – 11:55 Patient Q&A  6. 11:55 – 12:00 Raffle Draw & Goodbye (Phil)  Pam to produce agenda on Powerpoint  Phil to print copies for distribution on the day | PC  PB |
| 4. Newsletter | James hopes to be able to distribute the first draft of the Newsletter by 1st March. The following is required from committee members:   1. Pam is to send James a copy of the official OPA logo. 2. Lorraine is to produce a letter to open the newsletter thanking patients for their attendance and support of OPA-SPLASH. 3. Phil is to send James information on fundraising so that this can also be added.   James will add details of the wellbeing events to the newsletter following todays committee meeting.  It was suggested that information and details of those on the buddy system are added to the newsletter to make the buddy list more accessable to patients. | JS  LS  PC  PB |
| 5. Date of next committee meeting | The next OPA –SPLASH Committee meeting will take place at 14:15 – 15:45 Wednesday 25th May 16 at the MacMillan Centre B Level QAH. | All |