

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 2ND NOVEMBER 2016**

**QUEEN ALEXANDRA HOSPITAL, MACMILLAN CENTRE**

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| **Present** | Lorraine Sutton (LS) – Clinical Support  Phil Coverdale (PC) – Treasurer  Pam Bonshor (PB) – Secretary  Graham Moss (GM)  Mike Cotton – Chair (MC) |  |
| **Apologies** | Mel Willis (MW)  Gill Millett (GM) |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Next Group Meeting | The committee discussed the next group meeting and it was decided that there will be no Christmas quiz this year; this will be replaced with group work focusing on what to expect after surgery. Chairs will be set up prior to members arriving & split into 4 sections depending on how long ago their surgery was - Pam to make a sign for each group split (0-6months,6-18 months, 18months & over, family/carer).  Bryony will have a section on ‘How big should your portion sizes be following surgery?’ Lorraine & Anne will help with this. | LS  PB |
| 2. Previous Minutes | Newsletter  Pam to have a new newsletter ready to hand to members at the next meeting in December. Committee members to send Pam anything they wish to be included.  OPA Leaflet  Pam to work on the new OPA-SPLASH leaflet which is to be handed to patients introducing them to OPA-SPLASH and the OPA.  Quiet Room  The OPA-SPLASH quiet room is still in process. | All |
| 3. Funds | The 3D model of the gullet has been purchased & is a huge success so far in clinic. It is being used to demonstrate surgery & diagnosis to patients & it is making this far easier to understand.  Pam has purchased Microsoft Publisher & is now able to create OPA-SPLASH newsletters and publications. The annual subscription of £69 is to be funded by OPA-SPLASH. Pam is to send receipt to Phil for reimbursement.  It has been decided that a microphone could be purchased to help members at the back hear clearly during group meetings. Phil to look into the cost of these. | PB  PC |
| 4. DVDs | Mike to send a set of cancer DVDs he has purchased to Lorraine for potential use in future group meetings. | MC |
| 5. Agenda for 10th December 2016 group meeting | The Agenda for the next group meeting to be held on 10th December 2016 was decided as follows:  1. 10:00 – 10:05 Welcome (Lorraine)  2. 10:05 – 10:45 ‘Recovery Process – Short & Long Term’ (Group Work)  3. 10:45 – 11:15 Coffee, Cakes & Mulled Wine  4. 11:15 – 11:35 OPA Update (Phil)  5. 11:35 – 11:45 Q&A Session  6. 11:45 – 12:00 Raffle Draw & Goodbye (Phil)  Pam to produce agenda on PowerPoint  Phil to print copies for distribution on the day | PC  PB |
| 6. Future Group Meeting Dates | 2017 OPA-SPLASH group meeting dates have been booked for the following:  Saturday 18th March 2017  Saturday 24th June 2017  Saturday 23rd September 2017 | All |
| 7. Date of next committee meeting | The date of the next committee meeting is 8th February 2016 in the Macmillan Centre QAH. | All |