**MINUTES OF OPA (SPLASH) COMMITTEE MEETING 20th AUGUST 2014**

**QUEEN A HOSPITAL, MACMILLAN CENTRE**

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| **Present** | Lorraine Sutton  Louis Juxton  Phil Coverdale  Mike Cotton  Pam Bonshor  Maggie (Group Member) |  |
| **Apologies** |  |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Opening Remarks | Change of venue to Oasis Centre for the next group meeting and date change of next group meeting to 11 Oct 14. New poster to show new venue and arrows to stick on posts to show the way. Possibility of using some staff parking, Lorraine and Louis will look into this. | PB  LS  LJ |
| 2. Fund Raising & set up of our own Group | Options previously discussed were for our Portsmouth group to be stand alone or linked to national OPA Charity. Committee decided to link to national OPA Charity for ease. Bank Account to be opened, along with a letter appointing treasurers as signatories. Committee decided that Phil Coverdale, Mike Cotton, and Louis Juxton are appointed as treasures. It was decided that either Phil or Mike can act as signatory for funds of up to £100, with both signatures required for funds in excess of £100. Louis to stand in as third signatory if required. | PC  MC  LJ |
| 3. Name of Group | The Committee decided that the new name for the Portsmouth group shall be OPA SPLASH (OPA Support for Portsmouth and Local Area of South Hampshire. Phil will put this forward to OPA and have the name officially changed. | PC |
| 5. Database | The Committee held a discussion on the database and the number of patients contacted to attend the Group Meetings. It was decided that patients attending the Group can be asked to complete a ‘SPLASH’ form which will enable their information to be held on our own database, thus removing the issue of confidentially from the hospital database. This will help with the set up of the buddy system. SPLASH forms will also be handed out in clinics. This will mean those on the Committee who are not clinical will be able to make contact with patients reference the buddy system/Group. SPLASH forms will be issued at the next Group meeting in October, Lorraine/Louis to bring copies to meeting. | LS  LJ |
| 6. Expansion of Group invites | The Committee discussed the possibility of inviting selected pre-op patients along to Group Meetings as it was felt they would also benefit. These patients will be selected on an individual case by case basis by Lorraine. | LS |
| 7. Next meeting | The next Group meeting is to be held on Saturday 11 Oct 10 :00 – 12:00 at the Oasis Centre QA Hospital.  Schedule is planned as follows:  10:00 – 10:15 Introduction and Welcome  10:15 – 10:45 A talk by Diana Tibble (introduced by Mike Cotton) on Post Op Therapy  10:45 – 11:30 Coffee break leading into group chats (topic cards to be issued by Lorraine Sutton to help guide the groups on discussion topics if they need them)  11:30 – 11:50 Q&A session with Upper GI Surgeon  11:50 – 12:00 Fundraising update and closure by Phil Coverdale  Invites and agenda to be issued by Lyn (Upper GI Team) | All Comm |
| Next committee meeting | Next committee meeting to be held on Weds 3rd December, 14:00 Macmillan Centre | All Comm |

