

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 23rd MAY 2016**

**QUEEN ALEXANDRA HOSPITAL, MACMILLAN CENTRE**

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

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. JayT Ltd | The committee discussed the option of using a company called JayT Ltd to set up a database for us professionally – PC to investigate how much this would cost. | PC |
| 2. Publicity | MC mentioned the possibility of doing an interview for Solent TV which would feature on a YouTube channel, promoting the work of OPA-SPLASH. He also has a collection of CD’s talking about cancer which he will review, we can possibly use clips of these in future group meetings. | MC |
| 3. Feedback from Previous Meeting | Feedback was extremely positive in general, it has been decided that a new attendance register will be used for the next meeting which will include a column showing who the patient is and who the carers are attending with them – this was we can distinguish clearer which patients are in attendance.  The committee decided that there needs to be another talk on holiday insurance, as it became clear from the group meeting that patients were taking out insurance and not mentioning their surgery on the application form. This is something to re-visit next year.  Feedback also suggested that the screen in the QUAD Centre is easier to see for those at the back of the room, however the QUAD is unavailable for the remainder of the year and the next 3 meetings are due to take place in the Level E Education Centre. It will be mentioned at the start of the group meeting anyone who may have difficulty in seeing the screen should sit towards the front of the room where possible. |  |
| 4. Previous Minutes | PC to send the names of those who have volunteered to LS so that she can contact them.  Newsletter is outstanding – Phil to see if JayT Ltd are able to produce this for us along with the database.  Post meeting note: Pam to produce a draft A4 newsletter – if approved she will produce this regularly, this will be a great way of getting the information posted on the website to the patients who do not have internet access. | PC  PB |
| 5. Macmillan ‘Exercise on Prescription’ | Macmillan have introduced a new ‘Exercise on Prescription’ scheme whereby patients can be referred by the hospital for pre-op exercise which will enable them to be fitter for surgery. There is also a Post-Op part of the scheme which allows them to continue following surgery. |  |
| 6. Wellbeing Events | PB to upload the information for the 3 x Wellbeing Events onto the OPA-SPLASH website, and send a bulletin to PC so this can be sent out to members. This is to include the Macmillan event taking place on 30th June where OPA-SPLASH intend to have a stand manned by OPA-SPLASH committee/group members. | PB |
| 7. Funds | There was a discussion over the use of some of the funds currently held by OPA-SPLASH. Urns are required for making tea at group meetings, there is usually a shortage of hot water mid-way through the coffee break. It has also been suggested that better cups are used so that members do not have difficulty holding hot cups.  The Upper GI team require a quiet room where they can deliver news to patients privately. Other departments have quiet rooms which have been funded by their support groups, and the OPA-SPLASH committee members agree it would be beneficial to do the same. The room would contain leaflets and information patients could collect when visiting, this should include a section on food/diet for Briony. The room will also be made available to the Colorectal Dept. who currently share their facilities with the Upper GI team. It is thought that up to £2,500 of OPA-SPLASG funds will be used to refurbish the room & buy furniture. LS will look into where a room would be available and how a booking system can be managed.  At the last meeting some books relating to food/diet were removed in error, the OPA-SPLASH committee has decided to replace these and has offered Briony Robinson up to £500 to fund new books which are to be made available to OPA-SPLASH members. ST suggested we could perhaps use a library system whereby members signed out books they wished to take home and return at the next meeting. | LS |
| 8. Stalls | ST suggested that OPA-SPLASH could have a stall at upcoming festival/shows, perhaps sharing with the Rocky Appeal stand which circulates local town festivals. PC to approach the Rocky Appeal to ask if this would be possible. | PC |
| 9. Local Coffee Meetings | PC suggested that we look into the possibility of running local coffee/chat groups so that members can meet up outside of the main meeting date at a venue more local to them. The committee is unsure at present how this could be managed, but it is something to be discussed further. |  |
| 10. Fundraising / Future Meeting Ideas | It has been suggested that more attention is given to members who have taken part in fundraising, a section of the July meeting will be dedicated to those who have recently raised money, and they will be approached by LS to ask if they are happy to speak.  MN suggested we have a Christmas (talent) Show to raise money for OPA-SPLASH. This idea is to be put to members at a future group meeting.  Mr Toh suggested we have a pain specialist at the October meeting, as many members experience neurological pain following surgery and they are likely to find a talk on how to manage this extremely useful. | LS  LS |
| 11. Agenda for 9th July group meeting | The Agenda for the next group meeting to be held on 9th July 2016 was decided as follows:  1. 10:00 – 10:15 Welcome (Lorraine)  2. 10:15 – 10:45 Fundraising Discussion  3. 10:45 – 11:15 Coffee Break & Raffle  4. 11:15 – 11:25 Pauline Hills discusses Sources of Survivorship/Life after Cancer  5. 11:25 – 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 |
| 12. Date of next committee meeting | TBC |  |