

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 3 December 2014**

**QUEEN ALEXANDRA HOSPITAL, MACMILLAN CENTRE**

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| **Present** | Lorraine Sutton – Clinical Support  Phil Coverdale – Treasurer  Mike Cotton - Chair  Lyn Tilley – Admin Support  Wendy Adams – Patient |  |
| **Apologies** | Pamela Bonshor - Secretary |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Apologies | Received from Pamela Bonshor |  |
| 2. Database | Invite letters to the meeting on 13th December have been sent out by Lyn Tilley using the NHS database. The dates and venues for future meetings will be published on the website. Anyone wanting separate details in writing are to let Lorraine know at the next meeting. Lyn will annotate the OPA-SPLASH database with details of who the patients are on the list. Phil will produce a card to be handed out on 13th December asking attendees to complete with contact details – giving a preference for written communication or via email. (OPA-SPLASH preference is via email). Phil advised that he has only had 4 replies to the note handed out at the last meeting, which is disappointing. The aim is for the Patients to take over the Admin for the meetings in future. Lyn to let Phil know the cost of postage of the invite letters. | PC  LS  LJ |
| 3. Minutes of last meeting | The Minutes of the last meeting, held on 20th August where reviewed and held to be a true record of the meeting. A Bank Account has now been opened in the name of OPA-SPLASH with Phil Coverdale as the sole signatory. Phil to contact Simon Toh to ask if he will become a second signatory. | PC |
| 5. Next Meeting | The venue for the next meeting is The Quad Centre. Pam to produce laminated direction signs to be put up on the day. Cost of the venue will be £50. Phil to contact Simon Toh re who to pay etc. The nearest Car Park is the main Multi-Storey – there will be no vouchers available for concessionary parking. Cakes will be purchased from the Rocky Appeal & proceeds from sales will go towards that Charity following a presentation from Mick Lyons. | PB |
| 6. Agenda | The Agenda for the meeting was discussed and agreed to be as follows:  Welcome – Lorraine Sutton  Introduction – Mike Cotton  Guest Speaker – Jane Hazeldine (Cancer phsycologist)  Mick Lyons – Rocky Appeal  Tea/Coffee  Briony Robinson – Dietician – Christmas food  Phil Coverdale – Patient – Be Clear on Cancer campaign  Conclusion – Lorraine Sutton  Pam to publish on Powerpoint  Phil to print out copies for distribution on the day  Phil to contact Jane Hazeldine re transport arrangements & to see if there is a website link that can be put on the website. | PB  PC |
| 7. Local Directory Insert | Mike has liaised with the people who run The Directory. They have agreed to put in an editorial and free insert into the January edition which is circulated to over 100,000 homes throughout the area. Phil to contact Denise at the Head Office in Petersfield to discuss. Pam, Mike and Phil to discuss content. Concern was raised that circulation does not hit the City Centre, where communication is needed. | PC  MC  PB |
| 8. Awareness Days | Lorraine is considering running an awareness day in QA hospital. Phil agreed to contact the OPA and Barretts Wessex to see what, if any, promotional material is available to support this. It was also agreed that, if successful, an Awareness Day in the Cascades Shopping Centre would be a good idea. Phil to contact the Cascades to discuss the possibilities of running an Awareness day during the Be Clear on Cancer campaign in January/February 2015. | PC |
| 9. Feedback Forms | Lorraine advised that there was a disappointing response from the last meeting as there wasn’t sufficient time for attendees to complete these and hand them in. A revised form was circulated for agreement. Lyn to email to Phil who will make the amendments & print out copies for the next meeting. It was suggested handing these out at the beginning of the meeting to allow sufficient time for people to complete them and hand them in. Concern was raised that this might make some people miss what was being said, but on balance it was felt to be better than not having sufficient time. The feedback is essential so that the Committee can evaluate what attendees like and, as importantly, what they don’t like. | PC |
| 10. Dates of next OPA-SPLASH Meetings | It was agreed that there should be 4 OPA-SPLASH meetings in 2015 to be held on the following dates, all 10am to 12:  14th March  6th June  19th September  12th December  Venues to be decided after next meeting in The Quad centre |  |
| 11. Date of next Committee meeting | To be held in The MacMillan Centre on 18th February 2pm to 3pm |  |
| 12. Bank Account and Fund Raising | Phil explained that the Account now has a balance of £1365. He also took possession of the Petty Cash (119.25) and handed £20 to Lorraine for sundry purchases. Attendees at the meeting on 13th December to be advised that the Account is now open & to contact Phil re any planned Fund raising activities. | PC |