

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 3RD NOVEMBER 2015**

**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  Wendy Adams (WA)  James Sweeney (JS) |  |
| **Apologies** | Mel Willis (MW) |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Feedback from previous meeting | The feedback forms from the group meeting held on 19th September showed members would like topics such as diet & fatigue to be discussed in future meetings, the separate group for carers was also a big success with members wanting this to continue in the future. |  |
| 2. Agenda for next group meeting | The Agenda for the next group meeting to be held on 12th December 2015 was decided as follows:  1. 10:00 – 10:10 Welcome (Lorraine)  2. 10:10 – 10:30 ‘Food for thought’ with split into patient/carer groups (Briony/Lorraine)  3. 10:30 – 10:45 Feedback ‘Food for thought’  4. 10:45 – 11:15 Coffee Break with mulled wine & mince pies (to include raffle)  4. 11:15 – 11:50 Q&A with surgeon  5. 11:50 – 12:00 Feedback & Goodbye (Phil)  Pam to produce agenda on Powerpoint  Phil to print copies for distribution on the day | PB/PC |
| 3. Newsletter | It was decided that an OPA-SPLASH newsletter would be useful as most members are unable to access the website. James to take the lead on this, and produce a draft. The newsletter will include fundraising achievements of members, OPA & QAH updates and details of group meetings. | JS/PB |
| 4. 2016 Meetings | 2016 group meeting dates were discussed, it was decided that quarterly meetings are still the best option. 2016 group meetings dates are:  Saturday 19th March 2016  Saturday 25th June 2016  Saturday 17th September 2016  Saturday 10th December 2016 |  |
| 5. Minutes of last meeting | The minutes of the committee meeting held on 19th August 2015 were discussed and held to be a true account of the meeting. Pam is still to forward large date signs to Lorraine for the clinic advertisement board. | PB |
| 6. AGM | Phil to forward AGM figures/details by email to members | PC |
| 7. OPA title | It has been highlighted that having the word ‘cancer’ in the OPA title may aid fundraising. Group members to be asked of their opinion at the next group meeting. | PC |
| 8. Clinics | Lorraine would like OPA-SPLASH committee members to be present at the Friday Upper GI Clinic so that they can distribute OPA-SPLASH invites to patients who may not be aware of the group yet – taking care to distinguish between post surgery patients and patients receiving paliative care. | All |
| 9. Ref LUX Leaflets | Ref LUX leaflets will be offered to members again at the next group meeting, and they will be asked if they would be happy to hand these into local chemists etc. to spread awareness of Oesophageal Cancer. Phil will provide these at the meeting. | PC |
| 10. Date of next OPA-SPLASH committee meeting | TBC |  |