

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 6TH SEPTEMBER 2016**

**QUEEN ALEXANDRA HOSPITAL, MACMILLAN CENTRE**

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

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. AGM | The committee discussed the need for an AGM meeting & requires committee members for this. Pam is happy for her home address to be used for correspondence if required. | PC |
| 2. Previous Minutes Outstanding | Newsletter  Pam is to get the draft newsletter prepared ASAP so that the final newsletter will be available for group members to give feedback in October.  Volunteers  Phil is to send names of volunteers to Lorraine.  Quiet Room  The quiet room which had been earmarked for OPA-SPLASH has now been occupied by another department, Lorraine has requested that committee members write a letter to show their disappointment as Upper GI is the only specialism with no quiet room to deliver news to patients in & this is currently taking place in any available (and often unsuitable) room. Committee members should send their letters to Phil, who will collate and pass on.  Mr Toh (with the help of Lorraine and Adrienne) will be going to congress on 22Sep to discuss the wonderful work of OPA-SPLASH and the achievements made to date, some progress on the quiet room by then would be ideal.  Phil is to chase up his email to Simon Judd and the new Chief Exec.  Stalls  PC to speak to the Rocky Appeal regarding the possibility of an OPA-SPLASH stall at upcoming festival/shows, perhaps sharing with the Rocky Appeal stand which circulates local town festivals.  Pain Specialist  CNS to organize a pain specialist to be a guest speaker in a future group meeting. | All |
| 3. Funds | Lorraine would like a 3D model of the gullet; this will be an invaluable investment & will enable the team to show patients exactly what their operation entails. The model has parts which will come apart allowing the team to fully explain what operations involve and what to expect afterwards. This will also be ideal for patients who are unable to read. The model costs £255+VAT. Phil has emailed to try to place an order with no success, Lorraine is to try and see if she can help. | LS |
| 4. Coffee Mornings | Group members are to be asked at the next meeting whether anyone would like to volunteer to host a coffee morning in their area, coffee mornings will be a great way of members getting together outside of the main meeting to chat & share experiences. Gill & Graham believe they will be able to organise this in the Fareham and Waterlooville area’s, but more volunteers will be required. Coffee mornings can be held in local garden centre’s or anywhere with a tearoom. | PC  GM  G |
| 5. Agenda for 1st October 2016 group meeting | The Agenda for the next group meeting to be held on 1st October 2016 was decided as follows:  1. 10:00 – 10:05 Welcome (Lorraine)  2. 10:05 – 10:30 Bob Mason (OPA Chairman) talks OPA  3. 10:30 – 10:45 Phil discusses awareness & brainstorms symptoms with the group  4. 10:45 – 11:15 Coffee/Raffle  5. 11:15 – 11:30 Feedback  6. 11:30 – 11:50 Expert panel Q&A  7. 11:50 – 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 |  |