

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 8TH FEBRUARY 2017**

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| **Present** | Lorraine Sutton (LS) – Clinical Support  Phil Coverdale (PC) – Treasurer  Pam Bonshor (PB) – Secretary  Anne Gibbons (AG)  Graham Moss (GM)  Gill Millett (GM) |  |
| **Apologies** | Mel Willis (MW)  Mike Cotton – Chair (MC) |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Previous Minutes | Newsletter  Pam to produce the next newsletter for May 17. Committee members to send Pam anything they wish to be included.  OPA Leaflet  The first draft has been produced and changes were discussed – these included a new front cover picture of OPA-SPLASH members instead of the generic OPA picture; more photos of the group with quotes taken from feedback; a section on our guest speakers; a section on what we offer to the carers/family members as well as the patient (family support).  Poster  Pam to produce OPA-SPLASH poster to A3 print.  Quiet Room  There is no further progress on the OPA-SPLASH quiet room. | PB |
| 2. Display Board | Graham has offered to get a display board with a lockable plastic front so that this can be used in place of a noticeboard in the department containing information for patients. | GM |
| 3. Feedback | Feedback from the December group meeting was all positive, but we are still not collecting in enough feedback forms from those attending. It was suggested that we try to allocate a time slot enabling members to sit & fill in their feedback forms. Volunteers/committee members will help to collect these in and encourage members to complete them. | All |
| 4. OPA-SPLASH in Clinic | Phil suggested that we have a OPA-SPLASH desk during Friday clinics, this will enable newly diagnosed patients & their families to collect information/leaflets about the OPA and OPA-SPLASH and find out about the local support available to them. Committee members can man this desk on a rota. Phil will look into trialing this during March 17. | PC |
| 5. Book Club | Macmillan is now running book clubs and OPA-SPLASH plans to get involved with this at the next group meeting. Anne will collect the first set of books from the Macmillan Centre, and any members who wish to take part may sign out a book during the group meetings. One member will hold a book club in their home/locally and arrange the meet up of book club members. This will be discussed & arranged at the next group meeting. | AG |
| 6. National Cancer Feedback Forms | It was decided that National Cancer Feedback Forms will be handed out at the next group meeting as members are leaving; these come with a SAE which will also be issued. | AG |
| 7. Microphones | 2 x hand held microphones are to be purchased for use during meetings to ensure all members can hear. Graham will look into obtaining these and OPA-SPLASH funds will be used where required. | GM |
| 8. New Volunteer | Freya Hardyman (Aged 17) will attend OPA-SPLASH meetings from June onwards as a volunteer. | All |
| 9. Agenda for 18th MArch 2017 group meeting | The Agenda for the next group meeting to be held on 18th March 2017 was decided as follows:  1. 10:00 – 10:05 Welcome (Anne)  2. 10:05 – 10:30 Update from Phil  3. 10:30 – 10:45 Book Club (Anne)  4. 10:45 – 11:10 Coffee & Chat  5. 11:10 – 11:45 Dietician Review (Briony)  6. 11:45 – 11:55 Raffle Draw & Feedback (Phil)  7. 11:55 – 12:00 Goodbye (Phil)  Pam to produce agenda on PowerPoint  Phil to print copies for distribution on the day  Pam to send blank OPA\_SPLASH headed power point slides to Phil and Graham | PC  AG  PB |
| 10. Date of next committee meeting | The date of the next committee meeting is TBC. | All |