

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 6TH FEBRUARY 2018**

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| **Present** | Lorraine Sutton (LS) – Clinical Support  Phil Coverdale (PC) – Treasurer  Pam Kimber (PK) – Secretary  Gill Millett (GM1) |  |
| **Apologies** | Graham Moss (GM2) |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Previous Minutes | Pam is to use photos from the Quiet Room Opening Ceremony on the Agenda for the March Meeting; photos to be used are the tape cutting, pictures of the cake and handing over of the Hill Mark Memorial Working Men’s Club cheque. | PK |
| 2. Newsletter | Post meeting Note  First draft of the newsletter has been sent to Phil for checking. Newsletter to be handed out at the next group meeting in March & is to contain information on the upcoming workshop at Mountbatten Centre 19th April 2018. | PK  PC |
| 3. Feedback | Feedback from last group meeting was positive; there is still a focus on exercise post-surgery – Lorraine to look into having a Macmillan physical exercise representative attend a future meeting to discuss exercise pre-surgery, post-surgery and longer term. Chances of reoccurrence and long term survivorship are also still frequently mentioned so this is another idea for future meetings. The idea of running new local meetings is to be discussed with members for those who travel to attend. | LS |
| 4. OPA-SPLASH in Clinic | Cover is needed for 23rd Feb, 2nd March, 9th March, 16th March &, 23rd March.  Gill has offered to cover dates 23rd Feb, 9th March & 23rd March.  Pam is to advertise dates on social media but stress that patients must contact Lorraine or Anne prior to turning up. | GM1  PK  All |
| 5. OPA-SPLASH Funds | It was agreed that OPA-SPLASH will fund a taxi for Lorraine, Gary & Anne to return back from attending the British Journal of Nursing Awards at Shakespheres Globe Theatre in London following an overnight stay. They are attending the BJN Awards due to Lorraine’s nomination for Oncology Nurse of the Year and the taxi back will ensure they will not have to miss the meeting on 10th March 2018.  It was also agreed that £750 of OPA-SPLASH funds shall be transferred to the National OPA charity to cover the costs of leaflets & literature used in group meetings. | All |
| 6. June Day Trip to RSH Wisley | It has been agreed that the June group meeting is to be cancelled and replaced with a day trip to RSH Garden Wisley on Tuesday 12th June 2018. A 49 seater coach has been booked and funded by OPA-SPLASH and entrance to the gardens will also be funded by OPA-SPLASH at a cost of £1000 for both. Members will be invited to contact Lorraine or Anne to secure their place on the coach on a first come first serve basis and limited to patients plus +1 guest only. The coach will leave from QAH and Lorraine will issue parking tickets to all attending. Phil to send a letter containing details to all members. | PC  LS |
| 7. Briony Maternity Leave | Briony will leave for maternity leave on 26th March 2018. Nurse led dietitian clinics will be held once per month & Lorraine will be helping with these. Whilst Briony is on leave there will be cover but this will not cover OPA-SPLASH so any issues are to be flagged up to Lorraine or Anne. | All |
| 8. Agenda for next group meeting (10th March 2018) | The Agenda for the next group meeting to be held on 10th March 2018 was decided as follows:  1. 10:00 – 10:05 Welcome (Briony)  2. 10:05 – 10:40 Information on RSH Wisley Trip / Update  3. 10:40 – 11:10 Coffee & Chat  4. 11:10 – 11:40 Exercise / Physio discussion (hopefully lead by the Hampshire Macmillan lead on exercise)  5. 11:40 – 12:00 Update, Raffle & Farewell  Pam to produce agenda on PowerPoint  Phil to print copies for distribution on the day | All |
| 9. Date of next committee meeting | The date of the next committee meeting is Wednesday 25th April 2018 09:00 – 10:00 – Macmillan Centre. | All |