



The Oesophageal Patients Association

Caring for the cancer patient and their family

Notice of The
2017
Annual General Meeting
of the
Oesophageal Patients Association (OPA)
Charity Number 1062461

To be held at The Thackray Museum, 141 Beckett Street, Leeds, LS9 7LN

On 20th May 2017 at 10.15

09.45 – 10.15 – arrival, coffee, registration, identifying first timers.

10.15 – 10.45 Annual General Meeting (see Appendix 1)

Timing may change depending on speakers

1045 – 1230

John Taylor, Leeds OPA coordinator and a former OPA Trustee leads a session on helping each other - with contributions from branches

Mr Jeremy Hayden, Consultant Upper GI and Bariatric Surgeon at St James's University Hospital in Leeds - Review of the surgical pathway

Phil Coverdale - OPA-SPLASH and Creating Awareness

Dave Chuter (OPA Guildford coordinator) presentation on the Eli Lilly video and the OPA input and the new recipe booklet

1315 – 1345 - David Critchley – Possible speaker

13.45 – Closing speech Bob Mason – Chairman

Appendix 1

- a) Apologies from Committee
- b) Haward Soper, Secretary, introduces formal, legal, agenda and asks for approval of the 2016 minutes
- c) Haward Soper proposes election of the following Committee Officers and Trustees

| Name | Address |
|--|---|
| Robert Mason (Chairman) | 17 Kidbrooke Grove London SE3 0LE |
| Ed Cheong (Trustee) | 20 Greenacres, Little Melton Norwich NR9 3QU |
| Grant Fullerton (Trustee) | Old Ravenshaw Farm Langbank, Renfrewshire, PA14 6YG |
| Haward Soper (Trustee and Secretary) | Flat 4/5 De Montfort Court, 2 Stoneygate Road, Leicester LE2 2AB |
| Phil Coverdale (Trustee) | 19 Pulens Crescent, Petersfield, Hampshire GU31 4DH |
| Hilary Ryan (Trustee) | 21 Yew Tree Rise, Rogiet, Caldicot, NP26 3TJ |
| Damien Cassidy (Trustee & Treasurer) | Oak House, 18 Cryersoak Close Solihull, West Midlands B90 4UW |
| Barry Moorefield (Trustee) | 2 Baker Road, Weston Point, Runcorn Cheshire WA7 4HU |
| Philip Wright (Trustee) | 37 Otterburn House, Sultan Street, London SE5 0XD |
| David Kirby OBE (Life President) | 16 Whitefields Crescent, Solihull West Midlands B91 3NU |

- d) Damien Cassidy, Treasurer, proposes approval of the Examined Accounts
- e) Damien proposes appointment of Mark Warman Esq as Independent Examiner for 2017
- f) Amendments to the Constitution. (Appendix 2) These are mainly required to satisfy the Scottish Charity Regulator as we expand into Scotland

Add to Clause 3 Objects material in red below [note from Secretary – the English is not perfect but the requirement comes from the Office of the Scottish Charity Regulator so I propose that we follow it to the letter]

Objects

- 1) To alleviate physical or mental distress of any persons affected in any way by the Relevant Conditions and Treatments
- 2) To provide education to those affected, and to the general public, about the Relevant Conditions and Treatments
- 3) To promote, encourage, collaborate with, and providing funding for research projects associated with Relevant Conditions and Treatments

Appendix 2

In furtherance of the above objects, but not otherwise, the OPA may:

- 14) None of the organisation's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.
- 15) Nothing in this constitution shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005."

Amend Clause 5 Management as follows

[Note from Secretary – this is an administrative clarification]

- (a) The OPA shall be managed by a General Committee (hereinafter called the Committee) consisting of a Chair, Treasurer and Secretary and not more than 8 other members elected at the Annual General Meeting of the OPA in accordance with clause 5 hereof. The members of the Committee shall act as Trustees. The Committee shall meet at least twice each year and the Secretary shall circulate an agenda at least seven days before each meeting. Urgent items may be added to the agenda if the Committee so agrees.

Amend Clause 6

[Note from Secretary – this is an administrative clarification]

6 Election of Honorary Officers and Committee Members

- (a) At the Annual General Meeting hereinafter mentioned the OPA shall elect a Chair, Secretary, Treasurer and other such Committee members as the OPA shall from time to time decide. The Secretary shall organise the AGM, giving members at least twenty-one days' notice. Notice may be given in writing or electronically

Amend Clause 7

[Note from Secretary – this is an administrative clarification]

- (a) A bank account shall be opened in the name of the OPA with the HSBC Bank, Solihull, or with such other Bank as the Committee shall from time to time decide. The Committee shall authorise in writing the Treasurer, one other member of the Committee and the Chair of the Committee to sign cheques on behalf of the OPA and may authorise the Treasurer to make payments electronically, in which case adequate written controls shall be put in place by the Committee. All cheques must be signed by not less than two of the three authorised signatories

OPA Chairman's Summary 2016

Last year has been another successful one for the association. We have recruited new trustees- Philip Wright, Philip Coverdale, Hilary Ryan and Grant Fullerton together with recruiting Katie Pollock to direct fund raising. They will I am sure help and support those of us who remain including Ed Cheong, Barry Moorfield, Damien Cassidy and our hardworking secretary Haward Soper. We sadly say goodbye to two long standing trustees, Anthony Ingold and John Taylor and our advisor Jane Darnton. The office staffed by Maggie supported by Drew remains the centre of OPA activities.

We have continued to expand our own support groups whilst developing close links to other local groups – affiliates, to widen the coverage of support available to patients. We work closely with MacMillan and Maggie's Centre's to provide comprehensive support. We are very pleased with the developments in Scotland and Wales. We now have 54 groups in total – 11 OPA, 8 Scotland and 36 Affiliates. London has now been resolved with overall control moving to OPA offices with an annual meeting for all at Guys and local groups continuing. A total of 220 meeting took place in 2016 with 20 visits from trustees.

All our documentation, pamphlets and restaurant cards are available free to all who request them. The OPA distributed over 10,000 booklets, "A guide to Life after Surgery", "Swallowing & Nutrition" and "All about the OPA" in 2016. We are currently producing a new booklet – a guide to patients through the journey from diagnosis to completion of treatment and follow up in conjunction with the St Thomas Team in London. This will be available in 2017 as will a carer focussed booklet being produced by Philip Wright.

The web site is heavily used and appreciated with visitors to the OPA website of 13,047 and Social media over 1,000 followers.

We now have a membership of 6429 patients and carers. The office deals with 1000+ calls and emails per month with back up to the staff from experienced and trained past patients and the clinical trustees. We never give clinical advice or comment on treatment. We encourage all patients who approach us to explain their anxieties to the team caring for them and if necessary to request a second opinion. Total Mass communications sent out to patients & Health Care Professionals was over 20,000.

The OPA raised funds of approximately £105,000 in 2016 to fund its activities and run the central office.

This constituted £71,247 from individual one off donations, £32,000 from trusts and other organisations and £2450 from other sources.

We also are committed to raising awareness and in 2017 will be producing new posters, a leaflet and pamphlet all using our Ref-Lux logo. These will be available for awareness days – our members undertook 10 in 2016 – as soon as they are produced. We are also members of groups such as Action against Heartburn and the Westminster campaign.

Although we do not actively undertake research we encourage all our members to be involved in local research projects run by their centres and contribute to national trials and research including NICE by providing patient representatives when requested.

Professor Robert Mason
Chairman OPA

PARKING PERMIT



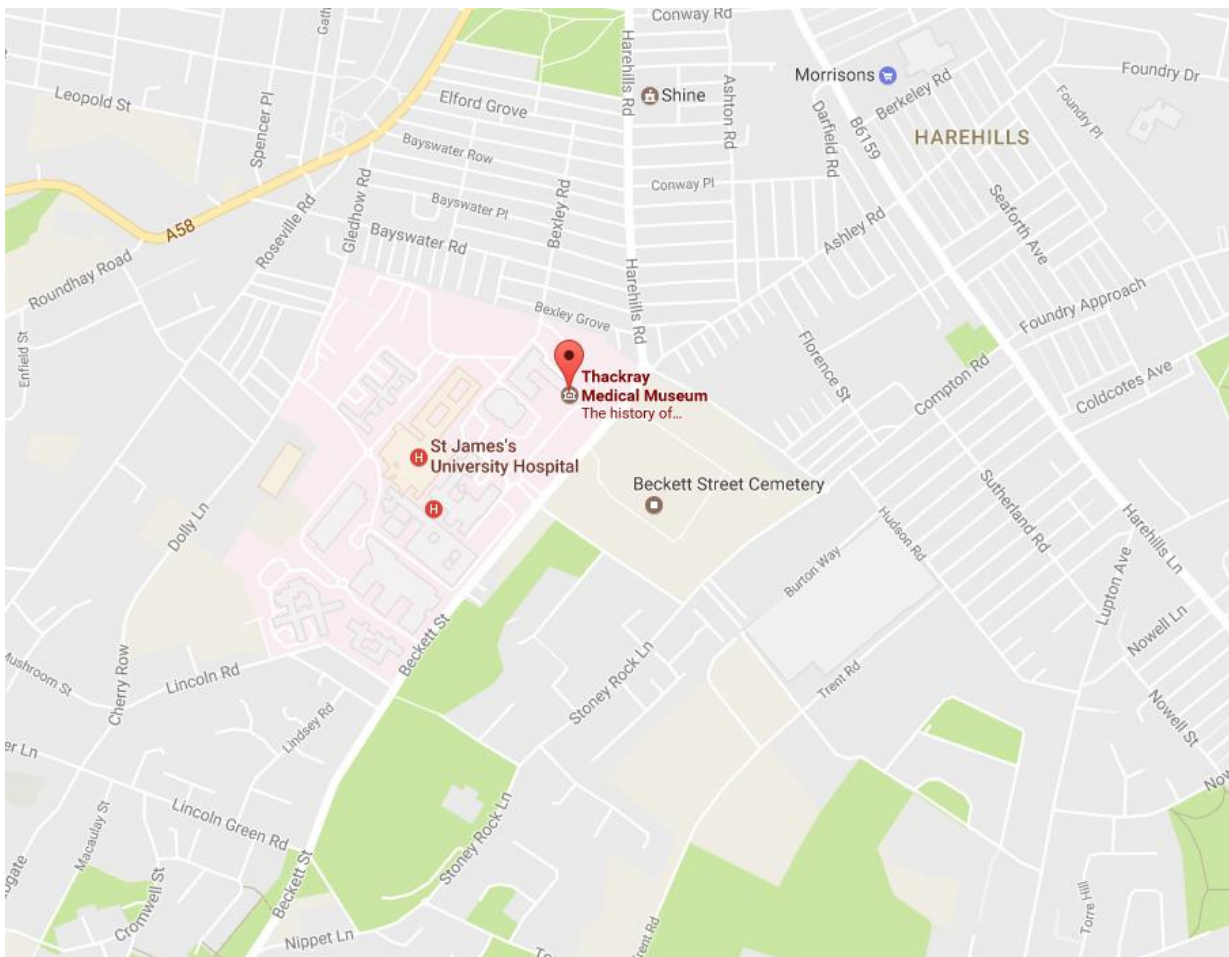
The Oesophageal
Patients Association

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Please hand this permit to a car park attendant upon your arrival at the meeting.

Any problems speak to Reception.

Thackray Museum Map



50 High Street • Henley in Arden • Warwickshire • B95 5AN

Website: www.opa.org.uk • Email: enquiries@opa.org.uk • Tel: 0121 704 9860

Chairman - Robert Mason BSC CHM MD FRCS • Registered Charity No: 1062461