

# **Minutes of the Canterbury Comprehensive Cancer Centre Meeting held Friday 1 March 2013 at 4.00pm in the Oncology Tutorial Room, Ground Floor, Oncology Service, Christchurch Hospital**

## **Present:**

Bridget Robinson, Mark Hampton, Ants Parder, Tracey King, Elisabeth Phillips, Wendy Davie, Maree Johnson, Charlotte Kimber and Alice Milnes

## **1. Welcome and Apologies**

Bridget welcomed everyone to the meeting.

Apologies received from: Lisa Whitehead, Ann Richardson, Gabi Dachs, Jinny Willis, John Evans, Ursula Jewell, Margreet Vissers, Logan Walker, Koral Fitzgerald, Val Davey, Deb Hamilton, Helen Morrin, Jeff Upton

## **2. Minutes of the previous meeting**

Minutes from the meetings held on 3 October 2012 and 14 November 2012 were approved.

## **3. Matter arising from the minutes**

Matters arising will be discussed under various agenda items.

## **4. Plan for C4 moving ahead**

### *a. Website*

- The C4 website went live last week - [www.c4cancer.org.nz](http://www.c4cancer.org.nz) or [www.otago.ac.nz/c4](http://www.otago.ac.nz/c4). Feedback is welcome from C4 list members, please email [c4.uoc@otago.ac.nz](mailto:c4.uoc@otago.ac.nz).
- Alice will seek permission from Prostate NZ to use their logo and to link to their website
- The UOC webmaster is currently looking into obtaining website statistics.

### *b. Branding, labelling*

- C4 logo features on the website
- The organisation of letterhead, etc. will be progressed outside of the C4 meeting.
- Elisabeth suggested promoting the C4 at the Relay for Life. Alice and Bridget will look into possible materials, perhaps business card size handouts.

### *c. Directory*

- Alice emailed regular meeting attendees for directory information to go on the website to get the directory started.
- Currently there are 3 categories: Research Scientists, Clinical Staff and NGOs.
- Each member on the directory has provided 3-4 keywords and contact information/link to their profile.
- Anyone on the C4 list can be added. An email will be sent out to invite members to be added.

### *d. Research Centre within UO*

- On hold at present.

### *e. Nursing involvement*

- Bridget welcomed the new nurses to the meeting. After some discussion about nurse involvement, it was agreed that they would meet with Bridget before the next meeting.
- f. *Involvement in planning for re-development of CDHB and UOC campuses*
  - There has been no further information from either organisation recently.
  - The CDHB has set up a ward *design in a space at Birmingham Drive and encouraging staff to look at it*. After a short discussion it was agreed that Wendy would organise to view this space with others from the Cancer Society.
- g. *C4 Newsletter*
  - A number of suggestions were made for newsletter stories. Alice will work on producing the newsletter.

## 5. Opportunities to involve community

- a. *Hui*
  - The Hui idea has made progress under the banner of the local cancer network, with Bridget meeting with Ruth Robson and others to discuss the target groups and what questions to ask. Two groups were identified for the first meetings—Maori and adults.
- b. *Exercise Project*
  - Bridget, Tracey, Elisabeth and Catherine Dwan are keen to progress this project. There was discussion about what would be a suitable program for participants to partake in. They will look into the costs for setting up a Nordic walking program.

## 6. Cancer Research

- a. *C4 Seminars*
  - Currently part of the UOC Research Seminars on Monday's. Alice emails any cancer related talks to the C4 list.
- b. *Cancer Research Canterbury Seminars*
  - Jeff Upton has been in touch with Alice, and is thinking of changing the time from Thursday, 4.00pm. Bridget will talk to Jeff about getting this started for 2013.
- c. *Cancer Research Workshops*
  - It was agreed that the C4 aim to hold this event twice a year
  - Oncology has recently started an Oncology Core Research Group, which would like to have short talks from those involved in research, and are agreeable to combining with the C4 Workshops.
  - Bridget volunteered Gabi or Logan to help set up the next one. Elisabeth and Maree also agreed to help.
  - Alice will look at availability of the Rolleston Lecture Theatre.

## 7. Reports from members

- a. *Cancer Society Tissue Bank*
  - Bridget reported that the Tissue Bank is providing normal service again.
- b. *Southern Cancer Network*
  - Bridget reported that Ruth Robson has left the Southern Cancer Network.

c. *Cancer Society*

- Wendy reported that she is settling into her job. Liz Horn retired at the end of last year.

**8. Email List**

- Please email additions to the C4 email list to [c4.uoc@otago.ac.nz](mailto:c4.uoc@otago.ac.nz).

**9. Next Meeting**

- Next meeting will be held in 2 months at the 11.30am, Wednesday timeslot.

Meeting closed at 5.00pm