

MelaNoMore

Let's talk

Annual Report & Accounts 2019/2020



MelaNoMore - who are we?

“A group of people with common experiences or concerns who provide each other with encouragement, comfort, and advice”

- The first successful skin cancer support group in the country; set up in 2018 by patients and medical teams, helped by Macmillan Cancer Support
- Currently 69 members, plus family members
- Active committee:
 - 5 lay members
 - 6 clinical members
 - 4 advisors

MelaNoMore – what have we done?

- Website – www.melanomore.net
- MelaNomore Launch and wellbeing event – September 2019
- One drop-in café meeting in Fountain Centre
- Virtual cafés – 9 so far
 - Informative element – wellbeing
 - Group discussion/shared experience and support
 - Fun element – Quiz; Christmas Party – Gina
- Buddy System – one to one support – Chris
- Managed our money well - Doug

MelaNoMore

Let's talk



AGM 2021

Financial Summary for 2019 & 2020 + Future Plans



Financial Summary for 2019 & 2020

2019	2019	2019		2020	2020	2020
	Donations	Costs			Donations	Costs
Macmillan Support Grant (March)	£2,840			Macmillan Support Grant Repaid (Dec)		£2840
Donations re Lisa Roberts (Oct,Nov)	£4,389			Donations re Lisa Roberts	£1,290	
Launch Event (Sep)	£164	£724		Other	£55	£107
Leaflets, Room Hire		£187		Licences, Zoom		£334
				Mtg Room, Event & Refreshments		£370
				Leaflets & Printing		£497
				Quiz Winners		£145
Totals	£7,393	£911		Totals	£1,345	£4,294
Net for Year		£6,482		Net for Year		£-2,949
Balance @ 31Dec19				Balance @ 31Dec20		£3,533

MelaNoMore

Let's talk



Constitution

30 January 2021



Constitution – what is it?

- A formal “umbrella” document
- Follows Charity Commission template, replacing previous draft prepared to obtain Macmillan support
- Sets out why and how MelaNoMore operates

Why?

(A) To promote and protect the physical and mental health of sufferers of melanoma and other skin cancer conditions - who attend St Luke’s Cancer Centre, Guildford, are referred by linked Hospital Trusts (Ashford & St Peters, East Surrey, Frimley Park and Clinics) or other hospitals in the catchment area - through the provision of support, education and practical advice.

(B) To promote the wellbeing of families and carers of sufferers as listed in purpose (A), again through the provision of support, education and practical advice.

How?

- Allows the Group to be managed by a Committee and sets out its structure
- Gives the Committee powers to operate, raise and spend money, with rules for keeping accounts and records
- Sets out requirements for the AGM
 - Annual reporting
 - Election of Committee Members
- Sets out requirements for Committee Meetings
 - Election of officials – Chair, Secretary, Treasurer
 - Conflict of interest provisions
 - Additional rule-making
- And, finally, the rules for winding up the Group should that ever happen!

The MelaNoMore Support Group Structure

MSG Members

MSG Members

The MSG Committee

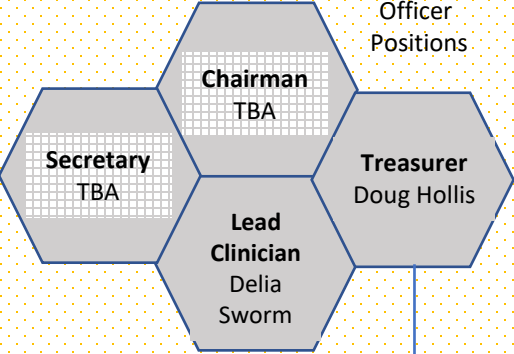
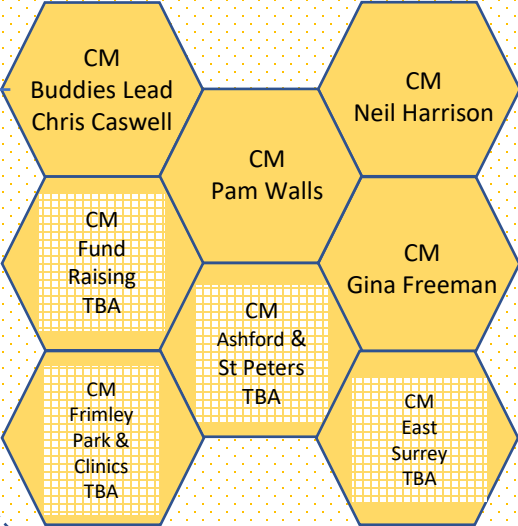
Shaded Positions
Not yet in post

The Lay Committee Members

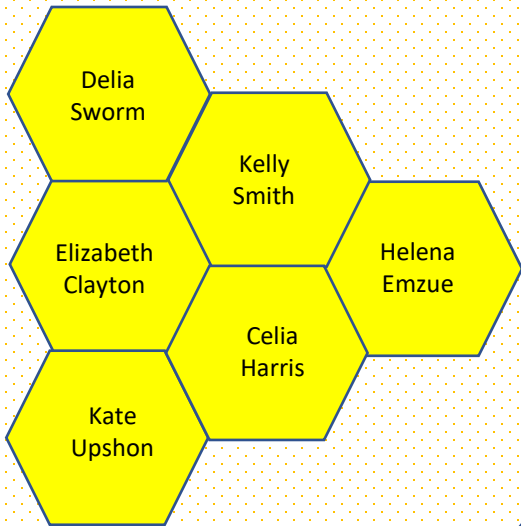
The Clinician Committee Members

Officer Positions

MelaNoMore Buddies



Fund Raising Sub-group

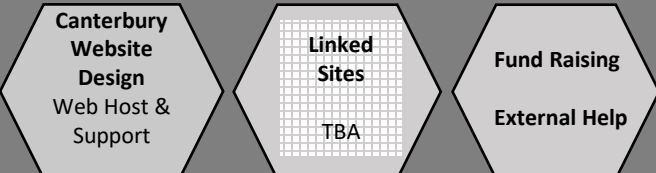


MSG Members

Advisors



Third Party Helpers



MSG Members

Proposed Voting Structure for Committee Members

1. All MSG members have a right to vote and each member shall have 1 vote
2. Committee membership is open to all members of MSG, as and when openings occur
3. Nominees for Committee membership, maybe seconded either by the Committee or any other member.
4. Nominees shall produce a brief statement of why they wish to join the Committee and what they hope to attain.
5. If the nominees are less than or equal to the number of Committee places available then the MSG members will just be asked to approve all nominees in a single vote at the AGM.
6. If the number of nominees exceeds the number of Committee places available then the statements shall be issued to the whole membership at least two weeks prior to the voting date and the membership will be asked to list their preference of the candidates

Candidate A	Preference Choice
A	2
B	3
C	1

The Preference Choices given by each voter are then given scores and the highest scores are awarded the Committee place, followed by the next highest score if 2 places are available and so on.

6. The mechanism for voting will be via a doodle poll or an equivalent.
7. The results will be advised at the AGM

Proposed Voting Structure Illustration

Scoring Mechanism

Nominee	Voter 1 Preferences	Voter 2 Preferences	Voter 3 Preferences	Voter 4 Preferences	Voter 5 Preferences	
A	5	2	3	4	1	
B	2	3	4	5	4	
C	3	4	5	1	3	
D	4	5	1	2	2	
E	1					
	Points Awarded					Total
A	1	4	3	2	5	15
B	4	3	2	1	2	12
C	3	2	1	5	3	14
D	2	1	5	4	4	16
E	5	0	0	0	0	5
						Highest Total(s) Win
Points award						
As there are 5 nominees			If there were 6 nominees			
1st place	5 points		1st place	6 points		
2nd place	4 points		2nd place	5 points		
3rd place	3 points		3rd place	4 points		
4th place	2 point		4th place	3 points		
5th place	1 point		5th place	2 point		
No Place	0 Points		6th place	1 point		
			No Place	0 Points		
If 1 committee place was available, then D would win						
If 2 committee places was available, then D and A would win						
If 3 committee places was available, then D and A and C would win						

The MSG Committee – The Officer Roles (TBA)

TREASURER

Accountable to the members for the management of the financial affairs of MSG.

Responsibilities:

- Produce regular Monthly Accounts and year-end figures
- Manage Bank account and associated issues
- Maintain Insurances
- Chair Fund-raising Sub – Group and work with Chairman
- Manage website
- Manage IT systems
- Appoint and Deal with IT advisers

CHAIR PERSON

Accountable to the members for ensuring the governance, the setting of the overall strategy and approval of the plans of the Committee to meet the requirements of the Constitution as laid out in the MelaNoMore Constitution document.

Responsibilities:

- To provide leadership to the MelaNoMore Support Group (MSG) and to chair all AGM, Committee, Virtual Café and other meetings as called for.
- To ensure the membership of the Committee is relevant and is able to fulfil the needs of MSG.
- To liaise with the leads of sub-groups and agree plans and targets.
- Lead any Public Relations initiatives and provide an overview of marketing/promotion activities.
- Be the link with other organisations in the Melanoma world.
- Maintain good relations with local NHS Health Service.
- Establish wellbeing as being part of the MSG culture.

SECRETARY

Accountable to the members for being the custodian of the MSG records

Responsibilities:

- Updating of the group's constitution & structure
- Arrange Committee and Virtual Café Meeting dates and provide Agendas.
- Provide notes of all meetings held and record decisions made.
- Maintain Membership list
- Develop and maintain a dashboard to promote the key metrics of the group
- Draft monthly newsletters for the membership
- Ensure posters and flyers are kept current
- Maintain legal requirements
- Organise the AGM and define the voting items and record the votes at the AGM
- Engage any legal services as may be required

LEAD CLINICIAN

- **Accountable** to the members for ensuring that the Committee is informed of the Clinicians thoughts and views.

Responsibilities:

- To advise hospital policy on matters concerning melanoma and other matters which may effect patients (e.g. covid)
- To ensure all outlying associate hospitals are aware of the services of the MelaNoMore Support Group (MSG) and to coordinate the requirements of these hospitals
- To assist in the expansion of the membership base by ensuring all skin cancer patients are aware of the services of the MSG
- To suggest further areas of support MSG could bring to the Hospital and patients

The Officers are selected onto the Lay Committee by the MSG membership, and they are then picked by the Committee. The 6 available seats on the Clinician Committee Membership is decided amongst the Clinician members and the Lead Clinician is then decided by The Clinician Committee.

Other Roles within the Committee

These roles may be allocated to Committee members, but are also open to other members of MSG

Title	Responsibilities	Owner	Assistance Req'd
Web Editor	Design, security, software enhancements, use of new features, maintaining currency of content / Editor	Treasurer	Yes
Data Manager	Maintenance of structure, naming convention, establishment of common shared drive(s), security & backup	Treasurer	Yes
Data Protection/Governance Officer	Compliance, education. A named individual is a requirement	Treasurer	Yes
Lead Linked Sites	Project Lead until fully integrated and maintenance thereafter	Treasurer	Yes
Membership Secretary	Securely maintaining the membership list and all membership wide distributions	Secretary	Yes
Legal Advisor	Comment: Establish the need, ad hoc or permanent	Secretary	Yes
Health and Wellbeing Lead	A clinical lead to assist in providing H&W education and assistance to buddies	Lead Clinician	Yes

MelaNoMore Future Plans

- Linked Hospitals in the Guildford Area
- Lisa Roberts Memorial Lecture – Spring 2022
- Add Teams – easier for Clinicians
- Grow Buddies
- Continue monthly Virtual Cafes with Speakers
- Continue monthly Newsletter – Review structure & content
- Maintain currency & appearance of Website
- Real social events when restrictions allow
- Fund Raising