

## **Minutes of AGM held via Zoom at 10:00 hrs on 17<sup>th</sup> February 2021**

**Invitees:** All members of the MelaNoMore Support Group (MSG) were invited to the meeting via email on 2<sup>nd</sup> February and all the documentation concerning the meeting was attached. It was also publicised on the web-site and at the previous Virtual Café.

**Attendees:** Doug Hollis, Chris Caswell, Pam Walls, Neil Harrison, Sarah Pleass, Terence Rockhall, Ellis Judd, Vibeke Dewar

**Apologies:** Gina Freeman, Chris Croucher

### **1. Introduction**

Doug Hollis, acting as Chair, welcomed everybody to the meeting and paid tribute to the work done by Paul Duhig as a founder member and previous chairman in establishing the MSG and getting it to where it is today. He then ran through the order of business for the day.

### **2. Annual Report and Accounts**

Pam Walls ran through the highlights of the annual report and spoke about “who we are” and “what we have done”. She also expounded on the success of the Virtual Café. Chris Caswell updated the meeting on the fantastic work that the Buddies scheme were undertaking. It was also recognised that the MSG was the first melanoma support group in the UK.

Doug Hollis, as Treasurer, presented the Accounts for 2019 and 2020, which demonstrated the finances were in a strong position. He paid special thanks to Macmillan who in 2019 provided an initial support grant to us, thus allowing the group to commence activities. It was recognised that the Macmillan charity was suffering financially and had suspended their buddy service and we agreed to repay the full grant back to them in 2020. Thanks were also given to the family of Lisa Roberts who donated large sums in memory of Lisa (a founder member of MSG), for use by the group during 2019 and 2020. In 2021 a further major donation was received from them, with the accounts now standing at a healthy £8,500. We will be honouring Lisa’s memory with the “Lisa Roberts Memorial Lecture” during 2022.

### **3. The Proposed Constitution and Structure**

Even though we are not a registered charity, we generally try to operate as if we were a charity. We would try and comply with the Charities Commission recommendations. Pam explained that as a result we have used the Constitution template from the Charities Commission to write the constitution and ran through the highlights.

Pam outlined the reasons for MSG to have a formal constitution, which in essence defines “Why and How” MSG operates. Why is our Raison d’Être which is summarised as follow:

(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 our 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!

Neil Harrison explained the proposed structure of the MSG and the voting mechanism for members to vote Committee nominees onto the Committee. Once voted onto the Committee the tenure would be for a period of 3 years from the date of this meeting.

The roles of the Officer positions (Chairman, Treasurer, Secretary and Lead Clinician) were also shown as they exist today. It was explained that this was work in progress and the Committee may alter these to suit individual needs. Additionally, the Committee required assistance in a number of roles and these were shown inviting anyone to apply.

#### 4. Voting

The following motions were proposed and the result of voting shown below:

Motion	<b>Acceptance of the Annual Report and Accounts</b>		
Proposer	Pam Walls		
Secunder	Terence Rockall		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of the MSG Constitution</b>		
Proposer	Pam Walls		
Seconder	Ellis Judd		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of the Structure of MSG and Voting Mechanism</b>		
Proposer	Neil Harrison		
Seconder	Sarah Pleass		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of Chris Caswell to join the MSG Committee</b>		
Proposer	Chris Caswell		
Seconder	Neil Harrison		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of Chris Croucher to join the MSG Committee</b>		
Proposer	Chris Croucher		
Seconder	Chris Caswell		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of Gina Freeman to join the MSG Committee</b>		
Proposer	Gina Freeman		
Seconder	Doug Hollis		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of Neil Harrison to join the MSG Committee</b>		
Proposer	Neil Harrison		
Seconder	Pam Walls		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of Doug Hollis to join the MSG Committee</b>		
Proposer	Doug Hollis		
Seconder	Neil Harrison		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

Motion	<b>Acceptance of Pam Walls to join the MSG Committee</b>		
Proposer	Pam Walls		
Seconder	Doug Hollis		
Voting	For	Against	Abstention
	8	0	0
Result	<b>Motion Accepted</b>		

## 5. MelaNoMore Future Plans

Doug highlighted the areas of focus for the MSG into 2021 and beyond. They are summarised as below:

- 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

## 6. Open Forum Discussion

There were no questions from the group as they considered everything to be self-explanatory.

## 7. Quiz

As Gina was suffering from a Covid jab and could not attend the meeting, the quiz was abandoned.

## 8. Closing Remarks

Doug thanked everyone for making the effort to attend and reminded all that the Virtual Café was on the 24<sup>th</sup> February at 10 am. The guest speaker is Mr F Pakzad.