

MelaNoMore

Let's talk

Annual Report & Accounts for 2021



MelaNoMore – Annual Report 2021

- Introduction
- Virtual Café Programme
- Newsletter / Website
- Buddy Scheme
 - 314 Contacts
 - Between 10 Buddies
 - And 15 Friends
- Membership
 - Extensive Review in 4Q
 - Current Membership 50
 - 2 New Committee Members
Aga Kehinde (Chair) & Sarah Pleass (Secretary)

MelaNoMore – Future Plans

- Lisa Roberts Memorial Celebration
- Face 2 Face
- New Health & Wellness Programme of Virtual Cafes
- Buddy System

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AGM 2022

Financial Summary for 2021



Financial Summary for 2021

Accounts for the year to 31 st December 2021	Donations	Costs
Donations in Memory of Lisa	£5,000	
Web training, Domain Fee & Antispam, Domain Name Emails: Zoom Licence; Insurance		£486
Leaflet & Newsletter Printing		£327
Vouchers VC Quiz winners		£15
Lisa Roberts Memorial Celebration Hire of Location		£1000
Totals	£5,000	£1,828
Net for the Year 2021		£3,171.34
Balance C/F from 31Dec20		£3,532.66
Current Balance as at 31Dec21		£6,704.00

MelaNoMore – Motions to be Voted On

Motion 1	Acceptance of the Annual Report and Accounts		
Proposer	Doug Hollis		
Seconder	Pam Walls		
Voting	For	Against	Abstention
Result	Motion Accepted/Rejected		

Motion 2	Acceptance of Aga Kehinde to join the MSG Committee		
Proposer	Chris Caswell		
Seconder	Neil Harrison		
Voting	For	Against	Abstention
Result	Motion Accepted/Rejected		

Motion 3	Acceptance of Sarah Pleass to join the MSG Committee		
Proposer	Pam Walls		
Seconder	Chris Caswell		
Voting	For	Against	Abstention
Result	Motion Accepted/Rejected		

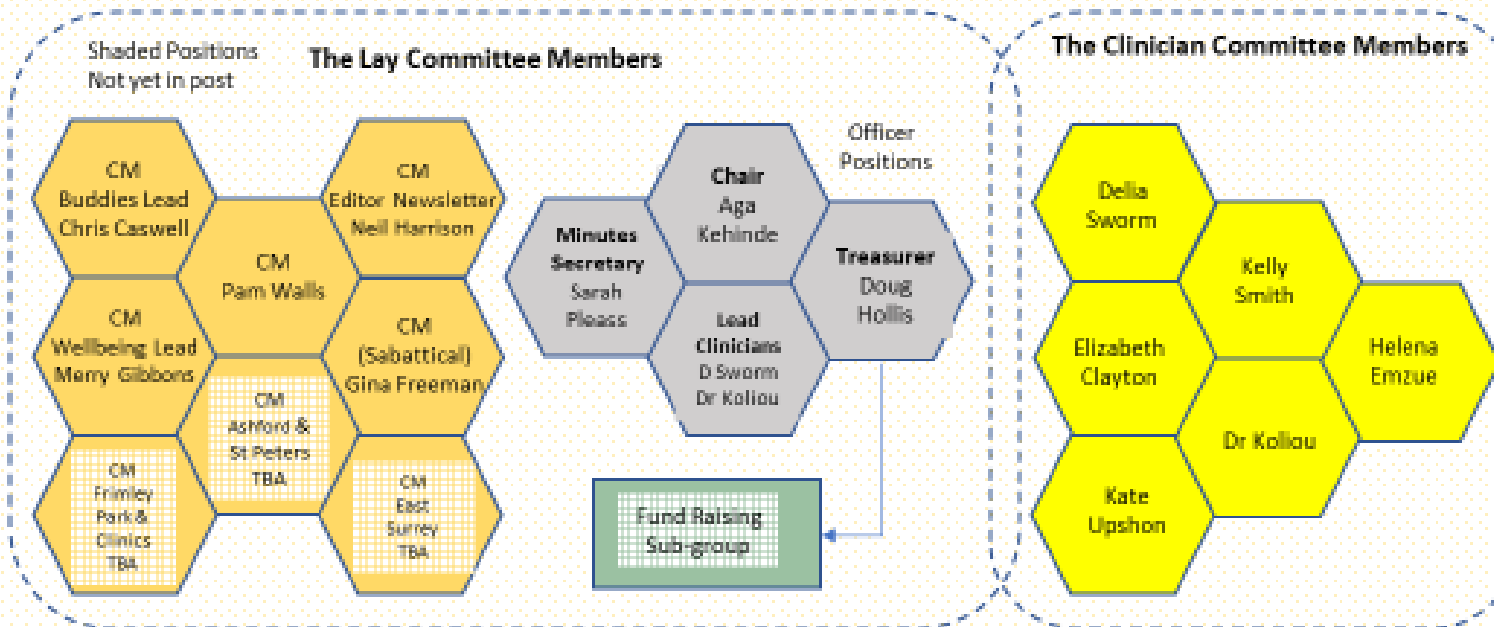
Motion 4	Acceptance of Merry Gibbons to join the MSG Committee		
Proposer	Neil Harrison		
Seconder	Doug Hollis		
Voting	For	Against	Abstention
Result	Motion Accepted/Rejected		

The following motion was sent out to the Lay Committee Members of MelaNoMore 14 days prior to the AGM. In accordance with the MSG constitution only the Lay Committee Members are eligible to vote for the Chair. The results of the voting are as follows:

Motion 5	Acceptance of Aga Kehinde to become Chair of the MSG Committee		
Proposer	Chris Caswell		
Seconder	Neil Harrison		
Voting	For	Against	Abstention
Result	Motion Accepted/Rejected		

The MelaNoMore Support Group (MSG)

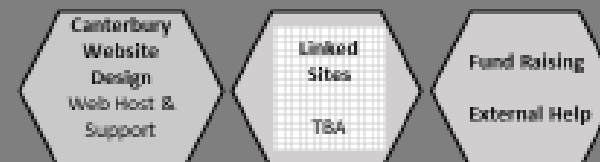
The MSG Committee Structure



Advisors



Third Party Helpers



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