

Agenda

Annual General Meeting of the
Melanoma Network of New Zealand Incorporated

7.30 pm Tuesday 8 April 2025

Online via Zoom: <https://us02web.zoom.us/j/4453635635>

1. Welcome, apologies and proxies
2. Draft minutes of 11 May 2024 Annual General Meeting
3. Report of the Executive Committee Co-Chairs
4. Statement of receipts and payments for the 2024 Financial Year (Jan – Dec)
5. Presentation of conflicts of interest declared by Officers
6. Resolution to rebrand to Skin Cancer New Zealand
7. Resolution that election of Executive Committee is deferred
8. General discussion
9. Acknowledgements and closing

**Draft Minutes of the Annual General Meeting of the
Melanoma Network of New Zealand Incorporated (MelNet)
Conway Rooms, Te Pae Convention Centre, Christchurch
2.10 – 2.25 pm Saturday 11 May 2024**

Members Present:

Gary Duncan (Meeting Chair), Chris Boberg, Abbie Cameron, Amanda Oakley, Jody Jordan, Susan Seifried, Richard Massey, Brigitte Meehan, Bronwen McNoe, Graham Macdonald, Sean Thomson, Ceridwen Hutchinson, Tracy Fenton, Mohamed Bahr, Jeat Lee, Sam Mayhew, Laura McNabb, Caroline Eagle, Susan Millmow, Jeremy Maarschalk, Jochen Clemens, Michael Morrison, Dan Butler, Pleayo Tover, Andrew MacGill, Alexandra Goldkorn, Tracey Zeelie, Keith Monnington, Julia Racle, Bee Hildick-Smith, Scott Barker, Sonja Bodley, Edie Pont, Michel Nieuwoudt, Jenny Lawrenson, Cris Print, Dylan James, Sally Langley, Katie Maver, Hayley Williams, Katy McPherson, Lauren Jephson, Becky Upston, Nicki Hobbs, Desma Dawber, Jenni McWhannell, Stefanie Larson, Annemarie Caister, Eve Fitzgerald, Catherine Meaclem, Franz Strydom, Shontelle Townson, Stacey Forbes, Helen Crombie, Steve Delany, Heather Hurring, Daniela Vanousova, Marion Peat, Katrina Patterson (CEO and minute taker)

Apologies:

Annie Wong, Megan Chapman

1. Welcome, apologies and proxies

Gary Duncan, Co-Chair of the Executive Committee, welcomed those present to the Annual General Meeting of MelNet. Apologies were noted. There were no proxies.

2. Draft minutes of 28 November 2023 Annual General Meeting

The draft minutes of the 28 November 2023 meeting were approved. (Moved: Chris Boberg, seconded: Amanda Oakley, Approved: All). There were no matters arising.

3. Report of the Executive Committee Chair

Gary Duncan, Meeting Chair, spoke to the circulated report of the Executive Committee Chair.

The report presented was approved (Moved: Amanda Oakley, Seconded: Chris Boberg, Approved: All).

4. Statement of Accounts

The statement of accounts for the period 1 January to 31 December 2023 was presented.

The accounts presented were approved. (Moved: Gary Duncan, Seconded: Jody Jordan, Approved: All).

5. Conflicts of Interest Register

A register documenting conflicts of interest declared by MelNet Officers was presented.

6. Remits

Remit A: The Meeting Chair spoke to the circulated remit requesting that Chris Boberg and Richard Massey be eligible for re-election to the 2024/25 Executive Committee.

The remit was accepted (Moved: Gary Duncan, Seconded: Jody Jordan, Approved: All)

7. Election of Executive Committee

The Meeting Chair spoke to the circulated document *Introducing the MelNet Executive Committee Members and Candidates for 2024/2025*. As outlined, members are elected for a two-year term; those to serve the second year of their term without requiring election were Abbie Cameron, Bronwen McNoe, Gary Duncan, Jody Jordan and Richard Martin.

The Meeting Chair explained that eight candidates had been nominated for election by 5.00 pm on 29 April (the deadline required by the Rules). Those nominated were Amanda Oakley, Annie Wong, Chris Boberg, Keith Monnington, Richard Massey, Sam Mayhew, Susan Seifried and Dan Butler.

All eight candidates were approved. (Moved: Gary Duncan, Seconded: Jody Jordan Approved: All).

8. General business

There was no general business.

9. Acknowledgements and Closing

The Meeting Chair acknowledged Amanda Oakley's remarkable contributions, highlighting her courses as a cornerstone of MelNet's financial success.

He acknowledged Megan Chapman who stepped down from the Committee after many years of service, and Susan Seifried for her exceptional leadership of the Quality Statements.

He extended heartfelt thanks to David Whiteman for his support of MelNet and skin cancer in New Zealand and expressed appreciation for the hard work of the operational team.

Finally, he thanked sponsors for their ongoing support, members in attendance and the wider membership for their continued passion and dedication.

Chris Boberg thanked the Meeting Chair for all his hard work.

The meeting closed at 2.25 pm.

Report of the Executive Committee Chair to the Annual General Meeting of the Melanoma Network of New Zealand Incorporated

April 2025

MelNet was established in 2008 when over 230 delegates at the inaugural Melanoma Summit unanimously agreed to form a network linking all health professionals working in melanoma. In 2011, MelNet was formally established as an incorporated society with charitable status.

MelNet exists to facilitate communication and collaboration among skin cancer professionals and to promote education and best practice aimed at reducing the incidence and impact of melanoma in New Zealand.

This report highlights our progress and achievements in 2024 towards our strategic goals.

Leading the way in skin cancer prevention and early detection

In 2024, a significant portion of MelNet's resource was dedicated to coordinating the review of the Skin Cancer Prevention and Early Detection Strategy. We are proud to have delivered a comprehensive strategy that provides a clear roadmap for prevention and early detection efforts and makes a compelling case for urgent and sustained action. We are optimistic that this Strategy will provide the evidence needed to secure increased government support in this critical area.

We are deeply grateful to the working group for their hours of dedication, as well as to the many individuals and organisations across various sectors who provided thoughtful feedback and expressed their support for this vital work. We also acknowledge Health New Zealand, whose funding support made this project possible.

Despite severe technical difficulties with our website, we were able to deliver a successful virtual launch of the Strategy across multiple sectors in late February. The Strategy and launch collateral is available at: <https://strategy.melnet.org.nz/>.

Building the capability of our healthcare workforce

In 2024, MelNet continued its strong commitment to education, hosting four events that reached almost 300 health professionals. These events played a vital role in developing skills and expanding knowledge within the melanoma community. The MelNet Executive Committee is grateful to everyone who contributed to their success, including the speakers who generously shared their expertise, patients who courageously told their stories, sponsors whose support made it all possible, and our dedicated operational team, whose hard work ensured everything ran smoothly. The positive feedback we've received reflects the collective effort that made these events so successful.

Melanoma Mini-Summit

Due to resource constraints, MelNet organised a one-day Melanoma Mini-Summit in Christchurch in early 2024. While smaller than our typical summit, the event successfully brought together 129 health professionals from across the melanoma management continuum to share knowledge, discuss key topics, promote best practice and strengthen connections.

We are excited to be confidently planning a full two-day Summit in Wellington on 5-7 March 2026.

Skin Lesion and Dermoscopy courses

We sincerely thank Amanda Oakley for delivering two beginner Skin Lesion and Dermoscopy courses on behalf of MelNet in 2024—one at the Goodfellow Symposium in March and the other as a Pre-Summit workshop to the Mini-Summit. These courses provide healthcare professionals with an excellent and affordable opportunity to gain basic training in identifying both benign and malignant skin lesions. They have also been a vital source of income for our organisation for many years.

Skin Cancer Study Day for Nurses

Targeted at nurses, this one-day course aimed to increase understanding of best practice skin cancer prevention, early detection, treatment and care, the journey of a skin cancer patient and the critical role of a nurse throughout this journey. Organised in collaboration with Auckland Cancer Nurse Coordinators and Clinical Nurse Specialists, this highly popular event consistently attracts nurses from a variety of settings, with diverse levels of experience in skin cancer care.

Providing opportunities for connection and professional collaboration

In 2024, a special interest group for nurses in skin cancer was established with the aim of growing the number of nurses in this field, supporting ongoing professional development, fostering collaboration and discussion, and promoting the exchange of knowledge and best practice. We are thrilled with the enthusiastic engagement and interest in this group, which so far has been focused on developing a professional pathway for nurses in skin cancer. We are grateful to Abbie Cameron for her leadership in advancing this initiative and look forward to the achievements it will bring in the coming year.

In October, the Melanoma Research and Therapy Special Interest Group held a meeting at the New Zealand Society of Oncology (NZSO) conference. Attended by 24 professionals, the meeting focused on leveraging the group to enhance New Zealand's involvement in cutaneous clinical trials. It also provided an opportunity to advance discussions with Pharmac on funding perioperative therapies for stage III melanoma and the urgent need for access to antidotes for severe immunotoxicity cases. We are grateful to NZSO for this ongoing partnership, which helps to facilitate cross-discipline discussions and foster valuable connections with policymakers.

Advocating for change

Throughout 2024, MelNet actively advocated for:

- Expansion of funded treatments to include perioperative immunotherapy for Stage III melanoma and BRAF/MEK inhibitors for unresectable melanoma
- Development of a nationally consistent skin cancer triage and audit service for the early detection and management of skin cancer that involves both primary and secondary care
- The inclusion of skin cancer as an occupational disease in Schedule 2 of the Accident Compensation Act 2001
- The implementation of prevention activities outlined in the updated New Zealand Skin Cancer Prevention and Early Detection Strategy

Meetings were held with the Minister of Health, Pharmac, the Cancer Control Agency, and Health New Zealand to further these efforts.

Looking forward to 2025

MelNet is embracing the 'Thrive in 2025' mantra, with exciting plans underway for the year ahead.

We will scale back our educational programme to focus on initiatives that will help to strengthen and grow our organisation. This includes rebranding to better reflect our work across all forms of skin cancer and implementing a new website and membership platform to provide an enhanced experience for our members.

Although we are still operating without a sustainable funding source, we have appointed a Grants and Funding Coordinator on a six-month contract. This role will focus on securing funding for our 2025 activities and laying the foundation for future fundraising efforts.

2025 will also see a review of the *Quality Statements to Guide Melanoma Diagnosis and Treatment in New Zealand*, with plans to launch the 4th edition at the 2026 New Zealand Melanoma Summit in Wellington on 5 – 7 March. Planning for this major multi-disciplinary conference is already well underway.

Acknowledgments

We are incredibly grateful to all our partners who supported MelNet in 2024 – Aotearoa Gaming Trust, MSD, La-Roche Posay, Goodfellow, Health New Zealand, Skin Cancer Symposiums, NZ Skin Cancer Doctors Society, Reform Radiology, HealthBox and Molecheck. It is with this support that we can deliver what we do.

We would also like to extend our heartfelt thanks to those who attended our events throughout the year. Your enthusiasm and dedication to advancing best practice skin cancer management are invaluable to our mission.

Finally, we would like to thank members of the Executive Committee for the commitment, skill and guidance they bring to the organisation, and our members for your ongoing support of MelNet and tireless efforts towards reducing the incidence and impact of skin cancer in New Zealand. We are excited for what the future will bring for MelNet.

Gary Duncan and Chris Boberg
Co-Chairs, Executive Committee
Melanoma Network of New Zealand Inc

Performance Report

Entity Name

Melanoma Network of New Zealand Incorporated (MelNet)

For the year ended

31/12/2024

Entity information

Entity Identifier

CC47542

Type of entity

Incorporated Society

Entity's purpose or mission

To reduce the incidence and impact of melanoma in New Zealand.

Entity structure and governance arrangements

At its AGM, members elect an Executive Committee to manage and control the affairs of MelNet. The Committee, which meets virtually bi-monthly, comprises two Co-Chairs and up to 13 other members. A part-time CEO and Coordinator are contracted to run the day-to-day operations of the organisation.

Entity's main sources of funds and other resources

The main source of MelNet's funding are fees from educational events and conferences, government contracts for services, grants and donations.

Entity's reliance on volunteers and donated goods or services

Members of MelNet's Executive Committee are volunteers who provide their time and expertise, which are critical to the functioning of the organisation.

Statement of Service Performance

Description of outputs (key activities)

Quantity of outputs

Current year	Last year
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Description of outputs (key activities)	Current year	Last year
Educational events and meetings 2024: 2 Skin Lesion and Dermoscopy courses (Auckland, 57 attendees; Christchurch, 24 attendees) 1 Skin Cancer Study Day for Nurses (Auckland, 87 attendees) 1 Melanoma (Mini-) Summit (Christchurch, 129 attendees) 1 Melanoma Research and Therapy Special Interest Group meeting (Auckland, 24 attendees) 1 Nurses in Skin Cancer Special Interest Group meeting (virtual, 21 attendees) 2023: 2 Skin Lesion and Dermoscopy courses (Auckland, 72 attendees; virtual, 35 attendees) 1 Skin Cancer Study Day for Nurses (Auckland, 102 attendees) 1 Melanoma Research and Therapy Special Interest Group meetings (Napier, 21 attendees) 1 Non-Melanoma Skin Cancer Seminar (Auckland, 77 attendees) 2 online courses (Skin Cancer in the Elderly, 87 attendees; Non-Melanoma Skin Cancer series, 111 attendees)	6	7
Monthly e-newsletters to members (2024, 1994 recipients; 2023, 1805 recipients)	12	12
Monthly website postings of recent journal abstracts	8 per month	7 - 12 per month
Quality Statements to Guide Melanoma Diagnosis and Treatment in New Zealand	ongoing socialisation	reviewed, 3rd ed. launched
New Zealand Skin Cancer Prevention and Early Detection Strategy	contracted, developed	NA

Performance Report

Entity Name	Melanoma Network of New Zealand Incorporated (MelNet)
For the year ended	31/12/2024

FINANCIAL INFORMATION

Statement of receipts and payments

	Current year	Last year
Operating receipts		
Donations, fundraising and grants	\$ 29,324	\$ 6,838
Fees and other receipts from members	\$ -	\$ -
Receipts from selling goods or providing services	\$ 164,367	\$ 89,952
Bank account interest and other investment income	\$ -	\$ -
Other receipts	\$ 943	\$ -
Total receipts	\$ 194,634	\$ 96,790
Less operating payments		
Fundraising costs	\$ -	\$ -
Payments to employees and volunteers	\$ 99,187	\$ 92,265
Payments related to providing goods or services	\$ 46,682	\$ 15,808
Grants and donations paid	\$ -	\$ -
Other payments	\$ 3,402	\$ 5,857
Total payments	\$ 149,271	\$ 113,930
Operating surplus/(deficit) for the year	\$ 45,363	-\$ 17,140
Plus opening total of all bank accounts and cash on hand	\$ 108,874	\$ 126,014
Closing total of all bank account balances and cash on hand	\$ 154,237	\$ 108,874

Statement of resources and commitments

Schedule of Resources

Description of significant resource	Source of value (if applicable)	This year	Last year
NA			

Schedule of Commitments

Description of significant commitment	This year	Last year
NA		

Schedule of Other Information

Description of unused donations or grants with conditions	This year	Last year
NA		

Performance Report

Entity Name	Melanoma Network of New Zealand Incorporated (MelNet)
For the year ended	31/12/2024

Notes

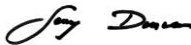

Basis of preparation	<i>This Performance Report is prepared on a cash-basis in accordance with XRB's Tier 4 Simple Format Reporting Requirements. The charity is eligible to apply these requirements and has elected to do so.</i>
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Treatment of GST	<i>All amounts are recorded on a GST exclusive basis</i>
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Related party transactions	Describe related party	Describe transaction	This year	Last Year
	NA			

Events after the balance date	<i>There were no events that occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)</i>
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This performance report has been approved by those charged with governance.

Date	11/02/2025	Date	11/02/2025
Signature		Signature	
Name	Mr Gary Duncan	Name	Dr Chris Boberg
Position	MelNet Executive Committee Co-Chair	Position	MelNet Executive Committee Co-Chair

Melanoma Network of New Zealand Conflict of Interest Register

Last updated March 2025

The purpose of this document is to disclose and manage actual, potential or perceived conflicts of interest to protect the integrity of MelNet and manage risk.

Name	Interest disclosed
Daniel Butler	Employee of Health NZ
Daniel Butler	Director Butler Plastic Surgery Ltd
Amanda Oakley	Speaker at MelNet events
Amanda Oakley	Speaker at Skin Cancer Symposiums, GPCME
Amanda Oakley	Employee of Te Whatu Ora
Amanda Oakley	Consultant for MoleMap
Amanda Oakley	Member of NZ Dermatological Society Inc
Amanda Oakley	Authoring Dermoscopy Made Easy book
Gary Duncan	Nil to declare
Susan Seifried	Employee of Nelson Hospital
Abbie Cameron	Employee of HealthBox, Melanoma NZ
Bronwen McNoe	Employed on a programme grant funded by the Cancer Society of NZ.
Chris Boberg	President NZ Skin Cancer Doctors Society
Chris Boberg	Director Skin Cancer Symposiums
Chris Boberg	Director Skin Check Limited
Richard Martin	Board member of Melanoma NZ
Richard Martin	Sells La Roche Posay products
Richard Martin	Director of the Specialists Takapuna
Richard Martin	Employee of Te Whatu Ora
Annie Wong	Honorarium from Astrazeneca and Roche
Annie Wong	Executive Committee member of NZ Society of Oncology
Annie Wong	Member of Lung Oncology SIG
Annie Wong	Member of Scientific Committee for Wellington Cancer Society
Annie Wong	Member of medical oncology advisory for MASC Trials
Annie Wong	Senior Lecturer at University of Otago
Annie Wong	Research grant funding from University of Otago, NZ Society of Oncology and HRC
Richard Massey	Director and Shareholder Pathology Associates
Sam Mayhew	Employee and Clinical Lead of Skin Institute
Keith Monnington	Director Skin Cancer College Australasia - until 17/5/25
Keith Monnington	SCCA presenter at Certificate Skin Cancer Medicine workshops, Logbook assessor
Keith Monnington	Triage and Grading clinician for W BoP PHO and Eastern Bay PHA skin lesion services plus credentialing advisor
Cris Print	Professor, University of Auckland, undertaking melanoma research

Rebranding proposal

February 2025



Resolution

That the Melanoma Network of New Zealand (MelNet) be rebranded to Skin Cancer New Zealand as per the scope outlined in this document.

Moved: G Duncan

Seconded: C Boberg

Background

MelNet was established in November 2008, when over 230 attendees at the inaugural Melanoma Summit unanimously agreed to create a network connecting health professionals working in melanoma. MelNet is now legally registered as an incorporated society with charitable status and has built a community of more than 1,300 members, including health promoters, nurses, general practitioners, pathologists, dermatologists, surgeons, oncologists, researchers and policy makers.

As outlined in our constitution, MelNet's objectives are to:

- (1) facilitate communication and collaboration between professionals with a commitment to reducing the incidence and impact of melanoma in New Zealand
- (2) promote education and the advancement of best practice among professionals working in the area of melanoma.

MelNet has achieved a great deal over the past 16 years, establishing itself as the leading voice for melanoma health professionals and providing a free, valuable platform for professionals working across the continuum of melanoma management. We've offered countless opportunities for professionals to connect and upskill, including hosting six successful national summits, and provided education to over 6,000 professionals. We've developed a central, authoritative source of information for melanoma professionals, played a leading role in advocating for improvements in melanoma prevention, early detection, treatment, care, and research with the Minister and government agencies, and more recently, have become the custodians of the '*Quality Statements to Guide Melanoma Diagnosis and Treatment in New Zealand*' and '*Skin Cancer Prevention and Early Detection Strategy*'.



Drivers to rebrand

1. **Expansion of scope:** Over the years, MelNet's scope has expanded to include all types of skin cancers, not just melanoma, and as such, our current brand no longer fully captures our evolving identity or strategic direction. It's time to refresh our identity to better reflect who we are today and where we want to go.
2. **Clarifying our point of difference:** The lack of differentiation between MelNet, which represents health professionals working in melanoma, and Melanoma New Zealand, which focuses on public awareness and patient support, often causes confusion. Rebranding presents an opportunity to clearly define the unique roles and missions of each entity, ensuring our work and impact are more easily understood by the public, stakeholders, and partners.
3. **Enhancing public profile and reach:** Rebranding will give us the opportunity to strengthen our visibility among New Zealanders, including healthcare professionals, patients, the media, and wider community. By improving our public profile, we can increase awareness, build stronger relationships, improve engagement, and expand our reach – critical steps in securing the long-term financial stability needed to continue to grow and amplify our impact in the skin cancer sector so we can save more lives and continue to shape the landscape of skin cancer care in New Zealand.
4. **Strengthening member engagement:** Rebranding will give us with the chance to explore new ways of engaging with and supporting our members, ensuring you have easy access to valuable resources, latest research, and a strong sense of community. This deeper engagement will foster stronger collaboration among health professionals working in skin cancer.
5. **Strengthening stakeholder partnerships:** Rebranding will provide the opportunity to consider how we can strengthen our partnerships with other organisations in the skin cancer sector. By fostering stronger connections, we can create a more unified, coordinated approach to skin cancer managements and position ourselves as a leading voice for the sector.



Scope of rebrand

The rebrand will involve:

1. **Organisation name change:** Amending the name of the organisation from Melanoma Network of New Zealand Incorporated to Skin Cancer New Zealand Incorporated.
2. **Review of strategic plan:** A comprehensive review of our mission and vision, our target audience, the impact of our work, and our position within the sector.
3. **A new visual identity:** Development of a new logo, colour scheme, and imagery that better reflect our mission and values and resonates with our target audiences.
4. **Refreshed messaging:** Updating our messaging to clearly communicate the important work we do, the value we bring, and the difference we make within the skin cancer sector.
5. **A new website and membership software:** A complete redesign of our website and associated membership platform to enhance user experience, improve navigation, and make it easier for members to stay informed, connected, and engaged.
6. **Review of the constitution:** A thorough review of our constitution to ensure it accurately reflects the rebranded organisation's mission and vision, and remains fit for purpose.

High level process and timeline

Action	Apr	May	Jun	Jul	Aug	Sep
Resolution to rebrand and new name agreed at AGM	X					
Review of strategic plan	X	X	X			
Design and development of website and membership software	X	X	X			
Development of visual identity: logo, colour scheme	X	X	X			
Message development	X	X	X			
Testing of website, logo and messaging			X	X	X	
Review of constitution	X	X	X	X		
Special General Meeting to approve constitution change					X	
Launch preparations including communications plan To consider media outreach, updates to social media, official [email] announcements, website launch, updates to marketing materials and physical branding, launch event to engage community and key stakeholders		X	X	X	X	
Launch					X	
Post-launch - Feedback collection - Follow up						X



Next steps

The MelNet Executive Committee are seeking membership agreement to rebrand the organisation from Melanoma Network of New Zealand Incorporated to Skin Cancer New Zealand Incorporated.

Approving this proposal at the AGM on 8 April 2025 will authorise the MelNet Executive Committee to proceed with the necessary steps to implement the rebrand, within the scope outlined above.

We encourage all members to review this proposal ahead of the AGM, and either provide feedback to [Katrina Patterson, MelNet Chief Executive](#), prior to the AGM or come prepared to discuss the exciting opportunities this rebrand presents. Your support and engagement are crucial and we look forward to your input.



Resolution to defer election of the Executive Committee



For consideration at 2025 AGM

Background

As part of MelNet's rebranding efforts over the remainder of 2025, the MelNet Executive Committee will review the Constitution to ensure its governance structure aligns with the refreshed identity.

It is intended that an updated constitution will be presented to the membership for approval at a Special General Meeting later this year.

Proposal

Given the proximity of this review, the MelNet Executive Committee propose deferring the election of the Executive Committee until the updated constitution has been approved.

This will allow for the election process to take place under the revised constitution, ensuring the composition, roles and responsibilities of the Executive Committee align with the revised structure.

A date for the Special General Meeting where members will review and vote on the proposed constitutional amendments and elect the Executive Committee will be set and communicated to all members within the next six months.

The current MelNet Executive Committee will continue in their roles until the Special General Meeting is held.