

ANZMTG 2010 Annual General and Scientific Meeting Saturday 6 November 2010, 1:00 to 2:00pm

Bayside Boardroom, Ground Floor, Sydney Convention & Exhibition Centre, Darling Harbour, NSW

Annual General Meeting Minutes

1. Greetings and apologies

The Chair of the ANZMTG, Professor John Thompson welcomed the 19 members present at the AGM: Jennifer Garioch, Alistair Cochran, Libby Paton, Nicola Ware, Matthew Foote, Marianne Byrne, Rachael Morton, Ben Brady, Michael Henderson, Gerald Fogarty, John Kelly, Andrew Barbour, Marc Moncrieff, Stijn van der Ploeg, Sandro Pasquali and Betsy Marshall

All members were provided with the Agenda and the following documents:

- a. ANZMTG 2009 Annual General Meeting Minutes
- b. ANZMTG 2010 Chairman's Report
- c. ANZMTG 2009-2010 Financial Report
- d. ANZMTG 2010 Clinical Trials Summary
- e. ANZMTG 2010 Membership Report

The Chair noted that the apologies had been received from 15 members: Campbell Rose, Margaret McJannett, Susan Seifried (nee Gallop), David Speakman, Rick Kefford, Bernard Smithers, Andrew Spillane, Margaret Oziemski, Anne Woollett, Nick Hayward, Margaret Lett, Ian Davies, Ehtesham Abdi, Sharon Clark and Graham Stewart.

2. Minutes of 2008 Annual General Meeting, 30 October 2009

The Minutes of the previous Meeting held on 30 October 2009 were adopted as a true record.

3. Chairman's report

3.1 Funding

Professor Thompson noted that ANZMTG had received renewed infrastructure funding through Cancer Australia over the period 1 July 2010 to 30 June 2013.

3.2 Executive Committee

The committee met quarterly in 2010 in accordance with the required frequency of meetings.

3.3 Staffing

The new Cancer Australia grant provides for the employment of 3 ANZMTG staff positions: 2 project officers and 1 executive officer.

3.4 Membership

The Chair reported that the current ANZMTG membership consists of approximately 300 members, and many new applications for were received during the Society of Melanoma Research Congress held in Sydney in November 2010.

3.5 Clinical Trials

Professor Thompson directed attendees to the summary of current and proposed ANZMTG clinical trials provided and mentioned that several of the proposed trials would be presented and discussed during the Annual Scientific Meeting immediately following the AGM. The Chair indicated that further information about ANZMTG trials could be found on the ANZMTG website where the research proposal form can also be downloaded. The group was informed of the publications and presentations given for ANZMTG trials throughout 2010 and the report was

closed by reference to the acknowledgements for support including the input of Cancer Australia to the group's achievements.

4. Finance report

Nicola Ware [NW] referred to the 2009/2010 Statement of Income and Expenditure provided to attendees in reporting that the primary source of income for the group is Cancer Australia grant funding. Nicola described that approximately \$250,000 had been expended on salaries of ANZMTG staff members in the 12 months to 30 June 2010 and just under \$300,000 related to the administration and conduct of clinical trials. A surplus of \$20,000 remained at the end of the previous reporting period which was returned to Cancer Australia in accordance with the conditions of funding. The group was informed that the conditions of the new 3-year Cancer Australia were relatively restrictive in regard to permitted expenditure and that alternative sources of funding may need to be considered in future. NW reported that the Melanoma Institute Australia had provided insurance and in-kind support to ANZMTG throughout 2010, and that a grant application had been submitted to the NHMRC for future funding of the Whole Brain Radiotherapy in Metastatic Melanoma trial [ANZMTG 01.07] with notification of the outcome expected in early 2011.

5. Operations report

Libby Paton [LP], ANZMTG Executive Officer, delivered the 2010 Operations Report. For the sake of brevity LP referred the members to the ANZMTG Clinical Trial Summary for a full overview of the clinical trial progress achieved in the last year, since the previous meeting. LP confirmed the group would be employing a second project officer to commence in December 2010, which will bring the group operations to a 3 FTE (full time equivalent) capacity. Libby reported that quarterly newsletters were distributed to all members electronically and posted to clinics during 2010, and called for members to notify ANZMTG of upcoming events and activities which could be featured in future newsletters. The group was informed that a new trial synopsis form has been created and is available for download on the ANZMTG website; members are encouraged to submit this for review of new research proposals. In regard to the current membership, Libby confirmed the commitment that ANZMTG is hoping to double its membership size to approximately 600 members within the next 3 years. The ANZMTG stall featured at the SMR congress meant that many delegates had visited the booth and signed up as members. The 2010 ANZMTG Membership Report was reviewed and Libby confirmed that international members are allowed, and that new members can sign up online through the ANZMTG website. In addition, Libby confirmed that a survey of all members will be conducted in the next 6 months to improve member services and activities (and as an objective of the current grant funding).

6. Terms of Reference and Nomination Process for the Executive Committee

Professor Thompson announced that following the call for expressions of interest in assuming the new radiation oncologist position on the ANZMTG executive committee, Princess Alexandra Hospital (QLD) director of radiation oncology Professor Bryan Burmeister, has been appointed to this role and the terms of reference amended to reflect the addition of this position. The committee Terms of Reference (TOR) were agreed upon including a representative term of 3 years, with an option for this to be extended for and additional 3 years. Expressions of interest will be circulated during 2011 for board members.

7. Other business

NW described the current difficulties experienced by ANZMTG as an unincorporated group, leaving it legally liable and unable to enter into contracts due to its lack of an ABN. This could potentially also mean the executive committee may be liable in certain circumstances. NW reported that 3 options are currently being considered in regard to the future of ANZMTG including the proposed incorporation of ANZMTG into MIA. This will not affect Cancer Australia funding since this is administered through the University of Sydney.

NW mentioned that the Clinical Oncological Society of Australia (COSA) is currently in the process of developing an overarching group the purpose of which will be to streamline activities and resources and assist cooperative groups in various endeavours and sustaining their operations, and LP will attend various meeting during the COSA conference in Melbourne in November 2010 in regard to these activities.

8. Meeting close

The Chair closed the ANZMTG Annual General Meeting at 1:20pm and commenced the Annual Scientific Meeting.