



EANN Annual Board Meeting (AGM) 7 May 2016 – Malta

Agenda Item	Discussion	Agreed Actions	By Whom and When?																																																																
1	<p>Welcome and apologies</p> <p>Present</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Neal Cook</td> <td style="width: 25%;">UK</td> <td style="width: 25%;">Mary Braine</td> <td style="width: 25%;">UK</td> </tr> <tr> <td>Cath Waterhouse</td> <td>UK</td> <td>Jovanca Buhagiar</td> <td>Malta</td> </tr> <tr> <td>Ingrid Poulsen</td> <td>Denmark</td> <td>Katrin Gillis</td> <td>Belgium</td> </tr> <tr> <td>Andre Houtman</td> <td>Belgium</td> <td>Lenka Kopacevic</td> <td>Croatia</td> </tr> <tr> <td>Helena Purgaric</td> <td>Croatia</td> <td>Hella Tulp</td> <td>Holland</td> </tr> <tr> <td>Sólveig Haraldsdóttir</td> <td>Iceland</td> <td>Guðrún Jónsdóttir</td> <td>Iceland</td> </tr> <tr> <td>Peter Vink</td> <td>Holland</td> <td>Zeliha Tülek</td> <td>Turkey</td> </tr> <tr> <td>Nilsa Fisher</td> <td>Austria</td> <td>Päivi Koskela</td> <td>Finland</td> </tr> <tr> <td>Johanna Martin</td> <td>Finland</td> <td>Christian Klomfar</td> <td>Austria</td> </tr> <tr> <td>Mario Sammut</td> <td>Malta</td> <td>Mathias Stefan</td> <td>Austria</td> </tr> </table> <p>Apologies</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Robert Ślusarz</td> <td style="width: 25%;">Poland</td> <td></td> <td></td> </tr> <tr> <td>Ole Abildgaard</td> <td>Denmark</td> <td></td> <td></td> </tr> <tr> <td>Ann-Cathrin Jönsson</td> <td>Sweden</td> <td></td> <td></td> </tr> <tr> <td>Jasna Nikolčić</td> <td>Serbia</td> <td></td> <td></td> </tr> <tr> <td>Annbjørg Hausken</td> <td>Norway</td> <td></td> <td></td> </tr> <tr> <td>Alvisa Palese</td> <td>Italy</td> <td></td> <td></td> </tr> </table>	Neal Cook	UK	Mary Braine	UK	Cath Waterhouse	UK	Jovanca Buhagiar	Malta	Ingrid Poulsen	Denmark	Katrin Gillis	Belgium	Andre Houtman	Belgium	Lenka Kopacevic	Croatia	Helena Purgaric	Croatia	Hella Tulp	Holland	Sólveig Haraldsdóttir	Iceland	Guðrún Jónsdóttir	Iceland	Peter Vink	Holland	Zeliha Tülek	Turkey	Nilsa Fisher	Austria	Päivi Koskela	Finland	Johanna Martin	Finland	Christian Klomfar	Austria	Mario Sammut	Malta	Mathias Stefan	Austria	Robert Ślusarz	Poland			Ole Abildgaard	Denmark			Ann-Cathrin Jönsson	Sweden			Jasna Nikolčić	Serbia			Annbjørg Hausken	Norway			Alvisa Palese	Italy				
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2	<p>Early Identification of Any Other Business</p> <p>WFNN Congress Presentation ESNO presentation 2018 Board Meeting Update</p>																																																																		
3	<p>Minutes of the last meeting, Belgrade May 2015</p> <p>Ingibjörg Bjartmarz was omitted from previous minutes, otherwise no omissions and agreed as correct.</p>	Minutes amended accordingly	Cath Waterhouse																																																																



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4	<p>Matters arising</p> <p>ESNO representative – Kathrin Gillis was identified to attend ESNO meeting to represent EANN and explore whether EANN should reconsider engaging as a member. This was addressed under Agenda Item 13.</p> <p>Email addresses for members. No further email addresses were received since the last board meeting. It was reiterated that EANN needs to be able to effectively communicate with members. This was addressed under Agenda Item 6.</p> <p>Benchmarking group – This was identified as a stream of work in the clinical review group and was address under Agenda Item 15.</p>		
5	<p>Chair's communications</p> <p>Neal and Ingrid circulated their reports prior to the meeting, however it appears that some members didn't receive their copies and it will be resent with the minutes.</p> <p>The EANN has officially de-registered</p> <ul style="list-style-type: none"> • Masadonia has been identified as a new member • Italy will have representation at future meetings. • Reminder to members to try and recruit more members (especially Greece/France/Germany. • <i>See attached</i> 	<ul style="list-style-type: none"> • Contact Norway re; representation • Approach Swedish nurses regarding participation with EANN 	<p>Cath Waterhouse</p> <p>Johanna Martin</p>
6	<p>Website</p> <p>It was recognised that the website is slow, has insufficient content to make it useful and there is an urgent need to make it more active. Members were requested to forward anything of interest – conferences, meetings and relevant information.</p> <p>It was identified that running the website is a big task and needed further support from the board. Peter Vink agreed to support Cath Waterhouse in this process.</p>	<p>Items to be forwarded on a regular basis for inclusion on the website</p> <p>Peter to link in with Cath to co-manage the website.</p>	<p>Board members</p> <p>Cath Waterhouse Peter Vick</p>



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	<p>The Chair advised the board that EANN has secured sponsorship from 'FieldFisher' in the United Kingdom. They have already pledged funding to initially modernise the website and support maintenance of the site. Quotations for the work were sought from three different providers and the current provider submitted a quotation that was within budget and met with the needs of the Association.</p> <p>It was identified that work to the website will involve the simplification of the registration system (name, country and email address only), add drop down tabs/pages to publicise the activities of the working groups, integrate with Facebook/Twitter and facilitate improved communication with our members via email.</p> <p>Currently, it is impossible to send large numbers of email using conventional methods due to recognition by the specific server as potential 'Spam'. This will be addressed through using MailChimp. In the past we have agreed that national countries would forward copies of their member's emails (adhering to data protection legislation). There has been a low response. Board members agreed to return theirs by the end of June.</p>	<p>Work on the website to be completed</p> <p>Forward members email details to Neal Cook or Cath Waterhouse by end of June.</p>	<p>Neal Cook Cath Waterhouse</p> <p>All National reps.</p>
7	<p>Reports from Member Countries (emailed in advance, questions only about these reports)</p> <p>National reports had been circulated prior to the meeting for board members to consider. No queries or questions were raised.</p>	CW to re-circulate	CW
8a	<p>Financial report</p> <p>André Houtman presented the accounts to the board. We currently have 2,294 European members from 17 countries. Membership fees for some countries remained outstanding, including Macedonia and Serbia.</p>	Outstanding fees to be paid by Serbia and Macedonia. Chair to request these.	Neal Cook



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	<p>Travel costs, room hire, catering costs and 2016 budget forecast were presented.</p> <p>The accounts were checked and countersigned by the host country (as per financial guidelines). As per EANN policy, the financial report had been reviewed by the Host Country (Jovanca Buhagiar on behalf of Malta)</p> <p>Change of Bank – The EANN is identified as a ‘not for profit’ organisation. As such we are able to open a business/community account with an independent bank. Currently we have made tentative enquiries with the Bank of Ireland (Ireland) and Danske bank (Denmark) comparing costs, accessibility, flexibility and accountability. It was highlighted to the board that the Association is required to meet all financial regulatory processes identified as necessary for an unincorporated company (not-for-profit). Current arrangements could potentially result in the treasurer being liable for taxation for which EANN would have to meet (agreed by the Board). Peter Vink suggested an IT company with a banking licence as a possible alternative. The Executive Committee, with the Board’s agreement, will pursue the move to the banking arrangement described above and agreed by the board.</p>	<p>An independent bank account will be opened for the EANN</p>	<p>Neal Cook, Ingrid Poulsen, Andre Houtman</p>
<p>8b</p>	<p>Congress 2015</p> <p>Following local difficulties in Serbia following the 2015 congress there has been an agreement that payment of the proceeds will be staggered with an initial payment of 2,000 Euros, the remainder payable by the end of the year (2016).</p>	<p>Communicate with Serbia the decision of the board</p>	<p>Andre Houtman and Neal Cook</p>
<p>8c</p>	<p>Fundraising strategy for annual meetings</p> <p>There was recognition that the EANN cannot rely on the profits from the quadrennial congress events to financially support and sustain the organisation.</p> <p>We need to source other streams of income – request ideas and potential investment / companies. This will be part of the remit of one of the working groups (fundraising and marketing).</p>	<p>Fieldfisher has offered to sponsor the next board meeting In Belfast, Northern Ireland.</p>	<p>Neal Cook</p>



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<p>9</p>	<p>Report from Research Group</p> <p>The mission of the research group is to undertake/contribute to research projects of benefit to EANN and its members and to disseminate research findings in peer-reviewed publications, conferences and other media. At present we have one overall theme for our common research, which is assessment. As a sub-theme we are working with the survey concerning nurses' practice concerning the Glasgow Coma Scale. Another common subtheme is pain assessment, more specific the Nociception Coma Scale Revised.</p> <p>Members are: Ingrid Poulsen (chairman). Peter Vink, Cath Waterhouse, Zeliha Tulek, Jovanca Buhagiar, Ann-Cathrin Jönsson, Katrin Gillis, Mary Braine, Ann-Sophie Jappe.</p> <p>Additional translations of survey for Italy & Germany. Iceland wish to be included.</p> <p>Peter Vink provided feedback on the assessment of consciousness study. A further round of data collection is projected and Peter is happy to liaise with Board Members who wish to have a translated copy. It was emphasised by the Chair that the endeavours of all our working groups should be supported where possible by the board and members were encouraged to support Peter in this process.</p>	<p>Group to set out their terms of engagement (foci) for the website and also provide information on activities to populate their section of the website.</p> <p>Link in with Peter re the next round of data collection.</p>	<p>Research Group</p> <p>Board Members</p>
<p>10</p>	<p>Report from Education Group</p> <p>The group acknowledged that Neuroscience education should be available to all neuro nurses. Courses, study days and conferences should be advertised on the website. The website could be used to upload material and presentations from congress. Investigate the possibility of a joint 'app' with the WFNN to keep nurses updated on research, practice developments etc.</p>	<p>Group to set out their terms of engagement (foci) for the website and also provide information on activities to populate their section of the website.</p>	<p>Education Group</p>



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	<p>Members are: Neal Cook, Jovanca Buhagiar, Mario Sammut, Ruth Trout</p>		
	<p>Report from Clinical Review</p> <p>The members discussed the benchmarking process and reviewed examples from the U.K. Although there will be obvious challenges due to language and local policies and practice variances we agreed to establish terms of reference and launch a Tracheostomy management benchmark which has commonalities to both medical and surgical nursing.</p> <p>Members are: Cath Waterhouse, Johanna Martin, Paivi Koskela, Sólveig Haraldsdóttir, Guðrún Jónsdóttir</p>	<p>Group to set out their terms of engagement (foci) for the website and also provide information on activities to populate their section of the website.</p>	<p>Clinical Review Group</p>
	<p>Report from Marketing and Fundraising Group</p> <p>It was agreed by the board to merge the Marketing Group and Fundraising group into one group. The group agreed to develop a fund raising strategy for the EANN. This will incorporate:-</p> <ul style="list-style-type: none"> • Utilise social media to raise our profile. • Agreeing 'terms of Reference'. • Determining execution and implementation • Designing a template for applications • Collate a list of potential investors. • <p>Members are: Nilsa Fisher, Hella Tulp, Lenka Kopacevic</p>	<p>Group to set out their terms of engagement (foci) for the website and also provide information on activities to populate their section of the website.</p>	<p>Marketing and Fundraising Group</p>
<p>10a</p>	<p>Neuroblend</p> <p>Johanna Martin has continued to represent EANN at Neuroblend over the last 12 months. Acknowledging the good work under the auspices of Leonardo Di Vinci following the initial conception of the project, there is scant evidence of</p>	<p>EANN is publically accountable for any money invested in projects. There was unanimous agreement that</p>	



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	<p>any further development or progression. Johanna was appointed treasurer, however, access to the account has been altered and she cannot execute this role or have any view of financial transactions. In this respect, it is not possible to ascertain the transparency of the monetary matters.. Finally, despite a significant amount of time, persistence and work, she has had no communication from Neuroblend management team. These were not the terms and conditions that EANN had agreed to in engaging with Neuroblend.</p>	<p>due to lack of transparency and the lack of open and honest communication on the part of Neuroblend, that EANN will no longer provide any financial investment.</p>	
11	<p>Re-registration of EANN and New Constitution Agreement (Constitution to be read and considered in advance of meeting by members – discussion on any issues raised).</p> <p>The EANN is now deregistered as an association from the Dutch Chamber where it was bound to the laws and practices of the Netherlands. As an unincorporated association we do not need to formally re-register and we are now free to amend the constitution to ensure the best interests of the EANN.</p> <p>The revised constitution was carefully dissected and following discussion certain amendments were agreed.</p>	<p>Agreed constitution to be circulated in PDF format.</p>	<p>Cath Waterhouse</p>
12	<p>EANN Congress Manchester. 18-22nd March, 2019</p> <p>A presentation was provided by Mary Braine on behalf of BANN. Currently, BANN anticipate hosting a joint congress with the - Society of British Neurosurgeons (SBNS). This will enable a pooling of resources to make the event more financially viable and to maximise engagement with sponsors and delegates. The venue will be confirmed as Manchester Central conference centre in Manchester. Options of various room configurations were demonstrated. Social events are under negotiation at present.</p> <p>It was agreed to change the balance of profit from the current practice of 60% to EANN and 40% to the organising country to 50/50 split to reflect the significant amount of work involved in hosting a congress.</p>	<p>BANN will continue to liaise with EANN with regards to progress in planning and in outlining the budget.</p>	<p>BANN</p>



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13	<p>ESNO update</p> <p>Katrin gave feedback from the 10th anniversary meeting of the European Specialist Nurse Organisation. A couple of years ago the EANN adopted a 'watch and wait' approach until they had established their terms of reference. The group has now been reinvigorated with a clear direction of its aims and objectives with increased strategic European influence. A discussion ensued with regards to the benefits of membership and how financially viable it was at present to be a member. EANN was asked to express their support for becoming an affiliated member and paying an annual membership fee. A vote took place with regards to engaging as a member. Two members were in favour, the remaining were not in favour. We agreed to review in one year based upon securing funding and observing activities through the website.</p>	<p>We agreed to:-</p> <ol style="list-style-type: none"> 1. Observe function of ESNO through their website for a further year and review. 2. Try to obtain funding in anticipation of future membership. 3. Review ESNO engagement at the next board meeting. 	<ol style="list-style-type: none"> 1. Board members 2. Marketing and Fundraising Group 3. Board members
14	<p>AOB - WFNN Congress Presentation</p> <p>Lenka gave an update of the 2017 WFNN congress in Croatia and navigated through their new website.</p>	<p>Call for abstracts – reminder to EANN members <u>to</u> consider presenting.</p>	
15	<p>Working Groups</p> <p>Discussed under Item 10.</p>		
	<p>Date of next meeting</p> <p>13th May, 2017. Belfast.</p>		