



## EANN Annual Board Meeting (AGM) 7 May 2016 – Belfast

Agenda Item	Discussion	Agreed Actions	By Whom and When?																																																				
1.	<p><b>Present</b></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%;">Zeliha Tülek</td> <td style="width: 25%;">Turkey</td> </tr> <tr> <td>Cath Waterhouse</td> <td>UK</td> <td>Nilsa Fisher</td> <td>Austria</td> </tr> <tr> <td>Ruth Trout</td> <td>UK</td> <td>Christian Klomfar</td> <td>Austria</td> </tr> <tr> <td>Ingrid Poulsen</td> <td>Denmark</td> <td>Mathias Stefan</td> <td>Austria</td> </tr> <tr> <td>Ole Abildgaard</td> <td>Denmark</td> <td>Mario Sammut</td> <td>Malta</td> </tr> <tr> <td>Andre Houtman</td> <td>Belgium</td> <td>Jovanca Buhagiar</td> <td>Malta</td> </tr> <tr> <td>Katrin Gillis</td> <td>Belgium</td> <td>Robert Ślusarz</td> <td>Poland</td> </tr> <tr> <td>Helena Purgaric</td> <td>Croatia</td> <td>Päivi Koskela</td> <td>Finland</td> </tr> <tr> <td>Lenka Kopacevic</td> <td>Croatia</td> <td>Hella Tulp</td> <td>Holland</td> </tr> <tr> <td>Ellen Þórarinsdóttir</td> <td>Iceland</td> <td></td> <td></td> </tr> <tr> <td>Guðrún Jónsdóttir</td> <td>Iceland</td> <td></td> <td></td> </tr> </table> <p><b>Apologies</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Ann-Cathrin Jönsson</td> <td style="width: 25%;">Sweden</td> <td></td> <td></td> </tr> <tr> <td>Annbjørg Hausken</td> <td>Norway</td> <td></td> <td></td> </tr> </table>	Neal Cook	UK	Zeliha Tülek	Turkey	Cath Waterhouse	UK	Nilsa Fisher	Austria	Ruth Trout	UK	Christian Klomfar	Austria	Ingrid Poulsen	Denmark	Mathias Stefan	Austria	Ole Abildgaard	Denmark	Mario Sammut	Malta	Andre Houtman	Belgium	Jovanca Buhagiar	Malta	Katrin Gillis	Belgium	Robert Ślusarz	Poland	Helena Purgaric	Croatia	Päivi Koskela	Finland	Lenka Kopacevic	Croatia	Hella Tulp	Holland	Ellen Þórarinsdóttir	Iceland			Guðrún Jónsdóttir	Iceland			Ann-Cathrin Jönsson	Sweden			Annbjørg Hausken	Norway				
Neal Cook	UK	Zeliha Tülek	Turkey																																																				
Cath Waterhouse	UK	Nilsa Fisher	Austria																																																				
Ruth Trout	UK	Christian Klomfar	Austria																																																				
Ingrid Poulsen	Denmark	Mathias Stefan	Austria																																																				
Ole Abildgaard	Denmark	Mario Sammut	Malta																																																				
Andre Houtman	Belgium	Jovanca Buhagiar	Malta																																																				
Katrin Gillis	Belgium	Robert Ślusarz	Poland																																																				
Helena Purgaric	Croatia	Päivi Koskela	Finland																																																				
Lenka Kopacevic	Croatia	Hella Tulp	Holland																																																				
Ellen Þórarinsdóttir	Iceland																																																						
Guðrún Jónsdóttir	Iceland																																																						
Ann-Cathrin Jönsson	Sweden																																																						
Annbjørg Hausken	Norway																																																						
2.	<p><b>Early Identification of Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Sponsorship – withdrawn for Belfast meeting due to the changes in sponsorship regulations following Brexit.</li> <li>• ESNO presentation</li> <li>• National annual EANN Fees</li> <li>• WFNN Congress update</li> <li>• Neuroblend – no further communications or update received.</li> <li>• Facilitated brainstorming workshop organised for the afternoon with the purpose of generating new direction and creative thinking.</li> </ul>																																																						



Agenda Item	Discussion	Agreed Actions	By Whom and When?
3.	<p><b>Minutes of the last meeting, Malta May 2016</b>            Agreed as accurate with no missions.</p>		
4.	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>- International Database – Croatia are collating a large data-base of email contacts in preparation for the WFNN congress. Once it is complete they are happy to share their contacts with the EANN.</li> <li>- 260 delegates currently registered on the WFNN congress in Croatia.</li> <li>- A comprehensive number of scientific abstracts received for oral and poster presentations.</li> </ul>	<p>Continue to promote the WFNN congress through Facebook and Twitter.</p>	
5.	<p><b>ESNO</b></p> <p>Kathrin Gillis attended the ESNO meeting in Belgium as the EANN representative. ESNO facilitates collaboration and communication between different European Specialist Nurse Organisations to share knowledge and expertise, identify similar challenges and develop long term strategies, policies and accreditation. Current activities include E-books, mapping exercises, joint pharmacology projects looking at bio-similar medications and skill mix reforms related to the changing responsibilities of the nurse.</p> <p>Three representatives volunteered to represent EANN:</p> <ul style="list-style-type: none"> <li>- Katrin Gillis</li> <li>- Hella Tulp</li> <li>- Cath Waterhouse</li> </ul> <p>ESNO Summit will be held 30th - 1st Dec in Brussels and is an opportunity to share good practice amongst Neuroscience Nurses. The theme is "Shifting from hospital to primary care: the role of the specialist nurse - setting the scene - experiences with care transition - the patient perspective - future challenges".</p> <p>Subscription fees – 350 Euro/year/pp. Initially there will be financial limitations on the expenses, this can be reviewed at future meetings.</p> <p>Add ESNO to future agenda items.</p>	<p>We agreed that EANN should actively participate in the activities of ESNO.</p> <p>ESNO needs to be financially independent, therefore funding or sponsorship must be secured to incorporate fees, travel and accommodation.</p>	<p>KG, CW, HT</p> <p>Finance and Marketing group</p>



Agenda Item	Discussion	Agreed Actions	By Whom and When?
6.	<p><b>President and Vice-President communication</b></p> <p>President and Vice President Annual report was circulated prior to the meeting. (Key Points):-</p> <p><b>Membership</b> – we welcome Italy (ANIN) to the EANN and we look forward to meeting them at a future meeting.</p> <p><b>Sponsorship</b> – is required to ensure the survival of the EANN and facilitate activities that will broaden the participation and influence of the EANN at International level.</p> <p><b>Congress 2015</b> – Thank-you to Serbia for working collaboratively with the EANN and resolving the financial difficulties. Welcome to the new Serbian representative.</p>	Contact Norway and Sweden regarding participation with EANN.	CW
7.	<p><b>Elections</b></p> <p>The term of office for the position of Vice-President and Secretary are open for applications in 2018. (President and Treasurer in 2019).</p> <p>Role responsibilities and duties are available on request.</p>	Relevant paperwork will be circulated prior to the next meeting.	CW
8.	<p><b>Website</b></p> <p>It was agreed that the website was significantly improved although there was a tendency for it to run slow at times.</p> <p>EANN thanks Fieldfisher for funding the website and enabling us to upgrade and improve the site. Members are encouraged to access the site to demonstrate continued interest and participation to our sponsors.</p> <p>Could new members forward a self-photo for the 'hall of fame'.</p> <p>A new 'tab' was to be created to store 'ESNO' information.</p>	Items to be forwarded on a regular basis for inclusion on the website.	All board members



Agenda Item	Discussion	Agreed Actions	By Whom and When?
9.	<p><b>Reports from Member Countries</b></p> <p>National reports had been circulated in advance of the meeting for board members to consider – no questions generated.</p> <p>All countries reported an active use of social media to broadcast their work. Membership appears to be increasing in most areas but some countries struggle due the lack of acknowledgment of Neuroscience as a specialty area of practice. It was suggested that membership of ESNO may influence this recognition in the future.</p>	CW to circulate UK and Icelandic report.	CW
10.	<p><b>Financial report</b></p> <p><b>Bank Account</b> - The EANN's financial security has been secured with a business account opened with the bank of Ireland. AH plans to keep the Belgium Bank van de Post active for a few more weeks to cover any incidental expenses that may occur.</p> <p>Although there are a few outstanding subscriptions not displayed on the balance sheet, the final accounts remain healthy. As per financial guidelines, the accounts were counter signed by the Host Country for 2016/17.</p>	CW witnessed the accounts.	AH  CW
11.	<p><b>Claims, Concerns and Issues</b></p> <p>Many thanks to Jacinta Lynch for facilitating a workshop aimed at generating ideas and providing a structure to promote effective working within the four groups. Using a framework, members were prompted to explore their specific 'claims, concerns and Issues', which empowered the groups to identify action plans and strategies for future projects.</p>	Action plans with deadlines	
12.	<p><b>Report from Research Group</b></p> <p>Members discussed the data results from Peter Vink's 'Assessment of Consciousness study' and suggested how this could be taken forward.</p> <p>Ideas for further research project were considered.</p> <p>Additional SKYPE and face to face meetings were confirmed.</p>		



Agenda Item	Discussion	Agreed Actions	By Whom and When?
13.	<p><b>Report from Education Group</b></p> <p>Introduced potential new concepts for disseminating and sharing expertise across Europe.</p> <p>The education group is working to promote Neuroscience knowledge and practice developments by ensuring that all nurses across Europe have access to courses, study days and conferences through the EANN website and the use of social media. They have recently completed a survey to evaluate the use of painful stimulus in the Glasgow Coma Scale and are just entering the data analysis phase</p> <p>As technology improves Webinars are becoming more accessible as an opportunity to share local study days. JB volunteered to investigate how the EANN can become involved.</p> <p>Work collaboratively with WFNN for development of App for dissemination of courses, study days and conferences.</p>	Request App from webmaster	Education Group
14.	<p><b>Report from Clinical Review</b></p> <p>The focus continues on the benchmarking and standard setting process.</p> <p>It was agreed to look at Dysphagia as a common area of practice with the potential to present at the 2019 congress.</p> <ul style="list-style-type: none"> <li>• Regular Skype meetings arranged</li> <li>• Undertake a literature search of research and compare National guidelines.</li> </ul>	<p>Circulate revised template</p> <p>Share policies and guidelines</p>	Clinical Group
15.	<p><b>Report from Marketing and Fundraising Group</b></p> <p>The group discussed novel ideas of how to engage with potential sponsors including:-</p> <ul style="list-style-type: none"> <li>• Collating a list of potential investors.</li> <li>• Designing a template for applications</li> <li>• Use of WhatsApp and Dropbox to aid communication and minimise duplication.</li> </ul>	Group to forward names of companies and contact information	Marketing and Fundraising Group
16.	<p><b>EANN Congress Manchester. 18-22<sup>nd</sup> March, 2019</b></p>		



Agenda Item	Discussion	Agreed Actions	By Whom and When?
	<p>Contracts for the venue, budget plan and marketing have been agreed. It will be hosted in collaboration with the society of British Neurosurgeons. It has been agreed that there will be different prices for medics and nurses and costings for low income countries will be reduced proportionately.</p> <p>Flights are normally released 11 months prior to date of travel. Hotels and accommodation will be advertised shortly.</p> <p>The poster for 2019 EANN congress is now available. It will be circulated on the EANN website and via Facebook.</p>	CW to circulate poster	
17.	<p><b>AOB</b> <b>Subscriptions</b> Belgium has taken the decision to remove their annual membership subscription fees which is having a positive effect on recruitment of new members. Financial viability achieved through increased use of SKYPE, single fee for participants at congress, paperless communication. The decision has financial consequences as membership numbers increase, the funds to pay 2 Euros/pp will become unsustainable.</p> <ul style="list-style-type: none"> <li>• EANN debated introducing a fixed price across all EU countries (this would adversely affect low income countries).</li> <li>• Applying a capped fee that was fair and equitable.</li> </ul>	500 Euros/per country	All members
18.	<p><b>Date of next meeting</b></p> <p><b>April 21<sup>st</sup>. 2018. Netherlands.</b></p>		