

EUROPEAN ASSOCIATION OF NEUROSCIENCE NURSES

MINUTES OF THE BOARD OF DIRECTORS MEETING

Hotel Bosei, Vienna, Austria

MAY 6TH AND 7TH, 2006

PRESENT

Paul van Keeken	President (Chairman)
Fabio Barbarigo	Vice President
Winnie Depaepe	Treasurer
Ann-Cathrin Jönsson	Secretary

Representatives

Nilsa Fisher	Austria
Christian Klomfar	Austria
Anita Mayntzhusen	Denmark
Leila Nevalainen	Finland
Susann Schultka	Germany
Geert Teerling	The Netherlands
Gerd Ahlström	Sweden
Carol Ford Johnston	United Kingdom

1. Welcome and introductions

The Chairman and President of the EANN opened the meeting by extending a welcome to the board members of the EANN, especially to the new members Leila Nevalainen from Finland Gerd Ahlström from Sweden and Christian Klomfar, another representative from Austria besides Nilsa Fisher, who attended the meeting. All those present then introduced themselves.

2. Apologies for absence

Apologies were received from:

André Houtman, Belgium. Winnie reported that André was unable to participate due to his present work situation.

Anne-Marie David, France. Ann-Cathrin reported that Anne-Marie was unable to participate since she is preparing to leave her post in the French Association.

Michal Ezron, Israel

The Italian Association of Neuroscience Nurses through Fabio, since they had not yet elected a successor for Raffaella Signani

Jorg Gottschalk and Petra Hoffmann, Switzerland.

No apologies were received from:

Spain. It was commented by Winnie that Spain never sends any representative although they pay for their membership every year.

Malta. Paul reported that Mario Sammut had been invited to represent Malta at our meeting, but Mario had not responded to the invitation.

It was decided to give the secretary the assignment to send a letter to Raffaella and thank her for her valuable contribution to the work of the EANN, especially by organizing the meeting in Rimini so well. The secretary passed around the address list of the board members to check the addresses and amend when necessary.

3. Minutes of BOD meeting Barcelona, May 2005

Leila and Nilsa made a few comments regarding the national reports from Finland and Austria as presented in the minutes. The secretary will amend the minutes accordingly. It was noted that Finland and Austria had not sent in written reports for 2005.

4. Reports of Executive Officers

The president expressed his satisfaction with the fact that the nEUroBlend project was granted in June last year, shortly after the meeting in Barcelona and there will be more reports on the project later on according to the agenda.

One of the president's main tasks in the past year had been to investigate the need for and the means of making EANN an official organization. Paul had realized that EANN is not a legal organization, especially after checking the documentation from the formation of the EANN. This is a considerable disadvantage to all of us, especially regarding financial issues. One example mentioned was that it is impossible for us to receive money from organizations or states. There is also a special risk for the treasurer and the board, especially when investing money to organize a congress.

Paul went to San Diego recently to meet the WFNN executive committee at the AANN congress. The Committee Members of the WFNN pointed out that all nurses could be members of the WFNN and in a way it could be said that the EANN as an organization is unnecessary. The board agreed with Paul that there are cultural differences between Europe and the US, which makes it important at least for the Europeans to have their own organization. Also the curriculum for nursing confirms this difference between these two parts of the world. Paul had offered a co-operation with WFNN, especially regarding the results of nEUroBlend. There was a good discussion between Paul and the WFNN and they will meet again in Reykjavik next year to discuss this issue further and the WFNN will then decide about the propositions. The conclusion expressed by Paul was that it is better to focus on the neuroscience nursing than on organizational issues, such as EANN or WFNN being together or acting as separate organizations.

Carol added that the British Association has questioned paying the fee to WFNN this year.

The vice president reported that he, being the leader of the Scientific Committee, had been in contact with the Icelandic organizing committee. Fabio pointed out that there were quite a few problems with the previous congress and he will work hard to avoid this now. He was pleased to find in the report from Ingibjorg that the organizing committee is referring to the congress organization guidelines that he has sent to them, since the use of the guidelines will help avoiding previous problems. As official representative of the EANN in the nEUroBlend project Fabio had participated in the first nEUroBlend meeting in Helsinki.

The treasurer reported that several associations had not paid their fee for membership yet as requested and she emphasized that the participating organizations have been asked to pay before the board meeting to cover for the board meeting costs. She had also experienced problems with organizations not following the guidelines about payment on the website, but sent the payment by cheque, which causes Winny a lot of trouble. Winny passed around a written report about the financial situation showing the balance of the finances from past May until May 2006. She pointed out that the meeting room in Barcelona had been terribly expensive. She also pointed out that there is a special form for reimbursement of travel costs on the website. Winny and Geert were surprised that they had had to pay congress fee for marketing the nEUroBlend on the BANN congress. She expressed a warning to all to check such matters before accepting to attend a congress or conference with the purpose of giving

information. The financial report will be on the website in the internal part accessed by using a password.

The secretary reported about receiving three huge boxes of material from Ansley, her predecessor. She had brought a lot of photos for all members of the board to look through and save photos that were of interest, and remaining photos would be thrown away. The question was raised how long the written material had to be filed and now it was written in the notary report that files had to be kept for seven years. Ann-C also asked if it was adequate to file minutes and different types of documentation on CD-rom and the board confirmed this. Ann-C had received an inquiry from Helen Meagher, Ireland, who was interested in Irish membership in the EANN. Helen has been suggested to contact BANN to learn about forming an association and Ann-C will also give her some information. It was also suggested to support countries with problems to keep their associations running. Ann-C also reported that she had written guidelines for the presentation of national associations and she invited everyone to give comments to these guidelines.

The secretary had represented EANN at the 2nd Helsingborg Consensus Conference March 22-24, 2006. From the EANN point of view, the meeting was very successful. At the meeting contacts were established with nurses who were interested in the Swedish Association of Neuroscience Nurses and they had already joined the association.

The guidelines will be sent to Winny together with the secretary's written report as well as a separate report on the Helsingborg meeting, which will be available on the website.

5. Presentation from Austria

Nilsa presented the Austrian Working Group of Neurosurgical Nurses. Their web-address is www.oanck.at. The association was founded in 1985 at the Vienna University Hospital. The members are graduate and specialized nurses from OR, ICU, neurosurgical wards, neuroanesthesists and neuronursing management.

The Austrian association has also had some problems and was revived last year. Nilsa is working towards the goal to have all kinds of neuroscience nurses in the association. Christian will assist Nilsa in adding information on the website and they will also add a link to their website on the EANN website. Nilsa distributed a written report to the board and this will also be added to the information on the EANN website.

The president thanked Nilsa for her interesting presentation and then raised the question; who would present next year. It was decided that Carol will present the British association in Reykjavik.

6. Reports from national representatives

Gerd Ahlström, the new president of the Swedish association, distributed a written report and informed the board that the Swedish association, which had been inactive for two years, was now slowly growing again and a lot of activities had started. Gerd will also present her report on the EANN website.

Fabio just informed that he had not received any report from the Italian association.

Susann reported that the German Association did not exist any longer. She did not think it would be possible to reactivate the association in the near future, since it seemed impossible to find candidates to be board members. Susann was now tired of trying to do something about it and had decided to join the EANN as an individual member.

Carol reported from the British Association of Neuroscience Nurses. The past year had been very busy and exciting for the association. They are more orientated towards neurology. BANN has experienced the same problems as in Sweden, i.e. it is far between the members and therefore they have tried to communicate through telephone conferences. However the situation with cutbacks and bad financial situations in the hospitals slows things down. The neurosurgical field is making money, but such is not the case with neurology. The neurosurgical units are working together and the neurology units are rather moving towards general medicine. Also Carol will send in a written report for the website.

Leyla reported that they had about 200 members and 10 board members. They distribute a magazine twice a year to members and hospitals where they expect to find potential members. The Finnish association is also marketing for the congress in Reykjavik and other meetings. They have just started a website and are working to improve it. The Polytechnique School in Helsinki has a specialized course in neuroscience nursing directed towards nurses in neurosurgery as well as neurology. The Finnish association is working towards the goal to have neuroscience nursing courses in all schools. The president of the Finnish Association and the representative in the EANN is always the same. Leyla asked Carol to send their conference program to Ritva and Salla, which is a good example of exchanging experience between the member countries.

Anita reported from Denmark that they have about 500 members and they have renewed their board. She is back in "business" after having had her baby. Next week the Danish association will have a meeting about future actions. In Denmark they have courses for OR nurses and for nurses working with spinal injuries organized by the Danish Association. They are going to inquire about the members wishes and needs now, after having arranged the same courses for quite a few years. This year the Danish association will celebrate their 25th anniversary. They will have a celebration party and Paul has been invited to speak about nEUroBlend. Anita has been invited to a LdV meeting in Denmark with representatives from different LdV projects attending the meeting.

Winnie reported on behalf of the Belgian association that the association is functioning well. The board members are the same as last year. People are ambitious and willing to work for the association. Every board member has a special task, e.g. website, function profile, organization of spring congress etc. The speakers are always willing to come even if they do not get paid. They sometimes come with suggestions regarding topics. The social program includes dinner and dancing for only 250 euros, thanks to sponsors. The congress fee is 70 euros for members and 500 euros for non-members. One member organizes a mini congress lasting for a half day. André and Winnie are working with education material in the nEUroBlend project and inviting members to fill in surveys. Many nurses want to have medical lectures. Everyone has to bring an article every year (but is does not have to be written by themselves). Neuronieuws is published four times a year.

Geert emphasized the collaboration with the Belgian association about Neuronieuws among other things. He suggested that each country representative should be presented on the website with photo, occupation, description of your role in the national association, work place and other information of interest for other members. It would also be interesting to add if there are any areas of special interest and experience from neuroscience areas.

The secretary reported from Anne-Marie David and the French association that they will have a meeting May 21st and then decide who will represent them in the EANN in the future. Anne-Marie will inform the secretary after their meeting.

The written reports of the national representatives should be sent to Winny to be available on the EANN website.

7. EANN marketing strategy

Several questions were raised and discussed, and left open for further discussions later. Paul commented that nobody had ever applied for the Travel Award. Perhaps the guidelines for application of Travel Award should be changed. Fabio referred to the guidelines dating from the 90s. Paul meant that these guidelines are not applicable any more, since we now have a lot of other activities besides the congresses. The exchange program must have a superior goal of benefit for the EANN. Paul will outline a proposal regarding new guidelines for Travel Award and Exchange Program. Anita will send him the WFNN guidelines. Paul will also make a proposal about guidelines for travel awards for new member countries to be able to attend the congress and these guidelines should be included in the guidelines for the congress. The proposals will be sent out in e-mails by the end of September.

Paul expressed that a topic of discussion in the national associations has been: “What can the EANN do for us?” Now the answer to this question also has to be made clear to potential sponsors. Also in San Diego there had been a discussion about focusing neuroscience nursing, or the WFNN will not continue to exist. The marketing strategy is of utmost importance and we all have to consider the best ways of developing our marketing strategy.

Gerd suggested that we should start a network of researchers within neuroscience nursing.

Geert has made a marketing group report regarding their action plan. He also talked about having a forum on the website where neuroscience nurses could discuss clinical situations and so on. We could also make up a reference list of articles published in neuroscience nursing.

Carol reported that nurses often refer to the EANN website in essays and other types of information.

8. Making EANN an official organization

Coming back to the president's report on his work with making EANN an official organization the 1st draft from the notary on the “Documentation articles of an association” was thoroughly discussed and amendments were suggested. Paul will see the notary again and a new draft will be presented and decided upon in Reykjavik. It was pointed out that if we make contracts with companies in other countries we have to point out that the association will be acting under Dutch law, since the association will be legally registered in the Netherlands. The articles had been made from the existing EANN constitution. Paul will amend the document in accordance with the discussions and suggestions at the meeting and send out a new draft by the 1st July. The national associations will then the opportunity to discuss the document and give their opinions by the 1st October 2006.

9. Congress EANN 2007, Reykjavik, Iceland

It was noted with regret that Ingibjorg Kolbeins or another representative from Iceland had not been able to attend the meeting for a discussion about the congress.

Winnie was worried because the congress fee was now suggested to be € 462. - a considerable raise from € 355.- agreed at the meeting in Barcelona. There were also sponsors lacking and everyone was asked to send lists of potential sponsors to Ingibjorg.

The congress banquet was estimated to cost € 900, which was found much too expensive. Ingibjorg had also raised the question about keynote speakers. The meeting agreed on asking Nicolai to speak about the nEUroBlend project and to have another speaker from Iceland, which would be saving a lot of money on keynote speakers.

Fabio suggested that we should only have special invited speakers if they were sponsored.

Also the high costs to travel to Iceland were discussed. Ann-C suggested to investigate the price for a travel package including flight to Iceland and accommodation arranged by a travel agency in south Sweden specialized in Iceland trips.

It was pointed out that the rooms for the meetings of the WFNN and the EANN should not be in the budget. However rooms for these meetings would be necessary to book and also for the nEUroBlend project board, but the costs should of course not be included in the budget.

Winnie had understood from Ingibjorg's mail that the Icelandic association had thought they could decide for themselves about the congress, but it had to be made clear that the EANN is responsible for the congress.

The board members working at the congress will pay for their costs, but not for the registration fee.

Lunch boxes could be a possibility to keep the costs for lunches lower and also coffee breaks could be arranged with only coffee/tea and small cakes or biscuits to reduce the costs. Lunch and coffee breaks were unnecessary abundant in Copenhagen.

It was decided that Ann-C will mail Winnie a summary of the points raised at the meeting and Winnie will send this summary together with her answers to questions and comments to Ingibjorg and then there will be a further discussion at the next meeting in June in Helsinki.

Paul summarized that Ingibjorg and her colleagues had generally made a good job, but we have to stick to the decisions made in Barcelona.

10. Venue for congress 2011

Geert suggested that the Dutch and Belgian associations should try to be nominated together for organizing the congress in 2011. A preliminary plan with general ideas could be presented in Reykjavik.

11. nEUroBlend

Paul made an update presentation on nEUroBlend. A new survey for the new member countries will be prepared by Carol and Gerd and after that another survey on the competence profile.

Anita found the suggested 2 weeks to be too short time for the respondents to answer.

Winnie reported on problems to have teachers to send in material, as they wanted to be paid for their material.

There was a discussion about the problems for the countries having difficulties using the learning material in English. Paul suggested co-operation between for example German speaking countries to translate nEUroBlend material.

12. Venue, date and time of next meeting

As usual when there is a congress we will have our next meeting in connection with the congress, i.e. in Reykjavik. Paul will specify date and time by e-mail.
The President thanked the board for an active and fruitful meeting.

Paul van Keeken
President, EANN

Ann-Cathrin Jonsson
Secretary, EANN

Action points for Board Members

Secretary

- Minutes
- Update mailing list
- Send out price list for package with flight and accomodation from a Swedish travel agency specialized on Iceland
- Send a summary of the points discussed to Winny for Winny's feedback to Ingibjorg regarding financial issues of the congress
- Agenda for next meeting

President

- Continue the work with "Making EANN an official organization" and present an amended version of the "Documentation articles of an association" by the 1st July, 2007
- Continue leading the work with the nEUroBlend project
- Work out a proposal regarding new guidelines for Travel Award and Exchange Program and also regarding guidelines for Travel Award for new member countries. Proposals to be sent out to the Board by the end of September 2006.

Treasurer

- Update website
- Continue the collaboration with Ingibjorg on financial issues of the congress in Reykjavik 2007

Vice President

- Continue his work on the Scientific Committee

Carol

- Prepare presentation of the British Association in Reykjavik 2007

ALL

- Contribute to information on website
- Continue to discuss issues of the nEUroBlend and report to the President
- Keep Secretary informed of changes in addresses