

# EUROPEAN ASSOCIATION OF NEUROSCIENCE NURSES

## MINUTES OF THE BOARD OF DIRECTORS MEETING

Hotel Milenij April 25-26, 2009

### PRESENT

#### Executive committee

Paul van Keeken	President
Fabio Barbarigo	Vice President
André Houtman	Treasurer
Ann-Cathrin Jönsson	Secretary

#### Representatives

Nilsa Fisher	Austria
Katrin Gillis	Belgium
Lenka Copacevic	Croatia
Anita Mayntzhusen	Denmark
Leila Nevalainen	Finland
Dorothea Bergs	Iceland
Thora Hafsteinsdottir	Iceland
Helen Meagher	Ireland
Emanuela Fornasier	Italy
Geert Teerling	the Netherlands
Jasna Nikolcic	Serbia
Ivana Nestic	Serbia
Danijela Ivkovic	Serbia
Naja Rapajic	Serbia
Helena Tusar	Slovenia

### 1. Welcome and introductions

The President opened the meeting by extending a welcome to the board members of the EANN, especially to the new representatives of Italy, Emanuela Fornasier, and of Slovenia, Helena Tusar. From Serbia there were three representatives besides Jasna Nikolcic; Ivana Nestic, Danijela Ivkovic and Naja Rapajic, who were also welcomed for the first time at the EANN board meeting. Paul expressed thanks to Lenka Kopacevic for arranging the meeting and congratulated her because it was her birthday on the very day that the meeting started.

### 2. Apologies for Absence

Apologies were received from:

Christian Clomfar, Austria, who had informed that he had to make a choice between two possible trips and he will be going to the WFNN congress in Toronto; Jörg Gottschalk and Petra Hoffmann, Switzerland; Aase Humberst, Norway; Susann Schultka, Germany; Zeliha Tulek, Turkey; Catheryne Waterhouse, United Kingdom, who unfortunately went sick just before our meeting. Regretfully we had not received any information from Anna Lena Törnqvist, Sweden.

Paul asked if the board would accept Virginia Prendergast's (president WFNN) participation at our dinner and the board members were pleased to welcome her.

### 3. Minutes of BOD meeting Copenhagen, April 2008

The minutes were confirmed by all representatives present and signed by the president and the secretary.

#### 4. Reports from the Executive Committee

- a) The Vice President Fabio Barbarigo, who had been chairman of the scientific committee for the EANN congress in Iceland in 2007, made a final report from the congress and he had also made a form for evaluation of the EANN congress. This information will be valuable for the Belgian Association of Neuroscience Nurses when organizing the next congress in Belgium. The reports will be published on the EANN website. An important conclusion from Fabio's report is that it is important when organizing a congress to have all decisions in writing.  
Fabio also gave the board his final report as vice president.  
Fabio had decided not to send in his nomination as vice president, because he had left the speciality Neurology and is now working in Nephrology.
- b) The secretary reported that there has been a lot of activity in the past year, among other things because of the fact that we have several new members and more new possible members are approaching to express their interest to join us.
- c) The president reported on the following items that were presented on a power point:  
ESNO – Paul had participated in the ESNO meeting.  
Finishing NeuroBlend project  
NeuroBlend book  
Hosting NeuroBlend VLE  
Contact Chamber of Commerce (VAT)  
Promoting NeuroBlend  
Networking: WFNN  
Congress Belgrade  
Contact new members  
Proposal next level of services
- d) The treasurer André Houtman will report under the item entitled Finances.  
The reports from the Executive Committee will be published on the EANN website.

#### 5. Reports from national representatives

Katrin reported from the congress in Blankenberge that had been held the same week and she also presented an invitation from the Belgian Association to host the BOD meeting in 2010 in Blankenberge.

Leila reported from the Finnish Association and informed the board that there will be a new representative from Finland next year.

Geert reported from the Dutch association. The association has now terminated the cooperation with the Belgian association concerning their journal Neuronieuws due to financial reasons.

Helen Meagher was pleased to report that they had now managed to officially start their association in Ireland.

Dorothea reported that the IANN is a small but very active association. It has around 50 members and has grown from around 20 members since it was established in 2004.

Nilsa reported from the Austrian association. She was disappointed that their association had not been elected as organizers of the next WFNN congress.

Emanuela reported from the Italian association. One of their main aims is to work for a Masters exam in neuroscience nursing.

Anita reported that the Danish association is now working on a political level to advance neuroscience nursing in Denmark. She is studying to have a master in educational psychology. The DANN has approved that she can continue to represent them although she is not working within the field of neuroscience nursing for the time being.

Helena Tusar reported that a goal of the Slovenian association is to prepare a program for specialist nursing in neurology.

Lenka Kopacevic reported from Croatia that a Master program for neuroscience nursing has been accepted and will start in the autumn at the university of Zagreb.

Jörg Gottschalk reported by email as follows: The activities in our association are not very much, so I can report that we have not really any news. We will send our members the Neuroblend report as soon as possible. This report is helping us in Switzerland to plan for education in the neuroscience field - it is a good resource. Sorry for not really good news, but for the moment it is the reality. We have had very hard times, so we cannot do a lot for the association.

Aase Humberstet had sent in a written report from the Norwegian Association of Neuroscience Nurses and Cath Waterhouse had done the same on behalf of the British Association of Neuroscience Nurses.

## **6. Elections for the Executive Committee posts of vice president and secretary**

Katrin Gillis (BE) and Thóra Hafsteinsdóttir (IC) had been nominated for the post of vice president. They presented their views for the future. Both nominees had several votes and Thóra Hafsteinsdóttir was elected vice president.

It was discussed that we should have informed all representatives that those who could not participate in the meeting had the possibility to vote by letter.

Ann-Cathrin Jönsson who was the only nominee for the post as secretary was elected secretary for a new period.

Paul expressed the gratitude of the entire board for the valuable work Fabio has been doing as vice president of the EANN for several years and wished him good luck in his new field of working. Paul also gave Fabio some presents from the EANN members.

## **7. Finances**

André reported on the financial situation. It was decided that the national associations should pay their fees before the meeting, i.e. by the end of April. It was pointed out that the report on the finances should be sent out before the meeting to make it possible for the members to read it and ask questions if any. We also need the report of the financial committee elected every year, as it has been decided in Copenhagen last year; (see minutes of the 2008 meeting, item 11).

## **8. Do we need a budget?**

A budget should be decided upon at the yearly meeting in the future including planned activities. It was discussed that the budget could be published on the website with a period for comments and then changes could be made if necessary. EANN needs to know if VAT taxes need to be paid. The Dutch Chamber of Commerce has courses on VAT. Andre will seek information about this. Paul will help André with this question.

## **9. 9<sup>th</sup> Quadrennial Congress 2011, Blankenberge, Belgium**

Katrin presented a document with plans, budget and questions. The fee was estimated at Euros 250. We should not have more than 4 parallel sessions. We could be more severe in judgement of abstracts. At least one abstract from every country should be accepted. It was discussed that we could have 9 poster sessions with presentations and moderators, perhaps all in one day or two days if it can be arranged with rooms.

How many persons who are needed in the scientific committee needs to be decided (4 persons or more). The members should preferably have an academic background (MSc or PhD), and at least one person from the host country.

## 10. Neuroblend

Paul had written a report entitled *Towards the next level of services 2009*.

Only two members had responded. Important questions were:

Ascertainment of quality?

Costs for EANN and financial benefits for EANN to keep vectors going on?

How to activate?

Ann-Cathrin pointed out that university based education cannot use the material. In most western European countries where the education for nurses is university based, nurses only want to apply for courses where they can get ECTS (credits for university studies). Paul's suggestion was to create a NNEF Neuroscience Nurses Education Foundation.

Paul proposed votes according to the *List of proposals and decisions to make*. Paul explained that according to the articles the EC was not allowed to vote. According to the list there were 12 proposals, the first 3 had already been decided on in 2008, i.e. the decision in 2008 had been to run a trial year, but this had not been fulfilled, as the function was not fully established. The following proposals numbered 4-12 were subject to open votes and a majority voted in favour.

Paul will discuss item 5 with Virginia Prendergast, WFNN. This item is about starting conversations with WFNN to work together with NeuroBlend, if possible in a new shared organization (like a foundation).

Item 7 – EANN starts to find an Executive Office to run the NeuroBlend educational and communicational services based on the business plan. There was a discussion on financial issues. It is hard to grasp the implications.

Item 8 – EANN creates a NeuroBlend starting fund and delivers 15.000 Euro as a loan to this fund. The board of directors will decide on the time limit for such a loan. This fund refers to point 4 of the conclusions and proposals for the next steps in the document *Towards the next level of services 2009*. The board of directors will decide on the time limit for such a loan.

We (EANN) can for example apply for money for the *Teach the teacher plan* or for building a European organisation to run NeuroBlend. Paul meant that the rating 8,5 for our project gives us good chances. In two years we can apply, because we must have been an official organization for four years to be allowed to apply.

Item 9 – EANN sets up and coordinates an action by its members and provides for PR materials to find sponsors. We need to have contact with people who know how to approach sponsors. Dórothea will ask Ingibjörg. We should also write and ask representatives who were not present at the meeting. Dórothea will start to work with guidelines in September as to how to approach sponsors.

Item 10 – All member associations try to get their sponsors interested in donating to the NeuroBlend fund. Anita suggested that in some countries official units might be interested to sponsor, for example education units.

## 11. Strategic plan

Geert has been working on the strategic plan together with Katrin. Their plan had been sent out to the board.

An additional item 5 must be formulated. We need a task group to develop the strategic plan. Based on the discussion on the board Geert and Katrin will send out a survey. Geert and Katrin will propose themes for the strategic plan, based on the outcomes of the survey.

## 12. Place and date of next meeting

Three associations had proposed to host the EANN meeting next year, the Belgian Association (in Blankenberge to see the place for the next congress), the Serbian Association (in Belgrade) and Zeliha Tulek, PhD, Assistant Professor at the Istanbul University Florence Nightingale School of Nursing in Turkey, who is an individual member.

It was decided to accept the invitation to have the meeting in Belgrade May 8-9, 2010. Both Serbian associations will work together on hosting the meeting.

## 13. New EANN members – adopting plan

Katrin has established a contact with a nurse in the Czech republic who is a member of an association of neuroscience nurses. She had not yet tried Spain.

Dorothea is going to start with their adopting plan now.

Ann-Cathrin had tried but not been able to find interested nurses in France. The main problem seems to be the language.

Leila had tried but had not found any contacts through doctors, clinics or the internet.

Anita suggested that we should have a workshop for those countries who do not have an established association or who have only just started and may be in need of support.

Jasna will talk to nurses in Montenegro and Bosnia-Herzegovina.

Lenka will talk to nurses in Macedonia and Hungary.

It was suggested that the EANN should pay for one night for representatives who will travel to have contacts with possible future members.

## 14. EANN website

Geert presented the website and there was a discussion about some members having trouble to login. Ann-Cathrin pointed out that the website is not quite user friendly, for example you cannot open a list of all member representatives with addresses. It is only possible to open one representative at a time.

Schedule: The representatives were asked to send information by the end of May if they want to use the old website or vectors.

Paul will give everyone access to vectors including the Dutch community.

## 15. End of meeting

Paul asked if we could put EANN on the list of supporters of the Parkinson Summer School. The proposal was accepted by the board. Anita informed that they have a very active group of nurses in Denmark who can be reviewers.

Paul asked the board for comments on the meeting. The following comments came up:

There are many items on the agenda, quite a pressure on the participants to make up their minds concerning issues on the agenda during the meeting and for the voting at the end of a long meeting.

Dorothea suggested that it would be good to discuss the issues on the agenda in focus groups, in order to reach effective conclusions by the members of the BOD. This will be discussed on the EC.

Thóra suggested having an internet-based meeting. Using web-based methods and/or Skype is very easy and provides good opportunities for the members to have meetings during the year besides the usual annual meeting.

André asked if we could help Ireland with the costs, otherwise Helen will have to pay everything herself, because they have a recently started new organization. It was agreed that the EANN will pay Helen's flight.

It was suggested to take more time for the Sunday for the meeting, because we always have a lack of time.

Paul thanked all the country representatives for their participation in the meeting.

*Paul van Keeken*  
President, EANN

*Ann-Cathrin Jönsson*  
Secretary, EANN