



EANN REPRESENTATIVES BOARD MEETING
May 4- 6. 2012-05-01

Present:

Paul van Keeken
 Johanna Martin
 Cath Waterhouse
 Christian Klomfar
 Ase Humberst

Ann-Cathrin Jönsson
 Ilse Vosman
 André Houtman
 Ingrid Poulsen
 Katrin Gillis

Zeliha Tulek
 Jasna Nikolcic
 Nilsa Fisher
 Neal Cook

Apologies:

Susann Schultka
 Helena Tulsar
 Helen Meagher

Helena Tusal
 Mette Kurup
 Geert Teerling

Lenka Kopacevic
 Jovanca Buhagiar

		Action
1.	Blankenburge minutes 2011 – agreed as correct – no revisions.	
2.	Paul thanked Zeliha for hosting the meeting and presented her with a small gift in gratitude for all her and Elina’s efforts which we all very much appreciated.	
3.	<p>Reports from Executive officers</p> <p>The executive group have managed to communicate every 4-6 weeks using Skype telephone conferencing. In Blankenburg committee members volunteered to participate in one of three work streams:</p> <ul style="list-style-type: none"> • Research • Education • Alternative methods of managing and delivering conferences <p>Ingrid – has directed a team of researchers who have had monthly skype meetings to work on their project.</p> <p>Paul & Andre – during previous meetings it was recognised that it was unsustainable and potentially compromising for Andre to continue to house EANN accounts in his personal bank account. In order to protect future funding arrangements, it has taken stiring effort from both Andre and Paul to negotiate the opening of a new International bank account with the ING bank in the Netherlands. Once the passports of the trustees has been validated through certified nortaries, Andre will be able to transfer funds to an independent bank account in accordance with European law.</p> <p>Paul – see Presidents report attached.</p> <p>Cath – has been concentrating on updating the website, in addition to working with Zeliha and Mette on the education forum.</p>	

4.	<p>Financial report</p> <p>Andre presented the EANN balance sheets which look healthy thanks to the profits gained through recent conferences, however, Andre was reminded that the spreadsheets should have been circulated prior to the meeting.</p> <p>Andre highlighted the problem of low subscriptions – from the account it appears that some countries are behind with their payments and it is the responsibility of each countries representative to ensure payment has been completed. Circulation of the spreadsheet prior to the meeting would enable people to follow up on payments and identify discrepancies that could prove embarrassing at the meeting.</p> <p>We discussed financial penalties for non-payment. CW to recirculate the financial guidelines.</p> <p>Although the secretary requested contact details of each countries treasurer last year, only one country had responded. It was therefore agreed that the secretary will send out a timely invoice for payment of subscriptions in October. They will be sent to each representative to be forwarded to their treasurer.</p> <p>Andre and Zeliha checked the financial statements for anual audit purposes.</p>	<p>AH</p> <p>CW</p>
5.	<p>ESNO – European Association for specialist nurses is a young association currently under-redevelopment. EANN was given the opportunity to work with ESNO and help guide it’s reorganisation. The board decided that our efforts needed to be focused on the redevelopment of our own association and we would renegotiate our involvement in 2013. 300 Euros were paid in 2011 as a subscription fee – this is non-recurring.</p>	<p>PVK</p>
6.	<p>The M.S Association in the U.K approached the EANN seeking guidance as to the best way to gain accreditation for their education modules which they were hoping to disseminate across other countries. Denmark has kindly agreed to review the teaching materials in order for them to gain suitable accreditation.</p>	<p>IP</p>
7.	<p>Paul visited Cambridge to look at their open educational resources. Higher education institutions produce education materials for their own internal use but they are now making them accessible to the public on the website. Their underlying philosophy is that public money would have been used initially to create them so essentially they should be freely available to others.</p> <p>Further discussion within the group related to contractual difficulties and the copyright of teaching materials to a specific university.</p>	

8.	<p>National reports See attached</p> <p>The reports are an opportunity for each representative to showcase the work of their associated country. They frequently generate ideas that can be emulated by other countries however, given the time limitations of the meetings it is essential that reports are circulated and read prior to the meeting so more time can be allocated to questions and discussions of the reports.</p>	
9.	<p>Research Forum</p> <p>Two Skype meetings have enabled the group to explore differences for Stroke care. The work is based on the Helsinborg Declaration (2006) and whether their standards are implemented at a strategic and local level.</p> <p>Currently, two draft questionnaires have been developed to collect data which would be circulated across European countries. The group briefly examined the questionnaires and offered modifications to the phrasing and content of some of the questions. NC offered his advice and support to review the questionnaire.</p> <p>We discussed issues related to gaining consent from our own Institutions – some countries have rigorous ethics boards and whilst we all agreed that this would come under the umbrella of a 'service review', there would inevitably be an administrative delay with data collection.</p> <p>Alternatively, by using our own members it should be possible to test the temperature of a nurses experiences of stroke management. Ingrid plans to initially circulate the completed questionnaire and pilot the form amongst EANN board members. They would also need translating into different languages before circulation to members.</p>	IP
10.	<p>Education Forum</p> <p>Due to other commitments, the education group has been less productive than the research forum.</p> <p>Paul is keen to open out Neuroblend by recruiting a faculty of teachers who have specialist knowledge of neurology e.g Epilepsy, Stroke and Parkinson's disease. Paul discussed the diversity of education and therefore transferability of teaching materials, but neuroblend offers a framework whereby teachers can measure their competency level from level 1 – 5 and it identifies ways in which an individual could improve their teaching to the next level of competency, thereby creating a community of teachers that co-operates with each other. In the future it may be possible to host summer schools/ run surveys etc.</p> <p>The forum was tasked with generating ideas on how these teachers could be recruited.</p> <p>Discussion and questions raised following the presentation asked why there was a focus on teachers? The board discussed whether it was timely to do a follow-up scoping exercise to established what our members actually required and their opinions from an education perspective.</p> <p>The education forum would welcome any other board members interested in working on education projects – suggestions for future initiatives gratefully recieved!</p>	PK

11.	<p>Conference organisation</p> <p>The group feel that whilst acknowledging the problems faced by the WFNN, (financial costs of travel), the EANN are happy with the way we are currently hosting our conferences. We need to remind our own countries to ensure that there is no conflict of interest by organising events that would compete with EANN conferences.</p>	
12.	<p>Continuing Professional Development</p> <p>Dr Yakub Krespi – specialist neurologist gave an interesting and charismatic presentation of stroke care in Istanbul. Many thanks to Zeliha for inviting him to our meeting.</p>	
13.	<p>Website</p> <p>Whilst we tried to continue with the original EANN site, it became clear that the original software was outdated, limited and non-transferable. The executive officers gave the go ahead to the redesign of a completely new website.</p> <p>CW presented the new website which is still under development and therefore not accessible on-line just yet. The EANN have already paid 620 euros for initial work and there will be a final payment of approx 600 euros on completion. The site is ready to be installed using the domain name of eann.net but we need to pull down the existing site once and for all – obviously we don't know who is accessing it at the moment so we are reluctant to remove it until the new one has been perfected.</p> <p>For a small fee the webmaster will continue to support us until we gain confidence and skill with manipulation of the site, she has already produced a workbook to enable all of us to manage the website in the future.</p> <p>Andre asked the annual fees payable to the host website - 2-6 euros per month depending how large the site grows.</p> <p>The board suggested other drop-down tabs including:-</p> <ul style="list-style-type: none"> • Resource tab • Contact us • List of board members • Link to facebook page • Map/flags of member representation (similar to WFNN). 	CW
14.	<p>Neuroblend</p> <p>Paul gave a brief resumé of NEUROBLEND and updated us on the next level of educational services for neuroscience nurses. Paul has managed to secure a generous sponsorship from a company who are keen to ensure continuity and consistency in their support of neuroblend. Paul feels reassured that other sponsors will soon wish to have their names and logos associated with the project.</p> <p>Paul suggested that Neuroblend may need to open a Swiss bank account to manage funding related to the project (<i>informal suggestion</i>).</p> <p>Neuroblend needs to establish a core faculty of members to manage the strategic functioning of the project, until this process is formalised the sponsor is unable to transfer funding to the project.</p>	

	<p>Paul asked the board members to consider a short-term loan of 20,000 euros to help with the establishment of the neuroblend faculty.</p> <p>Several board members expressed their concerns about the loan as there was a lack of clarity of how the funding would be utilised, how long the loan would be for and why funding couldn't be sourced directly from the sponsor or from the Radboud University. The board asked Paul to circulate a business case and formal contract to enable us to make an intelligent judgement about the request especially as the treasurer and some other members were not available to guide our decision making.</p> <p>Members deliberated on their personal accountability to their respective host countries and members and many felt that it was too great a responsibility to sanction such a loan during these fragile economic times and we needed time to reflect on the business plan and discuss with our own presidents.</p>	PVK
15.	<p>Strategic Plan We ran out of time to discuss the strategic plan however it is due to review in 2015. CW offered to circulate it again ahead of next years meeting as we need a clear vision and action plan for future joint working.</p>	CW
16.	<p>AOB</p> <ul style="list-style-type: none"> • Ilse asked for guidelines for hosting a conference to be sent to her ASAP. This should also be available on the website. • Katrin Gillis kindly agreed to represent the EANN at a meeting of the International Association of Round Table in Belgium where different industries came together to debate how resources could be better used to reduce waste and protect the planets diminishing resources (see attached report). We discussed how the Serbian conference could raise awareness of environmental issues and adopt 'responsible <i>green</i> conferencing' techniques. e.g circulating the abstract booklet via CD, utilising the website, podcasting, recycling, data sticks etc during the conference. • Agenda planning – we recognised that timing and prioritising of agenda items was essential – we need to give more thought to allocation of items for example the Neuroblend discussion was compromised as many members had travel commitments and decisions could not be made as the group was not representative of all member countries. 	<p>PVK</p> <p>CW</p> <p>CW</p>
	<p>Date of next meeting</p> <p>Vienna. May 3rd,4th 5th. 2013</p>	