



## EANN Annual Board Meeting 21<sup>st</sup> April 2018 – Amsterdam

Agenda Item	Discussion	Agreed Actions	By Whom and When?																																																																
1.	<p><b>Welcome and apologies</b></p> <p><b>Present</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Neal Cook</td> <td style="width: 25%;">Ireland</td> <td style="width: 25%;">Jovanca Buhagiar</td> <td style="width: 25%;">Malta</td> </tr> <tr> <td>Ingrid Poulsen</td> <td>Denmark</td> <td>Mathias Stefan</td> <td>Austria</td> </tr> <tr> <td>Andre Houtman</td> <td>Belgium</td> <td>Cath Waterhouse</td> <td>UK</td> </tr> <tr> <td>Hella Tulp</td> <td>Holland</td> <td>Ole Abildgaard</td> <td>Denmark</td> </tr> <tr> <td>Mary Braine</td> <td>UK</td> <td>Katrin Gillis</td> <td>Belgium</td> </tr> <tr> <td>Anne Preece</td> <td>UK</td> <td>Mario Sammut</td> <td>Malta</td> </tr> <tr> <td>Johanna Martin</td> <td>Finland</td> <td>Christian Klomfar</td> <td>Austria</td> </tr> <tr> <td>Annukka Pukkila</td> <td>Finland</td> <td>Helen Meagre</td> <td>Ireland</td> </tr> <tr> <td>Zeliha Tülek</td> <td>Turkey</td> <td>Claire Lynch</td> <td>UK</td> </tr> <tr> <td>Nilsa Fisher</td> <td>Austria</td> <td>Guy Aerts</td> <td>Belguim</td> </tr> <tr> <td>Ann-Cathrin Jönsson</td> <td>Sweden</td> <td>Joanne Outtrim</td> <td>UK</td> </tr> <tr> <td>Elisabet Wikheim Christiansen</td> <td>Norway</td> <td></td> <td></td> </tr> </table> <p><b>Apologies</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Robert Ślusarz</td> <td style="width: 25%;">Poland</td> <td style="width: 25%;">Sólveig Haraldsdóttir</td> <td style="width: 25%;">Iceland</td> </tr> <tr> <td>Lenka Kopacevic</td> <td>Croatia</td> <td>Guðrún Jónsdóttir</td> <td>Iceland</td> </tr> <tr> <td>Alvisa Palese</td> <td>Italy</td> <td></td> <td></td> </tr> <tr> <td>Peter Vink</td> <td>Holland</td> <td></td> <td></td> </tr> </table>	Neal Cook	Ireland	Jovanca Buhagiar	Malta	Ingrid Poulsen	Denmark	Mathias Stefan	Austria	Andre Houtman	Belgium	Cath Waterhouse	UK	Hella Tulp	Holland	Ole Abildgaard	Denmark	Mary Braine	UK	Katrin Gillis	Belgium	Anne Preece	UK	Mario Sammut	Malta	Johanna Martin	Finland	Christian Klomfar	Austria	Annukka Pukkila	Finland	Helen Meagre	Ireland	Zeliha Tülek	Turkey	Claire Lynch	UK	Nilsa Fisher	Austria	Guy Aerts	Belguim	Ann-Cathrin Jönsson	Sweden	Joanne Outtrim	UK	Elisabet Wikheim Christiansen	Norway			Robert Ślusarz	Poland	Sólveig Haraldsdóttir	Iceland	Lenka Kopacevic	Croatia	Guðrún Jónsdóttir	Iceland	Alvisa Palese	Italy			Peter Vink	Holland				
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2.	<p><b>Early Identification of Any Other Business</b></p> <p>BANN/EANN Congress Presentation.  ESNO – update and discussion (as per agenda item).  Action plans for the working groups.</p>																																																																		



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3.	<p><b>Minutes of the last meeting, May, Belfast 2017</b>            Agreed as accurate - no omissions or changes.</p>		CW
4.	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• Workstreams – some groups are struggling to engage with members due to logistics of holding regular meetings, language barriers (lack of understanding and interpretation of aims and objectives), IT access, and membership of the groups)              &gt; Agenda items 11-14</li> <li>• Difficulties obtaining sponsorship for annual board meetings following changes in regulations for business's.</li> </ul>	<p>Refer agenda item</p> <p>Discussed in agenda 14</p>	
5.	<p><b>Chair's communications</b></p> <p>500+ delegates attended the WFNN congress in Opatija. There was good representation from EANN and other member countries.</p> <p>WFNN expressed an interest in working more closely with the EANN particularly becoming involved in the working groups which would enable us to reach a wider audience. Joanne Hickey has an interest in working with the research group. In relation to the fund raising group, it was felt that the WFNN had an excellent marketing strategy which we could learn from.</p> <p>The WFNN has already shared their delegate list and email contacts with BANN from their congress for use at the 2019 congress.</p> <p>The WFNN are also trying to refine and improve two teaching tools for which they have asked for volunteers to help with translation and clinical reviews:-</p> <ol style="list-style-type: none"> <li>1. A patient assessment tool</li> <li>2. A paediatric teaching video</li> </ol> <p>The next WFNN is in Darwin, Australia in 2021.            Spain has now joined EANN and we look forward to working with their association.</p>	<p>UK, Denmark, Belgium</p> <p>Malta, UK, Finland</p> <p>CW to forward minutes of previous working groups for reference</p>	



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6.	<p><b>Elections</b></p> <p>Two board positions</p> <ul style="list-style-type: none"> <li>I) Vice President – Johanna Martin submitted an application and manifesto</li> <li>II) Secretary – Cath Waterhouse looked for re-election to the post.</li> </ul> <p>Positions accepted by the board. Congratulation to Johanna.</p> <p>2019 – The posts of Treasurer and President are up for election. Details and application forms will be sent out in October.</p> <p>For the last eight years Ingrid has been Vice-President of the EANN and our lead for the scientific committee. She has been a huge positive influence on the EANN providing invaluable mentoring during board meetings, congress and throughout some difficult times. Ingrid’s contribution is too vast and varied to mention it all, but needless to say she is well respected and irreplaceable and we all feel privileged to have worked alongside her.</p>		
7.	<p><b>Structure of the Executive Committee</b></p> <p>NC proposed that we considered the election of an additional member to the EC. In particular, it was agreed that the board would benefit from someone taking an interest in communication which would encompass social media and the website.</p>	Nominations and applications to be posted prior to our next meeting	
8.	<p><b>Website</b></p> <p>Fieldfisher has very generously financially supported the website for the past two years which has relieved the EANN of a significant financial burden. However, it is largely under utilised by the EANN members and it needs to be continuously updated, at least monthly, with new information if it is to remain viable. We are in danger of losing the website and all its potential benefits if it isn’t accessed and allowed to evolve with our changing needs.</p> <p>Members reported problems accessing the website (MB suggested that it could be a problem with google settings which the webmaster may be able to amend).</p>	<p>Review the website in 12 months.</p> <p>Invite all EANN members to publicise their activities on the site</p>	CW



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9.	<p><b>BANN REPORT</b></p> <p>The British Association of Neuroscience Nurses is working hard to ensure that next year's congress in Manchester is a success. It will be collaboration between BANN, EANN and the Society of British Neurosurgeons (SBNS). All related information can be accessed via the congress website <a href="http://www.neuro2019.org/">http://www.neuro2019.org/</a>.</p> <p>BANN held their annual conference in Oxford in 2017. It was very well attended by nurses from across the U.K who enjoyed a range of excellent speakers, workshops and poster displays. This year's conference will be held in Birmingham in September with the theme of - "Challenges of Neuroscience Nursing Today: Promoting Innovations &amp; Providing Solutions". <a href="http://www.bann.org.uk">http://www.bann.org.uk</a></p> <p>BANN has a political and strategic voice in the UK with involvement with numerous organisations including consultation with NICE (National Institute for Clinical Excellence), the Clinical reference group for specialist Care in England, currently trying to standardise all neurology services across the country and the Royal College of Nursing.</p> <p>BANN continues to work closely with the British Journal of Neuroscience Nursing; several associates of the board are members of the editorial team and contribute to the running of the journal including writing papers and reviewing articles for publication.</p> <p>BANN's Facebook page has attracted a lot of interest from Neuroscience nurses across the country. It has a wide following and more than anything else has enables us to ensure that we keep our members updated and generate contacts with other contacts from organisations from the UK and across the world.</p> <p>BANN Membership currently stands at 163 members.</p> <p><b>President:</b> Anne Preece <b>email:</b> <a href="mailto:Anne.Preece@uhb.nhs.uk">Anne.Preece@uhb.nhs.uk</a>  <b>Vice President:</b> Mary Braine  <b>Secretary:</b> Andrew Carter  <b>Treasurer</b> Elaine Peerce <b>email:</b> <a href="mailto:Elaine.Peerce@uhb.nhs.uk">Elaine.Peerce@uhb.nhs.uk</a></p>		



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	<p><b>FINNISH REPORT</b></p> <p>Currently 375 members but steadily increasing. Their aim is to increase visibility and strengthen national expertise. The membership fee remains at 20 Euros/yr. and they provide a bi-annual journal which keeps their members updated with information about upcoming events and topical issues such as multi-professional neuro-nursing. They actively encourage members to apply for scholarships to participate and present at national and international congresses and they awarded 9 scholarships to members who attended the WFNN congress in Opatija.</p> <p><b>Website and Social Media</b> The Facebook page, Twitter, Instagram and blog website (<a href="http://www.fann.fi">www.fann.fi</a>) are well established and functions well.</p> <p>The next annual congress will be held at Helsinki 17-18.5.2018. Conference themes are brain injuries, neuromodulation, organ donation, evidence-based neuroscience nursing and workplace wellbeing.</p> <p><b>The Board of FANN 2018</b></p> <ul style="list-style-type: none"> <li>• President Annukka Pukkila <a href="mailto:annukka.pukkila@gmail.com">annukka.pukkila@gmail.com</a></li> <li>• Vice president Päivi Koskela <a href="mailto:paivi.koskela@pp3.inet.fi">paivi.koskela@pp3.inet.fi</a></li> <li>• Secretary Tarja Törmälehto</li> <li>• Other members of the board are: Mia Sepponen (new), Leila Nevalainen, Heikki Ruohomäki, Tanja Nojonen, Johanna Martin, Suvi Laiho and Anne Nevakare.</li> </ul>		
	<p><b>DANISH REPORT</b></p> <p>Denmark has 220 members working across a range of neuro specialties, they are working hard to meet the challenge of how to support current members and how to attract new members.</p> <p>DANN held a theme day in May'17 with over 100 participants. The title of the day is: "Where are we right now and where are we going? – within five Neuroscience specialities".</p>		



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	<p>Following its success they are planning their 5th National Neuroscience Conference this year where the focus is to present the development and research in Neuroscience Nursing in Denmark - 44 nurses are already registered and they look forward to exploring recent developments and research in Neuroscience Nursing.</p> <p>The DANN Board members have designated tasks to ensure networking and involvement in various working groups including representation in various councils under the Danish Nursing Society (DASYS) where they are invited to comment and make recommendations on the professional and political agenda in Denmark.</p> <p>DANN education group have also established a National Network for Development of Competencies in Neuroscience Nursing, with a new term of reference in progress, which among other things discusses the skills and training required for the neuro- nurse. Denmark now boasts 20 nurses with a PhD and the numbers are steadily increasing.</p> <p>DANN website and their Facebook site remains active and is continuously maintained.</p> <p><b>The board of the DANN 2018:</b></p> <ul style="list-style-type: none"> <li>• Vivi Nielsen, Chairman</li> <li>• Ann-Sophi Jappe, Vice chairman</li> <li>• Ole Abildgaard, International representative</li> <li>• Jan Barasinski Pedersen, Boardmember</li> <li>• Dorte Aldershvile, Secretary &amp; Treasurer</li> <li>• Ingrid Poulsen, Vice President at EANN.</li> </ul> <p>DANNs webpage: <a href="http://www.dsr.dk/fs/fs15">www.dsr.dk/fs/fs15</a>  DANNs Facebook-site: <a href="https://www.facebook.com/Fagligt-Selskab-for-NeuroSygeplejersker-362008747284939/">https://www.facebook.com/Fagligt-Selskab-for-NeuroSygeplejersker-362008747284939/</a></p>		
	<p><b>National Reports.... cont</b></p> <p><b>Norway</b> – discussed their 'Brain Health Strategy' looking at research into mental health and long term neurological diseases such as Huntington's disease.</p>		



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	<p><b>Malta</b> – The education group has managed to attract a further 18 new members to their association following the webinar.</p> <p><b>Ireland</b> – HM discussed some of the problems of organising the association with relatively few members. The EANN and BANN offered their support and assistance with organising local activities.</p> <p><b>Turkey</b> – is currently organising a symposium for nurses.</p> <p><b>Austria</b> – currently organising their Spring and Autumn meetings.</p> <p><b>Sweden</b> – is working hard to rebuild the association and increase its membership.</p> <p><b>Belgium</b> – is helping to organise the European Academy of Nursing Science conference with a theme of ‘Leadership in Nursing: Challenges for the Future’. They have launched three post-graduate modules based on the European competency profile – Stroke, Neurology and Neurosurgery.</p> <p><b>Netherlands</b> – have made changes to their board member representatives. They are currently organising a local conference.</p> <p>It is important to ensure that National reports are circulated prior to the meeting to allow members an opportunity to read them and direct specific questions during the meeting.</p> <p>It was suggested that a template would be helpful to help formulate the reports for next year.</p>	<p>KG asked if it was possible to update the competency profile</p> <p>(see attached)</p>													
10.	<p><b>Finance Report</b></p> <p>The Bank of Belgium is now closed and all residual money has been transferred to the Bank of Ireland.</p> <p>AH presented the last year’s accounts and a bar chart of the last ten year financial records. The financial status is sound and looks secure.</p> <table border="0" data-bbox="259 1241 1111 1423"> <tr> <td>Membership Austria</td> <td>16/01/2018</td> <td>100 €</td> </tr> <tr> <td>Membership Croatia</td> <td>18/01/2018</td> <td>100 €</td> </tr> <tr> <td>Membership Serbia</td> <td>30/01/2018</td> <td>100 €</td> </tr> <tr> <td>Membership Norway</td> <td>31/01/2018</td> <td>414 €</td> </tr> </table>	Membership Austria	16/01/2018	100 €	Membership Croatia	18/01/2018	100 €	Membership Serbia	30/01/2018	100 €	Membership Norway	31/01/2018	414 €	<p>AH to email copies to members</p>	
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11.	<p><b>Report from Research Group</b></p> <p>The research group has been particularly active holding monthly Skype meetings supported by regular email correspondence. Over the past year, the group have mainly worked on “The Consciousness Study”, where they created a European descriptive cross-sectional survey to identify variations in clinical practice of assessing the level of consciousness. IP gave a brief presentation of their results identifying that not all nurses have been trained to assess level of consciousness and the assessment tool was frequently used in different ways. A paper has been submitted to the Journal of Clinical Nursing.</p> <p>The results from the stroke study have been completed and can be accessed on-line. New guidelines for stroke care have been circulated. ACJ discussed a nurse-led study with a focus on ‘follow up of stroke patients post-stroke’ looking specifically at risk factors. Ann-Katrin also circulated an article that looked at the benefits of using companion animals to support stroke rehabilitation.</p> <p>Zeliha was invited to speak at the World Stroke Congress in Canada and has also submitted a recent application for a EU funding to support a research project in the field of dementia care known as ‘ Horizon 2020’. Hopefully this will set the seeds for a future joint project.</p>																										



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	<p>The researchers have identified gaps in the interactive nature of the EANN website which would allow them to become more visible and collaborative. Various suggestions have been submitted for future developments of the website.</p> <p><b>membership includes:</b> Ingrid Poulsen (chair), Mary Braine, Jovanca Buhagiar, Katrin Gillis, Ann-Sophi Jappe, Ann-Cathrin Jönsson, Peter Vink, Zeliha Tulek and Cath Waterhouse</p>		
12.	<p><b>Report from Education Group</b></p> <p>The WFNN have asked to work collaboratively with the EANN on their 'app' for neurological assessment.</p> <p>NC recently gave a teaching session via a webinar to 20 nurses in Malta. It could be used as a platform to disseminate similar sessions to other countries.</p> <p>Discussed the possibilities of holding 1hr 'Skype for business' seminars including case studies.</p> <p>The group are working on a Benchmark Statement for Education.</p> <p><b>Membership includes:</b> Neal Cook, Jovanca Buhagiar, Mario Sammut, Ruth Trout, Helen Meagre, Claire Lynch, Guy Aerts. Elisabet Wikheim Christiansen</p>		
13.	<p><b>Report from Clinical Review</b></p> <p>The group has communicated largely by email, sharing policies, guidelines and best practice protocols relating to dysphagia care and management. A draft benchmark was reviewed with suggestions for improvement.</p> <p>The group largely struggles because of the low numbers making up the group. The benchmarks are unable to reflect clinical practice across Europe –</p> <p><b>Members include:</b></p>	<ul style="list-style-type: none"> <li>- call for additional volunteers.</li> </ul>	



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	Cath Waterhouse, Johanna Martin, Sólveig Haraldsdóttir, Guðrún Jónsdóttir, Annukka Pukkila		
14.	<p><b>Report from Marketing and Fundraising Group</b></p> <p>Despite discussion with multiple companies, the group has struggled to make any headway with improving the financial stability of the group.</p> <p>The major issues relate to the changing regulations of major equipment and pharmaceutical companies who now have to adhere to strict standards for sponsoring professional meetings.</p> <p>We need to be inventive on how we can income generate – ideas include attaching a workshop to the EANN board meetings. Consider changing the day of the meeting to a Friday so we can host a seminar on the Saturday?? Increase the use of technologies s as webinars &gt; charge to enrol, encourage companies to sponsor events.</p> <p><b>Members include:</b> Nilsa Fisher, Ole Abildgaard, Andre Houtman, Hella Tulp, Lenka Kopacevic</p>		
15.	<p><b>EANN Congress Manchester. 18-22<sup>nd</sup> March, 2019</b></p> <p>Anne Preece and Mary Braine presented an update of the 2019 congress. It will be a partnership event between BANN, EANN &amp; SBNS. To be held at Manchester Central conference centre which is surrounded by numerous hotels offering varying pricing? The first day will host joint presentations in the exchange auditorium – mixture of medical and nursing lectures with key note speakers. Opportunities to attend breakfast meetings and attend medical sessions.</p> <p>The WFNN will be celebrating their 50<sup>th</sup> Anniversary and there will be a combined meeting with the EANN.</p> <p>Bronze, silver and gold sponsors are currently being secured.</p>	BANN will continue to liaise with EANN with regards to progress in planning and in outlining the budget.	BANN



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	<p>The board was shown the conference website and the tiered pricing options. Registration is already opened and abstract applications can be submitted.</p> <p>Anne and Mary reminded board members that companies offer educational bursaries which are separately funded from their sponsorship of events.</p>		
16.	<p><b>ESNO update</b></p> <p>Katrin discussed the recent developments in ESNO. Following a period of inactivity it appears to have found a new direction with the appointment of a new board of directors and an action plan for further initiatives and projects. Katrin produced a recently published book on mental health nursing as an example of how ESNO could support specialist nurses.</p> <p>It was pointed out that ESNO is not a regulatory body but may have some influence on a political level and may be a catalyst for change e.g. the introduction of educational standards. However, it is difficult to understand how ESNO could effect change within the context of different countries.</p> <p>The EANN reviewed ESNO's website and the board was asked to consider the viability of continued membership and continuing to pay the annual subscription fee. At last years meeting we had agreed to continue our membership providing that it could be financially self-sufficient. Unfortunately, due to the changes in financial regulations this hasn't been possible and it is difficult for the EANN to continue to pay 300 euros/yr without seeing the benefits to the organisation.</p> <p>Board members took a vote on whether to leave ESNO. Results were evenly split 5:5. We agreed to review activity in one year based upon securing funding and observing activities via the website and updates from Katrin.</p>	Review ESN membership again in 12 months.	
17.	<p><b>Working Groups</b></p> <p>Each working group was tasked with identifying their action plans for future initiatives.</p>	To be completed by the working groups.	



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	<b>Date of next meeting</b> March, <b>2019. Manchester.</b>	Volunteer needed to host the 2020 board meeting.	