

EUROPEAN ASSOCIATION OF NEUROSCIENCE NURSES

MINUTES OF THE BOARD OF DIRECTORS MEETING

Rigshospitalet, Copenhagen, Denmark

April 26TH-27TH, 2008

PRESENT

Executive committee

Paul van Keeken	President
Fabio Barbarigo	Vice President
André Houtmann	Treasurer (on Sunday April, 27)
Ann-Cathrin Jönsson	Secretary

Representatives

Nilsa Fisher	Austria
Katrin Gillis	Belgium
Lenka Copacevic	Croatia
Anita Mayntzhusen	Denmark
Leila Nevalainen	Finland
Dorothea Bergs	Iceland
Judith Ann Penrod	Iceland
Geert Teerling	the Netherlands
Åse Humberstet	Norway
Jasna Nikolicic	Serbia
Mira Djapic	Serbia
Catheryne Waterhouse	the United Kingdom

1. Welcome and introductions

The President of the EANN opened the meeting by extending a welcome to the board members of the EANN, especially to the representatives of the new member countries Åse Humberstet, Norway; Mira Djapic and Jasna Nikolicic, Serbia; and also to the new country representatives Katrin Gillis, Belgium; Dorothea Bergs, and Judith Ann Penrod, Iceland; and Catheryne Waterhouse, the United Kingdom.

2. Apologies for Absence

Apologies were received from:

Christian Clomfar, Austria; Susann Schultka, Germany; Helen Meagher, Ireland (new member); Anna Lena Törnqvist, Sweden (new representative); Zeliha Tulek, Turkey (new member)

Unfortunately the secretary had not received any reply to the invitations for the meeting from Jörg Gottschalk and Petra Hoffmann, Switzerland. Paul informed that he had received an e-mail from Jörg and that he had explained that he had mixed up the date for the EANN board meeting and apologized for this.

Paul announced that Virginia Prendergast (president WFNN) will come at 16.45 to talk about the World Federation of Neuroscience Nurses (WFNN) and the 2009 Toronto congress.

3. Minutes of BOD meeting Reykjavik, May 2007

The President pointed out that for item 6, the headline should read *Preparation EANN strategic plan 2008 – 2013* (instead of 2011). The minutes were confirmed by all representatives present and signed by the president and the secretary.

4. Reports from Executive Officers

- a) The Vice President reported that the Italian Association was finally getting into action again. A new president has been elected, but the association has not yet elected a country representative for the EANN, so Fabio had been asked to report to the association as their representative.
- b) The secretary reported that there has been quite a lot of correspondence in the past year related to the fact that we have several new member countries and also new country representatives.
- c) The president handed out a written report to all representatives, which will be attached to the minutes.
- d) The treasurer will not participate until the 27th and therefore he will report later in the agenda.

5. Reports from national representatives

The national representatives reported from their associations. The secretary asked the representatives to send her an e-mail with their written reports attached and then they will be published on the website.

Nilsa reported that she has now been elected president of the Austrian association and was congratulated by the board.

6. New EANN members

As a follow-up of the adopting plan discussed in Reykjavik, Anita who has been working on the *New Member Strategy*, distributed an information letter to all board members. This letter is supposed to be sent out to possible new members. We shall all co-operate in establishing new contacts in non-member countries. As we had planned at the meeting in Reykjavik the following member countries were supposed to contact the countries within brackets: Austria (Turkey), Belgium (Czech Republic, Greece, Spain), Finland (Latvia, Estonia), Iceland (Poland, Portugal), Sweden (France, Norway). Now the countries left on this list are Czech Republic, Spain, Latvia, Estonia, Poland, Portugal, and France (Ann-Cathrin will meet some French nurses at the European Stroke Conference in May). The question was raised if we could have a list of all European countries, to be able to know that we try to contact all possible members. Ann-Cathrin will try to find such a list.

The President talked about the spirit in the associations in different countries getting improved. There are a lot of activities going on in several countries. He emphasized that it is possible to have two member associations within the neuroscience field and that more than one association can be member of the EANN. The important thing is to remember that in the decisions to be taken there is only one vote for each country so with two associations representing one country, they have to come to a joint decision.

Paul will write a small document about how to build a national association.

7. 8th Quadrennial Congress 2007, Reykjavik, Iceland – summary

Dorothea sent regards from Ingibjörg to all participants. Unfortunately Ingibjörg was on sick-leave, otherwise she would have been participating in our meeting. We all sent our regards to Ingibjörg wishing her a good recovery. We discussed that the congress had been very well organized and it has been much more scientific than the previous congresses. Fabio, chairman of the scientific committee, reported about some problems with getting the abstracts in the right category. He also presented an idea that we should have more workshops next time. The reason for this was that several abstracts were similar with others, and in such cases it would

be better to have for example three speakers with speeches in the same area presenting in a workshop where they could interact and also have discussions with the audience. This means that we should have a larger number of rooms, but smaller rooms. A problem with the Reykjavik meeting had been that it was discovered very late that 8 abstracts had been lost on the way, and nobody knew about them until the authors asked why they had not received any reply to their abstract. We must check that this does not happen again. Fabio also pointed out that the scientific committee must come from different areas of neuroscience. He had also noted that there is usually a difference between US abstracts which are usually within acute care, when comparing with EU abstracts where we have more about rehabilitation and palliative care.

It was concluded that Iceland had not only organized an excellent congress, but also it was based on solid finances, among other things because they had managed to find many sponsors.

A summary of the participants of the congress, reporting how many came from different countries was requested from the organizers by the board.

Also a summary from the scientific committee was requested, i.e. experiences to be included in the guidelines for the next congress.

Nilsa asked for the execution of the EANN agreement that the EANN moderators only pay for the costs for congress catering. The moderators will get a refund of the congress fee from EANN. The treasurer will take care of this.

Conclusions:

Dorothea will ask for a summary report from the organising committee, not on finances which we have already received, but on working with the organisation of the congress including a list of number of participants from the different countries.

Fabio will make a summary of the work done by the scientific committee and update the guidelines accordingly.

Paul will write a letter to Ingibjörg and thank her and the organizing committee for their excellent work.

All the reports are to be sent to the secretary, Ann-Cathrin Jönsson.

8. EANN website

Winnie is still the webmaster and Geert is assisting her. Geert demonstrated the functions of the website after logging in and asked everyone who had not done so to register on the website to have a login password.

9. Strategic plan

The secretary distributed copies of the strategic plan 2003-2008 to all participants. The plan was evaluated and discussed as follows:

Goal 1 – Nursing care will be delivered by competent neuroscience nurse

Action – Advance the neuroscience nursing contribution to quality of care outcomes, thus promoting the value of nursing to the public.

Examples of Action A were Ann-Cathrin's participation as a representative of the EANN in the conference to update the Helsingborg declaration and Lenka's TV interview. It was also discussed that we could use the website more, and share knowledge with ESNO, which constitutes an important part of the EFN (European Federation of Nurses).

The ESNO was suggested to be a forum for benchmarking for the future.

Goal 2 – Neuroscience nursing is recognised as a speciality in Europe by the public and the healthcare systems

The question was raised in which countries the neuroscience nurse is recognised as a specialist nurse. In UK and Belgium a specialist nurse must have a master and there are specialist nurses in neuroscience in these countries. In the Netherlands, they are close to starting courses in neuroscience nursing.

It is still an important goal to have education in neuroscience nursing available for all neuroscience nurses in Europe.

Goal 3 – The services of the EANN are accessible to every neuroscience nurse in Europe Neuroblend has contributed to making the EANN known in Europe. Geert informed that in the Netherlands the nursing schools are using the EANN profile. Paul pointed out that the Neuroblend book is one way to reach this goal. The book will be sent out to all member countries that have paid the fee in 2007 just before or after the summer.

Goal 4 – Neuroscience nursing knowledge is available to neuroscience nurses in Europe One way of working towards this goal is to form a group of researchers in neuroscience nursing. Ann-Cathrin reported on the Swedish university website www.vardalinstitutet.net, where researchers report on evidence based nursing in such a way that it is understandable by all kinds of care personnel.

The strategic plan for the period 2008-2013 with goals suggested by the EC was presented as follows:

1. Neuroscience nursing is recognised as a speciality in Europe by the public and the health care systems
2. EANN is part of a strategic network for further development and implementation of the EANN goals.
3. The services of the EANN are accessible to neuroscience nurses in all countries in Europe.
4. Promotion and public relation (to be formulated).

Activities to reach the goals:

- NeuroBlend website: making it available to neuroscience nurses
- EANN focus group: Community of teachers to guarantee high quality education, and new developments.
- Community of practice, blog, EANN website
- Community of researchers to develop a evidence based body of knowledge

Geert suggested forming a group to develop the strategic plan. Elected group members were: Geert, Katrin and Cath. We have now four goals and the group will work on forming a fifth goal and suggest activities to reach the goals. A proposal is expected to be presented in October 2008.

Geert and Paul will have a meeting with Winny to fine tune the EANN website with the public NeuroBlend website and vectors.neuroblend.

10. Venue, date and time of next meeting

The Association of Croatian Nurses has invited us to have our next meeting in Opatija, Croatia April 25-26, 2009. Everyone was also invited to the Croatian Congress which will take place in April 23-24, with a gala dinner April 24.

11. New way to control our finances

The President declared that since EANN is now an official organisation, the finances should be controlled according to official guidelines and the Dutch law (because the official EANN articles have been approved by the Dutch law since there is no EU law for associations). This means that the finances should be controlled by an official accountant or by two members (not from the national board) chosen from the country where the meeting of the board of directors is held. These members must then declare whether the report and accounts should be adopted and approved.

These members should then make a written report to the EANN board on the finances before the annual meeting and declare whether the report and accounts should be adopted and approved. After that the board of directors will decide at the annual meeting whether they accept the recommendation of these two members or not.

This means that in April 2009 two members of the Croatian association will check the EANN finances. The treasurer will coordinate this with Lenka.

The two members chosen to check the financial report from the past year will do so by communicating with the treasurer if they have any questions, in order to have all financial issues clarified before the board meeting in 2009.

As a result; the following will be presented to the board at the board meeting in 2009:

- A financial balance for 2008, including income and costs of 2008
- A budget for 2009, including an estimate of income and costs

The final decision to accept or reject the financial report and budget will then be taken by the board members.

12. Congress 2011

Belgium will be hosting the 2011 congress. Katrin made a short presentation of the ideas of the congress organizers. It was pointed out that the EANN logo should be combined with the logo for the congress. A loan of € 12500 was requested for the preparatory work. The board did agree on this loan because the money will be spent on arrangements with the congress venue Club Floreal. The Belgian association has a long term relationship with Club Floreal. Furthermore the estimate made by the Belgian congress organizers regarding finances and participants sounds solid. The final decision will be made in presence of the treasurer. Katrin asked the representatives to state the number they needed of the first announcement and the board members reported to her.

13. WFNN congress in Toronto, 2009

Virginia Prendergast, President of the WFNN, presented the goals and activities of the WFNN and invited all the European associations (who are not already members) to join the WFNN. She also handed out the first announcement of the WFNN congress in Toronto May 23-28, 2009; www.wfnncongress2009.ca

14. Treasurer's report

The treasurer (André) who had been unable to attend the meeting the first day of the meeting presented the financial report of the EANN. The question of the loan of € 12500 for planning and starting the work of organizing the congress in Belgium was brought up and approved by the board. It was also pointed out that there is a need for a budget for the members who are supposed to control the finances every year.

The president concluded that the final financial settlement of the Reykjavik congress bureau had not been completed in accordance with the final financial report of the congress and the

emails from Ingibjorg Kolbeins. There was a deficit of about € 4000! Dorothea and André will contact Ingibjorg and the Congress Bureau to solve this problem.

On a request of the president the treasurer showed that there was an extra amount of about € 4000 for travelling, besides the figures the treasurer had presented already.

15. nEUroBlend results and products

Paul reported on the NeuroBlend project and showed videos of patient cases available on vectors. EANN must make a decision to adopt the NeuroBlend results. This decision will be in line with the NeuroBlend project proposal, the contracts that have been made, the strategic plan 2003-2008 and the history of EANN decision making during the last years. The adoption will take place via a licence system. The UMC St Radboud as the responsible promoter of the NeuroBlend project will protect the name NeuroBlend™ and will develop this license system on behalf of the NeuroBlend partnership. Paul had arranged the Neuroblend take-over from January 1, 2008, subject to the approval of the board. This was necessary for the Leonardo da Vinci Fund and the NeuroBlend Partnership.

Anita pointed out that in Denmark you cannot make and publish patient videos on a website and for Sweden it is the same, Ann-Cathrin added. On a question from Ann-Cathrin everybody agreed that these videos are very useful in all countries, except for cases that are not applicable in your own country. Paul suggested that the NeuroBlend material should be translated into the different languages of the member countries. Fabio pointed out that this means a lot of hard work and would be too expensive. Paul expressed the opinion that this is the responsibility of all national members. The EANN cannot pay for translations, but can help to find financial resources. Several countries like Belgium, Iceland and the Netherlands are working on translations already. Paul also pointed out that each country has to create its own competence profile, with reference to Table 46 in the document “Visions for the implementation of nEUroBlend”.

Paul presented a document with the title “Towards the next level of service for neuroscience nurses in Europe” presenting and proposing a plan for implementing and developing the material on www.neuroblend.eu and vectors.neuroblend.eu, which will be attached to the minutes. This document includes a step by step plan to adopt the NeuroBlend products and to offer new EANN services like a community of teachers, and a community of practice for national member associations developing into a European community of neuroscience nursing. By carrying out this plan step by step it allows the EANN and partners to grow in managing the new system. Furthermore the steps offer control possibilities to the EANN board. Before the next board meeting, a report including activities, results and finances will be sent to the board of directors, and at the board meeting a decision will be made for the next step. This document also included a financial plan for the future activities. Paul suggested giving sublicenses to schools, universities, hospitals and others who want to work with the NeuroBlend material, provided that they can appoint teachers for the community of teachers.

EANN board will be the decision making body. The executing tasks will be done by an ‘Office’. For the next year the Dutch ‘Nijmeegs Kenniscentrum Neurorevalidatie’ (NKN) will have this Office role and will carry out the executing activities according the ‘next level of service document’. NKN is part of the UMC St Radboud. It has some experience with Moodle and the role of Office and has had a lot of experience with NeuroBlend. The fact that Paul is working for NKN has been discussed openly. The EANN board is free to make contracts with another company if it wishes to do so, and Paul will not be involved in negotiations if there is

a danger of mixed interests. For that reason Geert, Katrin and André will negotiate with UMC St. Radboud (promoter of the NeuroBlend Project) about the license system.

Also an educational committee will be formed. This committee will give advice to the EANN and the community of teachers on educational issues and work out a policy on a more concrete level. Nicolai van der Woert (NeuroBlend project manager) is willing to be part of this committee. For this part we will need additional financial resources like funds or sponsoring or financial benefits as outlined in the plan entitled *Towards the next level of service for neuroscience nurses in Europe*.

Summary item 15

Paul had arranged the Neuroblend take-over from January 1, 2008, subject to the approval of the board. The discussion ended with a suggestion to run a trial year with the EANN financing the Neuroblend website and the vectors, i.e. a contract for one year starting June 1, 2008. Before the next board meeting, a report on the trial year including activities, results and finances will be sent to the board of directors, and at the board meeting a decision will be made for the future. The discussion ended with a closed vote and the proposal as described by Paul and outlined in the document *Towards the next level of service for neuroscience nurses in Europe* was accepted unanimously.

16. EANN executive committee (EC)

The EC had a meeting in Nijmegen October 13-14, 2007, to discuss the EANN strategy and the NeuroBlend take-over. The minutes from that meeting will be published on the EANN website.

Paul suggested that the EC should have the responsibility to decide on different activities during the year. These activities and the subsequent costs should be checked at first by the group going through the finances in the country where the annual meeting will be held, and then approved by the board of directors at the annual meeting. Several representatives suggested that the EC should have a continuous communication and write proposals to the board, to make it possible for the board to participate in commenting and making suggestions before the EC starts new activities, and this procedure was decided upon by the board.

Paul, Geert and Winny will search for efficient communication possibilities on vectors.neuroblend.eu for example to form a community of practice for the EANN board.

17. End of meeting

Paul asked the board for comments on the meeting. It was suggested that all the documents that are to be discussed and decided upon should be sent out to the board before the annual meeting, to make it possible for the participants to read and reflect on the material before discussing the subjects.

Paul thanked all the country representatives for their participation in the meeting. On behalf of the Association of Croatian Nurses Lenka Copacevic extended a warm welcome to everyone to our next meeting in Opatija, Croatia, April 25-26, 2009.

Paul van Keeken
President, EANN

Ann-Cathrin Jönsson
Secretary, EANN