



NATIONAL EXECUTIVE COMMITTEE MEETING

Wednesday 11TH May 2016

Ashling Hotel, Parkgate Street, Dublin 8.

ATTENDANCE:

Karen Canning	National Chairperson	Dorothy Nevin	Limerick/North Tipperary Branch
Apologies Ciara Jacob	National Vice-Chairperson	Anna Creedon	Louth/Meath Branch
Ruth McInerney	National Honorary Treasurer	Apologies Kathy McSharry	Mayo Branch
Pauline Kilcoyne	PRO	Gillian Redmond	Midlands Branch
Martha Macklin	Administrator	Liz Healy	North Dublin Branch
		Deirdre Farrell	Roscommon Branch
Maria Galbally	Carlow Branch	Apologies Claire Keaney	Sligo/Leitrim Branch
Ruth Morrow	Cavan/Monaghan Branch	Sarah Hoare	South Dublin branch
Mary Collins	Clare Branch	Niamh Barrett	South Tipperary Branch
Sheila Tarrant	Cork Branch	Apologies Mary Jordan	Waterford Branch
Josephine Heward	Donegal Branch	Anne Hennessy	Wexford Branch
Edyta Trojanowska	Kerry Branch	NO REP AVAILABLE	Wicklow Branch
Pauline Whistler	Kildare Branch		
Patricia McQuillan	Kilkenny branch and PDC rep		

MEETING OPENED

Karen Canning (National Chairperson) opened the meeting at 11.05am. 19 with voting rights were present at that time. The quorum today was 10 votes.

All Reps were welcomed and thanked for coming. Introductions were made and apologies given. Reps were reminded to claim their travel expenses from their branches. Claim Forms were circulated and can be signed today by another member of the NEC to verify attendance.

MAIN POINTS OF LAST NEC MEETING

Martha read the main points of the last NEC committee meeting from Wednesday 1st February. The minutes were accepted by all present.

CORRESPONDENCE

There was no correspondence of note.

UPDATES SINCE LAST MEETING

- It has been confirmed that Marcella Corcoran Kennedy will open the IPNA conference in October
- The AGM will take place at 2pm on Saturday rather than 12.45 – 2pm as discussed at the February meeting as it was not possible to move the AGM for logistical reasons
- Details of all IPNA awards have been circulated to all members via e-newsletter and are also posted on the IPNA website



- Kildare branch had been considering hosting the 2018 conference but have now confirmed that they have insufficient active members for them to consider doing so

CONFERENCE 2017

Gillian Redmond gave a brief overview of Conference 2017 and the branch's progress to date. The theme of the conference is "All in a Day's Work". The speakers are booked and the agenda and booking form are now available on the IPNA website and will be published in the May issue of Nursing in General Practice. Martha also confirmed that bookings may also now be made online through the website. Hotel room bookings must be made directly with the hotel. Details are available on the conference booking form.

Reneagh Bennett is the corporate sponsorship officer this year and has 14 stands booked and paid for and another five booked with payment not yet received. Reneagh has also secured sponsorship from Home Instead for the Contribution to Practice Nursing Award.

It was confirmed that Minister of State Marcella Corcoran Kennedy has agreed to open the conference on Friday October 13th. There was some discussion about others who should be invited to attend the Conference and it was agreed that Anne Marie Ryan from the Department of Health and Susan Kent from the HSE should be invited. These invitations will be issued by Karen Canning as National Chair of the IPNA.

Awards and Grants

Details of the IPNA awards are available on the IPNA website and have been circulated to all members via newsletter.

ASSOCIATION FINANCES

The **2015 accounts** are still with the accountant for audit. Many documents and receipts were not included when the accounts were first submitted for audit and over the last few months, these have been compiled and submitted. It is hoped the accounts will be finalised and signed off within the next month.

All branches except one have submitted their **2016 accounts** information as requested. The final outstanding request is for bank statements for all branches for Q1 2017 which have been requested from each branch treasurer.

Budget 2016

The projected income and expenditure sheet was circulated to each rep. The IPNA accounts are in a stable position.

An update on membership figures was given. Current membership 657, new members 98, non-renewals 164.

Branch book-keeping and treasurers' roles

A number of issues have come to attention during the compilation of branch accounts information for 2015 and 2016 so it was decided to review the role of the treasurer and book-keeping requirements within IPNA branches. A number of template documents were circulated and discussed as follows:



- Guidance on branch expenditure
- Internal controls on branch accounts
- Paper trail check at branch meetings
- Template receipt document for signature when subsidies issued to branch members

The following points were also agreed:

- Re contributions to members' course fees, a limit of €300 was set. If additional funds are available within a branch and the committee wishes to make a higher contribution to any member, prior approval must be sought from the national committee.
- For any branch purchase in excess of €300, three supplier quotations must be submitted and prior approval sought from the national committee.
- As advised by our accountant and as per guidelines issued by Revenue in relation to our charitable status, there may be **no** expenditure of branch funds on gifts/gratuities.
- All financial transactions must be recorded in hard copy, either in hard copy or in a handwritten journal. This should be checked off against each bank statement and should be submitted together with bank statements, receipts, and branch financial statement at the end of the year.
- There must be receipts for **all** expenditure including speakers' fees, venue bookings, subsidies issued to members etc. Copies of all receipts must be submitted with branch financial statement at the end of the year.
- In the case of subsidies to members (eg refund of conference fee or part thereof), no refund should be made without a copy of the receipt for the member's payment being submitted to the treasurer. When a payment is issued to the member, a signed receipt must be retained by the treasurer with a record of the payment (eg cheque no).

Updated branch expenditure and internal controls on branch accounts documents will be circulated to all treasurers by Martha to ensure that all branches are using the same financial guidelines.

PRIMARY CARE CONFERENCE

Karen Canning gave some feedback from her attendance on behalf of the IPNA at the Primary Care Partnership Conference. Karen reported that despite her previous reluctance, she was very glad to have been involved, and felt that it was a very worthwhile networking opportunity. She also had an opportunity to speak on behalf of the IPNA and practice nurses. Although the conference was run by the NAGP, it was multi-disciplinary, and post conference feedback was very positive. Planning for the 2018 conference has already begun

The meeting broke at 12.45pm for lunch and resumed at 1:45pm.

CONFERENCE 2018

Kildare not in a position to host conference 2018 as had been suggested at the February NEC meeting. Other branches now due to host include Clare; Limerick/North Tipperary; Cork and Louth/Meath. These branches to consider at next meeting and revert to Martha ASAP.

BRANCH ITEMS



Martha reported that she had a phonecall from Sligo/Leitrim branch chair Claire Keaney who reported that she feels it is no longer viable to maintain the branch as there are only 8 members in 2017, and only 2 attended the January meeting. It is not possible to organise speakers if members do not attend. She feels the branch must now be either disbanded or merged, possibly with Mayo. After some discussion it was suggested that the branch be maintained for 2017 with members given the choice of attending educational meetings in either Donegal or Mayo, depending on a member's location.

PDC ITEMS

Patricia McQuillan gave an update from the PDCs. There are follow-up immunisation study days to be organised in more local areas this year. There will also be an Introduction to Practice Nursing course run by the PDCs – this is already fully booked. In the South East, Rosemary Wilson is running a training session re legal documentation for nurses on June 1st – contact louise.beresford@hse.ie. On 13th June there will be a medication management course for all involved in medications. Contact margaretm.hickey@hse.ie. For those who have completed the ear care course run by the HSE, guidelines are currently being updated and will be available later.

AOB

The document on 'Developing a Community Nursing and Midwifery Response to an Integrated Model of Care' was discussed briefly and there was concern expressed that there was very little mention of practice nurses either in the document or during the meetings – Gillian Redmond attended one such meeting but felt that PNs were not consulted. However, Patricia McQuillan stated that the PDCs had made submissions on behalf of practice nurses and later in the process there was more recognition and mention of the importance of practice nurse input.

Josephine Heward from the Donegal branch asked if it was possible to have a later start time at NEC meetings to facilitate those travelling from Donegal, so that they could travel on the morning of a meeting rather than the night before as is currently the case. It was previously agreed that any Rep travelling over 3 hours to get to the NEC meeting would be supported by an extra €50 expense allowance from the National Executive to cover receipted out of pocket expenses incurred. If a Rep needed to stay overnight due to the distance travelled and lack of public transport a special request could be sent by the branch to the NEC to assist with this cost. However, it was agreed to hold the next meeting at 12pm rather than 11am and have lunch in the meeting room from 1-1.30pm with the aim of finishing the meeting before 4pm. This to be done on a trial basis.

There was also some discussion in relation to CEUs and certs from study days. It was confirmed that these will not be retrospective when CEUs become mandatory but it is still important to keep a record of study days attended. The NMBI recommends keeping note of 3 or 4 lines re learning from a course or study day 'reflective learning' and to maintain a portfolio of learning. Some branches issue certs from the branch to confirm meetings attended and educational talks during the year. Gillian Redmond will send a template of same used by Midlands branch.

Finally there was a reminder from Pauline Kilcoyne in relation to the live Psoriasis webinar which is scheduled to take place on Wednesday May 17th at 7pm – details have already been circulated to all members.



The meeting concluded at 2.50pm.



Next meetings:

Wednesday 7th September 2017

Friday 13th October 2017 12pm-1pm

Main points of NEC meeting drafted by Martha Macklin, IPNA Administrator.

Approved by Karen Canning, National Chairperson.

Acronyms commonly used in IPNA documents

AGM	Annual General Meeting	NMBI	Nursing & Midwifery Board of Ireland (formerly An Bord Altranais)
CEU	Continuing Education Units	PDC	Professional Development Coordinator [for Practice Nursing]
CPD	Continuing Professional Development	PN	Practice Nurse
IPNA	Irish Practice Nurses Association	PRO	Public Relations Officer
NEC	National Executive Committee	Rep	Representative
NiGP	"Nursing in General Practice" Journal		

