



# NATIONAL EXECUTIVE COMMITTEE MEETING

Wednesday 4<sup>th</sup> February 2015

Ashling Hotel, Parkgate Street, Dublin 8.

## ATTENDANCE:

Siobhan Jordan	National Chairperson	Siobhan Ruane	Midlands Branch
Karen Canning	National Vice-Chairperson and South Dublin Branch	Rachael Quinn	North Dublin Branch
Mary Sullivan	National Honorary Treasurer & Wicklow Branch	Eva Donovan	South Tipperary Branch
Ruth Morrow	National PRO & Cavan/Monaghan Branch		
Lisa Nolan	Administrator	APOLOGIES:	
Ruth McInerney	Clare Branch	Cathriona Conlon	Limerick/North Tipperary Branch
Maura Kiely	Cork Branch	Ann O'Shaughnessy	Wexford Branch
Donna Gallagher	Donegal Branch	Sinead McGrath	Louth/Meath Branch
Moira Noone	Galway Branch & Roscommon Branch		
Mary Cullen Sheehan	Kerry Branch	DID NOT ATTEND:	
Ciara Jacob	Kildare Branch		Waterford Branch
Patricia McQuillan	Kilkenny Branch Rep and PDC Rep	Naomh Reilly	Sligo/Leitrim Branch
Mary O'Connor	Mayo Branch	Liz Carroll	Carlow Branch

## MEETING OPENED

Siobhan Jordan (National Chairperson) opened the meeting at 11.05am. 15 with voting rights were present at that time (including 1 Reps who had 2 votes), and 1 with voting rights arrived a few minutes later. The quorum today was 10 votes.

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

## CORRESPONDENCE

Lisa relayed correspondence received since the last meeting, including a note of thanks from Rita Lawlor (winner of the 2014 Educational Bursary) and an invitation from the NAGP for the IPNA to be involved in their conference in October.

## MAIN POINTS OF LAST NEC MEETING

There were no amendments to those records so they were approved today.

## UPDATES SINCE LAST MEETING

There were no updates since the last meeting that are not on the Agenda today.



## PURPOSE OF THIS MEETING

Lisa gave a summary of the current position of the IPNA, to refresh memories and to bring new Reps up to to speed, as follows:

IPNA exists to promote professional development to Practice Nurses for the ultimate benefit of the community and patients. It was started in 1993, the Business Name was registered in 1994 and the first conference was in 1995. In 2008 Charitable Tax Exemption was applied for and granted. As part of this application the wording of the aims and objectives had to be revised to comply with charity guidelines, to include the mention of benefitting the community, i.e. everything the IPNA does has to ultimately benefit patients. The IPNA is still a registered business name and the four NEC Officers are the named Directors. The IPNA has Directors and Officers insurance to protect them from personal liability but Lisa reminded the Reps that they needed to work together to ensure that no liability would arise. Lisa also explained that the role of each individual NEC Rep was to liaise between the branch and the NEC, and that collectively as a group they needed to oversee activities and budgets and ensure that the IPNA continues to apply all resources and effort to its main aim. Lisa reminded Reps that it is not their responsibility to solve individual members' problems. If a member has a suggestion or issue, he/she should raise it at their branch meeting which is the correct forum. If the branch members are in agreement they can ask their NEC Rep to raise the topic at National level.

The IPNA has two main sources of income; Membership Fees and the Conference. To give a snapshot of how the IPNA is resourced, Lisa asked Reps to consider it in terms of being a small business, i.e:

€131,000 passed through the two national accounts during 2014. The IPNA has over 913 customers (members and non-renewers) and a steady stream of other potential customers (those interested in Practice Nursing). The IPNA works with 1,007 other groups, third parties and suppliers. Lisa works half-time and Tracey works quarter-time, therefore in total the IPNA has  $\frac{3}{4}$  of a full-time employee to handle all of the above. Therefore a significant amount of work falls to voluntary committees. In 2011 the role of the Conference Coordinator (3<sup>rd</sup> part-time role at the time) was made redundant and the decision was made that organisation of the Annual Educational Conferences would be done by rotating host branches, as was done until 2001 when the first event management company was used.

Along with the usual work of each February NEC Meeting (i.e. review last year's budgets, approve this year's budgets, plan activities this year), a Conference Procedure Document is to be voted on to give guidance to the conference host branches on how to manage the workload and responsibilities of organising the national conference on behalf of IPNA members.



Siobhan explained the structure of the Nursing in General Practice Journal which is the journal of the IPNA and there was discussion about the need to continue to ensure regular relevant articles and encourage members to submit articles. It was announced that there is a new Editor, Mary Corcoran, and that Ruth Morrow (who is Consulting Editor) will meet with the publishers today about plans for the Journal.

Ciara Jacob queried how Practice Nurses might access research. She was advised to use Google's Scholar search tool and also to make contact with her PDC who will advise on accessing research online through the various channels available in Ireland.

## **CONFERENCE 2015 – hosted by the IPNA Galway and Roscommon Branches**

### Theme

This year's conference will be held on Friday 16<sup>th</sup>/Saturday 17<sup>th</sup> October 2015 in the Ardilaun Hotel in Galway. Theme is "Celebrating the Past: Embracing the Future" in recognition of it being the 20<sup>th</sup> anniversary of the first IPNA Conference in 1995.

### Speakers

Moira Noone presented options for speakers as suggested by the Galway and Roscommon Branches and asked for guidance. The need for educational speakers, CEU points and relevance to Practice Nurses (to encourage good attendance) were discussed. Moira was asked to submit proposed speakers/topics to the new Conference Liaison Committee (via [admin@irishpracticenurses.ie](mailto:admin@irishpracticenurses.ie)) for approval.

### Sponsorship Contracts

The issue of onerous contracts submitted by companies last year was discussed. It was decided that the IPNA does not have the resources to deal with any such contracts this year. Companies will be required to book and pay for their stands in advance of the conference and by the closing date stated on their booking form. Any company who requires further detail than is on the booking form will be given the IPNA's own Conference Sponsorship Agreement document. Lisa reminded Reps that this has not been reviewed by a legal expert and therefore remains an 'agreement' document only.

## **AGM**

### Motions:

There have been no Branch Motions received to date. Closing date for Branch Motions 30<sup>th</sup> April.

Mary Cullen Sheehan asked about the NEC Motion re centralisation of the conference which was deferred until this year. It was explained that this had been referred to the proposed Conference Liaison Committee, that the CLC had been established, held its first meeting and had decided that the previously proposed solution of defining 'centralised locations' as locations along the geographical line between Dublin and Galway was the preferred and best option to satisfy both the needs of IPNA members and sponsors without whom the conference would not be possible.



## Awards:

The following awards are being offered to members this year:

- CONTRIBUTION TO PRACTICE NURSING AWARD: Format to be the same as before. Award will be €1,000.
- BRANCH POSTER AWARD: Any Branch who is interested in submitting a poster must let Lisa know before 30<sup>th</sup> April at [admin@irishpracticenurses.ie](mailto:admin@irishpracticenurses.ie) **This Award will only go ahead if there are at least 5 branches committed to entering.** Award will be €1,000 to branch if it goes ahead. No abstracts in conference packs if it goes ahead, but branches who enter could distribute handouts themselves at the conference if they wish.
- CLINICAL AWARD: Theme will be menopause. Case Study will appear in the May/June issue of *Nursing in General Practice*. Lisa was given a list of NMPDUs to try to find a writer/judge.
- EDUCATIONAL BURSARY: Same format as before.
- VALERIE MANGAN IPNA LOYALTY AWARD: Same format as before.

## EDUCATION COMMITTEE

Karen Canning reported that the committee had met on 31<sup>st</sup> January and will meet again during the Conference. Current work includes securing CEUs for online modules, working with ICGP and NMBI on adapting modules for Practice Nurses, and educational tools such as articles with MCQs. The committee also plans to circulate a questionnaire to members to get feedback and ideas for the future direction of the Journal. In addition, the committee is currently drawing up a template for branches to use when applying to NMBI for CEUs for branch meetings. Roisin Doogue has stepped down from the Education Committee role and Karen has taken over as Chairperson. The Committee intends to rotate members regularly and so it now needs a new committee member. Ciara Jacob volunteered and was thanked by all today.

## ACCOUNTS, GOVERNANCE AND ACTIVITIES

Accounts: Lisa reported that two sponsors have still not paid for their stands at Conference 2014. They are the NCSS and Bristol Myers Squibb. NEC advised today to wait for payment. It was agreed that any company/group that doesn't pay will not be invited to exhibit at future conferences.

Lisa gave a summary of figures for 2014 accounts, which cannot be finished until the Conference accounts are finalised, but which show an estimated accumulated surplus of €65,500 at the start of 2015. Draft budgets for 2015 based on these estimates were circulated today. Not all branches have submitted their Financial Statements for 2014 yet and those who haven't are asked to do so as soon as possible.

Membership 2015: 350 members have renewed to date via cheque or PayPal.



Membership Fees 2016: Lisa and NEC Officers suggested setting the membership fee at €78 for all in 2016, regardless of method of payment, due to the confusion caused by having different fees and the cost/time of processing cheques. This was approved today.

Website: Lisa is to get quotes for a new website that will be more modern. She will also check with web designer re the possibility of members being able to manage their own passwords.

Conference Procedure Document: this had been circulated to Reps before this meeting. There was discussion about it and it was agreed that this is a working document that can be amended to suit at any time. It was agreed to make one change to the draft and then post it on the website. It is to be reviewed at the May NEC meeting.

The Data Protection Policy was also reviewed and updated today to include specific instruction that Conference sign in sheets are not to be given to sponsoring companies. Lisa reported today that no sponsoring company had sought the Conference Mailing List this year and suggested that if this continues or becomes a pattern, that the NEC should review the time Tracey spends collecting the data and the time that both Lisa and Tracey spend managing it so that the IPNA complies with Data Protection legislation, to ensure best use of admin resources, i.e. review whether it is necessary for IPNA to be paying for this admin time if the lists are not required by sponsors.

Two Corporate Sponsorship Officers are needed to manage the sponsorship. There was lengthy discussion about the workload involved, who should do it, remuneration, size of the conference event vs availability of resources to organise and manage it, etc. Lisa is to check with the accountant about what options are available and legally compliant in terms of paying someone to do the work, e.g. if IPNA can pay a third party invoice or reimburse someone via fees paid for educational course, etc. Karen Canning volunteered to be one of the Corporate Sponsorship Officers and it is hoped a second person will volunteer.

*The meeting broke at 1.15pm for lunch and resumed at 2pm.*

## **CONFERENCE 2016**

The Kilkenny Branch had requested that Conference 2016 be hosted in Kilkenny City. However, the newly formed Conference Liaison Committee had discussed this at their meeting and decided that Kilkenny is not central. The Kilkenny Branch members have discussed this and have agreed to host Conference 2016 in a central location. All present today welcomed this and thanked the Kilkenny Branch. They will now choose a venue and liaise with the NEC Officers in order to make a final decision on this so that it can be booked.

## **BRANCH ITEMS**

The Cavan/Monaghan Branch has asked if anyone has any PDP Resource packs left in their branch. Siobhan Ruane confirmed that as far as she knew there were some in the Midlands Branch. The two branches will liaise to arrange collection/delivery.

The Clare Branch reported that they had encountered difficulties when applying for CEUs for branch meetings and suggested that this process should be carried out centrally by IPNA. The NMBI had suggested meeting a representative from the Clare Branch, but it was agreed



that it would be best if someone met them on behalf of the whole IPNA. Karen Canning, in her role as Chairperson of the Education Committee, will liaise with the Clare Branch on this.

## PDC ITEMS

Patricia McQuillan reported that PDC work continues as usual. She mentioned that she had given a presentation on maintaining CPD records and it was suggested today that she write an article for the Journal on this as it would be valuable information for all members.

## AOB

It was announced that GreenCross Publishing are working on a new Nurse CPD website that will be relevant to all nurses in Ireland and it will go live soon with up to 10 modules available online. It was agreed to create a link to it from the IPNA website whenever it has gone live.

The meeting concluded at 2.55pm.



### Next meetings:

**Wednesday 13<sup>th</sup> May 2015.**

**Wednesday 2<sup>nd</sup> September 2015**

**Friday 16<sup>th</sup> October 2015 (Conference weekend)**

Minutes drafted by Lisa Nolan, IPNA Administrator and approved by Siobhan Jordan, 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		