



Annual General Meeting

Galway Bay Hotel
Saturday 28th Sept 2019

MINUTES

ADOPTED AT AGM 14th Nov 2020

NATIONAL CHAIRPERSON'S ADDRESS

Gillian Redmond, National Chairperson, opened the AGM at 2.20pm and thanked all delegates for attending. Gillian then gave the National Chairperson's report, as follows:

IPNA ACTIVITIES & ACHIEVEMENTS SINCE LAST YEAR:

- Developing Standard Operating Procedures
- 21 modules now on E-Learning platform of website
- Working with Nursing in General Practice Publication to encourage participation
- Membership renewals automated system

THE IPNA was represented at meetings with the following groups

- HIQA Health Assessment for Point of Care Testing
- Developing an eLearning Programme on Travel Health with Hibernian Health
- Developing Respiratory Care Certificate Module with DKIT
- Planning the roll out of TOP in Primary Care
- Communication of Critical lab Results
- Developing Certificate in Respiratory Care with DKIT
- ICGP meetings ongoing

THE IPNA will also be represented at meetings as follows Date to be confirmed.

- Cervical Check Clinical Advisory Group
- HPV Primary Screening Project Steering Group
- Developing a Protocol for Transitioning People with Type 2 Diabetes to Primary Care

IPNA AGM 28.09.19

IPNA was invited to

- All Ireland CNO Conference Dec 2018
- ICGP Conference May 2019

IPNA's logo was added to conference programmes by:

- Diabetes Ireland
- DIGP
- HPV Vaccination Alliance

The IPNA is recognised in the Irish Medical Directory.

An audit of all the IPNA accounts was carried out last year and the information and Annual Report will be uploaded to the Charity Regulator website
Further details are available in the Annual Report

OTHER NEWS

IPNA have made a submission to NMBI regarding Section 40 of the Nurses and Midwives Act which concerns the Professional Indemnity for Midwives.

This submission is based on the challenges that exists for members to maintain their skills and competency's in the absence of indemnity. Further meetings with the IPNA and Dawn Johnson Director of Midwifery are planned

FUTURE CHALLENGES FOR THE IPNA

- The IPNA continues to campaign for parity of education with our public sector colleagues at every opportunity
- Increasing IPNA membership through Social media
- Vacant PDC positions
- Supporting IPNA Branches

FUTURE OPPORTUNITIES FOR THE IPNA

- Having IPNA representation with UCD/DCU in developing an Advanced Practice Model of Care in General Practice
- There is a massive increase in the number of GPs and Practice Nurses required, to deliver the new Primary Care Programmes and health initiatives.
- The IPNA is working with the ICGP in developing a National Strategy for Addressing the Educational Needs of Practice Nurses in General Practice
- In order to encourage highly qualified, experienced nurses to take up these roles they will need educational opportunities and career pathways similar to those available within the HSE.

Gillian then congratulated all award winners at the IPNA conference and everyone for their personal and professional achievements during the year.

MAIN POINTS OF AGM 2018

Caroline Daughton summarised the main points of AGM 2018 i.e. National Chairperson's Address by National Chairperson Ruth Morrow; National Honorary Treasurer's Report by Josephine Heward National treasurer; Administrators report including financial accounts by Caroline Daughton, Membership Secretary's Report by Winnie Quigley National Membership Secretary, Membership figure for 2018 reported as 728; Education Committee Report Karen Canning and new education committee election. PDCs' Report by Patricia Mc Quillan; There were no motions proposed in 2018.

Election of NEC Officers: National Chairperson –Gillian Redmond, National Vice-Chairperson – Elaine Scanlan, National Honorary Treasurer – Josephine Heward, National PRO – Pauline Kilcoyne. The Mayo Branch will host Conference 2019.

AOB

Winnie Quigley National Membership secretary advised that members are not identifying if they have clinical indemnity on the national membership database which is concerning. Further discussion took place regarding engaging with NAGP/EAPCP in this regard, see AGM minutes adopted at AGM 2019 for full details.

TREASURER'S REPORT

Josephine Heward National Honorary Treasurer (IPNA Donegal Branch) gave the National Honorary Treasurer's report, as follows.

The role of National Honorary Treasurer involves:

- 1) Overseeing national and conference accounts – via e-mailed updates, monthly bank statements with explanatory notes from Administrator, and directly via internet banking.
- 2) Approving any unusual day-to-day transactions and Administrator Office Expenses. Any costs which are large, unexpected or arising for the first time may be referred to the NEC for approval.
- 3) Authorise (or not) any direct payments that have been set up via internet banking by the Administrator.
- 4) Liaise with other NEC Officers whenever necessary re day-to-day management of the association and any issues that arise.
- 5) Give Honorary Treasurer's Report at AGM.

Functions delegated to the IPNA Administrator:

- 1) Maintaining records on 2 national accounts (current & conference account).
- 2) Collecting records of 18 branch accounts.
- 3) All financial transactions (lodgements, invoices in & out, expenses)
- 4) Salaries, PAYE, PRSI, USCs, Payslips, Employer's RSI.
- 5) Liaising with accountant regarding income tax liabilities and annual preparation of accounts.
- 6) Liaising with Revenue to ensure retention of charitable tax exemption and compliance with legislation.
- 7) Liaising with bank as necessary.
- 8) Preparation of draft budgets for NEC to examine and approve at February meeting, with updates at all subsequent meetings.
- 9) Preparation of final account summaries for Annual Report and AGM.

- 10) Reporting to sponsors of Awards about how their grants were spent.
- 11) Liaising with Membership Secretary and conference organisers to lodge membership fees, delegate registration fees and sponsorship payments.
- 12) Ensuring payment of branch portions of membership fees to 20 branches via online banking.

ADMINISTRATOR'S REPORT

Caroline Daughton gave the Administrator's report as follows:

The administrator role involves the following areas:

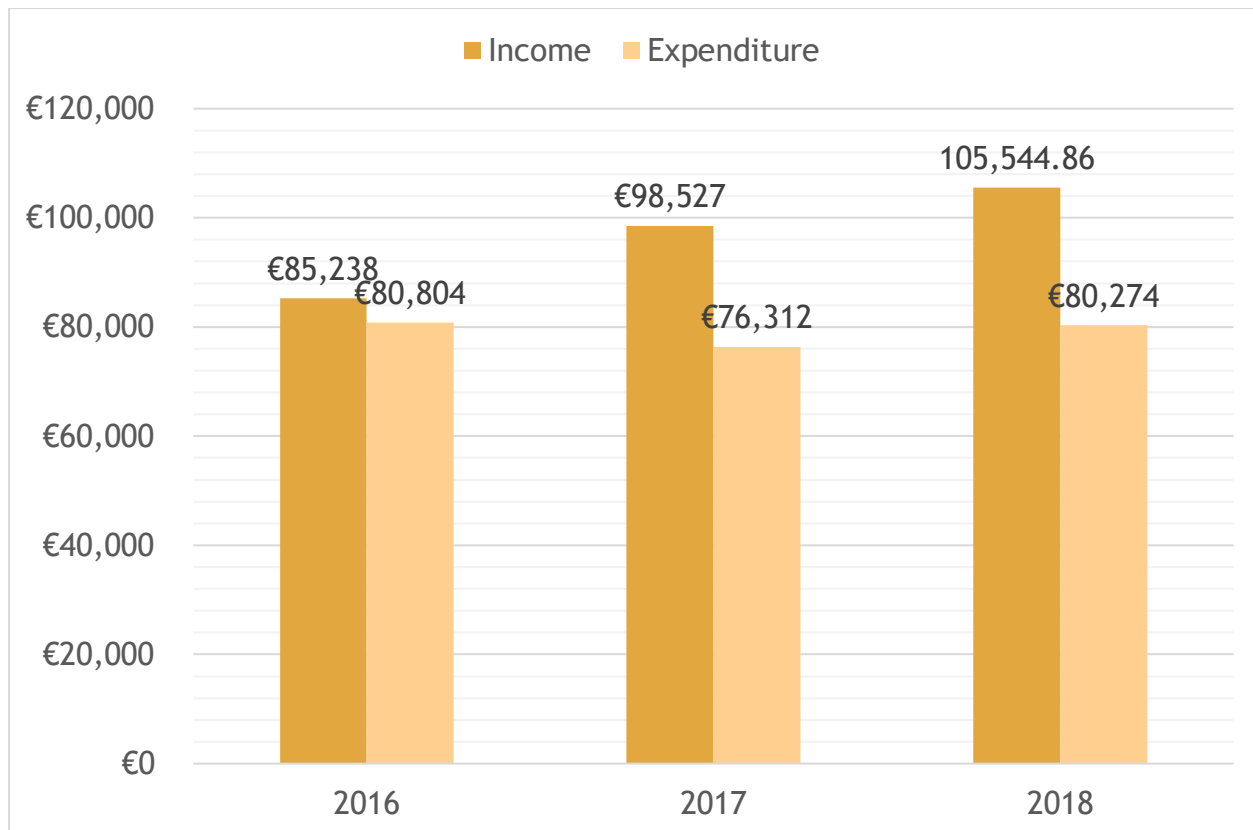
- Correspondence, information & advice
- NEC meetings
- Co-ordinating AGM
- Awards
- Compiling and writing Annual Report
- Maintaining Research Database
- Book-keeping
- Wages, PAYE, PRSI & USC
- Mailing Lists / Data Protection Policy
- Legal documents, contracts, compliance with legislation
- Risk management, organising insurance
- Policies and guidelines
- Supporting NEC Officers
- Working with other groups
- Working with Journal re securing articles, NEC news, etc.
- Website: Development and Updates/Working with web developer/Management of E-Learning portal/Monitoring online membership application/Planning online conference ticketing

OVERVIEW OF ACCOUNTS given by Caroline Daughton IPNA Administrator and all members advised further detail available in 2019 Annual Report

2018 National Account		Expenditure 2018	
Opening bank balance 1.1.2018	€65,285.58	Memb sec salary & Eer PRSI	€9,991.75
Income 2018	€105,544.86	IPNA Educational awards & grants	€300.00
Expenditure 2018	€80,274.22	Costs of awards	€2,600.00
Cheques from 2018 cashed		Website	€0.00
CLOSING BALANCE 2018	€90,566.22	NEC meetings	€2,729.88
Income 2018		NEC Officer and reps' expenses	€1,340.83
Member subscriptions 2018	€45,606.00	Annual reports	€931.10
Member subscriptions 2019	€3,764.40	Training	€0.00
Educational grants/sponsorship	€1,400.00	Insurance	€1,805.18
Mailing lists	€0.00	Storage of documents	€112.24
Conference 2017 profit	€44,855.30	Membership of The Wheel	€0.00
Profits from journal	€0.00	Legal Requirements (CRO)	€30.00
Transferred from Sligo/Leitrim Branch	€1,578.52	Accountant	€9,471.00
Transferred from Kerry Branch	€8,340.64	Income tax	€0.00
Total income	€105,544.86	Legal /HR fees / Insurance	€62.50
		Bank fees	€211.80
		Admin Salary and Eer PRSI	€25,001.14
		Admin office and travel expenses	€1,965.23
		Mem Sec office and travel expenses	€1,272.04
		Equipment (depreciation)	€719.00
		Misc.	€4,005.53
		Branch portion of member fees	€17,725.00
		Refunds of members fees	€0.00
		Owed back from 2017 conference a/c	€0.00
		Total Expenditure	€80,274.22

IPNA National Conference Account 2018		Income 2018	
Conf a/c opening Bal 1.1.18	€50,028.14	Delegates	15,395.42
Income 2018	€76,615.42	Sponsorship	61,220.00
Expenditure 2018	€29,482.23	Miscellaneous	
		Total income	76,615.42
Closing balance at 31.12.18			€42,969.83

**PROFIT FROM CONFERENCE 2018 € 47,133.19 15% to Limerick/Nth Tipp Branch
Transferred to Lim/Nth Tipp accounts €4,878.20**



Membership Secretary report was delivered by Winnie Quigley National Membership secretary

MEMBERSHIP STATISTICS

723 MEMBERS (6th September 2019)

Year (31 st Dec)	Members	Change from Previous Year
2018	759	+ 7
2017	752	+ 26
2016	726	+ 109
2015	617	+ 68
2014	549	+ 41

New memberships in 2019	134	+ 8 on 2018
Members renewed after lapse	29	-2 on 2018
Did not renew in 2019	163	- 8 on 2018
INMO members	579	
SIPTU members	11	
Impact members	0	
MDU members	272	
MediSec members	59	
MPS members	237	

Branch	Numbers	Branch	Numbers	Branch	Numbers
Cavan/Monaghan	24	Kilkenny	20	Roscommon	15
Clare	29	Limerick/North Tipp	63	South Dublin	54
Cork	113	Louth/Meath	69	South Tipperary	24
Carlow	19	Mayo	26	Waterford	29
Donegal	48	Midlands	51	Wexford	19
Kildare	22	North Dublin	57	Wicklow	41

Plans for 2020 include.

Enhanced online renewal system/Email reminder with Link to Pay/Working closely with Branch Committees to maintain and increase membership

EDUCATION COMMITTEE REPORT

The education committee report was given by Patricia Mc Quillan Education Committee chairperson/PDC and IPNA Kilkenny branch. The committee had met on 06/07/2019 and agreed on the importance of an Education Committee considering that the remit of the IPNA is Education.

Patricia on behalf of the education committee and as PDC kindly agreed to support the IPNA with its initiative in developing SOPs.

Roisin will continue to liaise with ICGP re their E-learning Modules (ICGP updating these at the moment) and the education committee will review any future modules. They will also continue to link with CPD.ie

These links will be added to the IPNA website when available.

The committee will encourage & assist IPNA members to submit articles to our NIGP publication.

Committee membership for 2019

Patricia Mc Quillan PDC Kilkenny branch and Chairperson

Jenny Nagle IPNA Cork Branch

Karen Canning IPNA South Dublin branch

Roisin Doogue IPNA Kildare branch

PROFESSIONAL DEVELOPMENT COORDINATORS FOR PRACTICE NURSING

Patricia Mc Quillan (PDC) gave the PDCs' report. She outlined some of the activities of the PDCs around the country and drew member's attention to the detailed report available in the Annual Report including

- National Immunisation Conference and eLearning Module/Immunisation Foundation Programme
- National Practice Nurses Website
- Introduction to Practice Nursing Course
- Diabetes Education
- Nurture Programme

The PDCs continue in supporting the provision of continuous educational programmes in BLS, anaphylaxis training, ear irrigation, PPPG development and support and representation on several national committees.

It was acknowledged that Rhonda Forsythe, PDC Dublin North retired earlier this year and who was instrumental in developing the chronic disease educational modules. Patricia on behalf of PDCs and IPNA thanked Rhonda for her dedication and ongoing commitment to practice nursing

ELECTION OF NATIONAL EXECUTIVE COMMITTEE OFFICERS

National Chairperson: Gillian Redmond (IPNA Midlands branch) was proposed today by Dorothy Nevin (IPNA Limerick/Nth Tipp Branch) and seconded by Brigid Breen (IPNA Donegal Branch). There were no other nominees and no objections. Gillian was therefore deemed elected.

National Vice-Chairperson: Gillian Redmond advised that Elaine Scanlan (IPNA North Dublin branch) was stepping down from vice chairperson. Jane Campion (IPNA Wicklow Branch) was proposed by Pauline Kilcoyne (IPNA Donegal branch) and seconded by Winnie Quigley (IPNA Limerick/Nth Tipp Branch). There were no other nominees and no objections. Jane was therefore deemed elected.

National Honorary Treasurer: Josephine Heward (IPNA Donegal Branch) is stepping down from position. Christine Doherty (IPNA Donegal branch) was proposed by Gillian Redmond (IPNA Midlands Branch) and seconded by Bella Stewart (IPNA Donegal Branch). There were no other nominees and no objections. Christine was therefore deemed elected.

National PRO: Pauline Kilcoyne (IPNA Donegal branch) is stepping down from position. Orla Loftus Moran (IPNA Mayo branch) was proposed today by Kathy Mc Sharry (IPNA Mayo branch) and seconded by Caroline Daughton (IPNA Limerick/Nth Tipp branch) There were no other nominees and no objections. Orla was therefore deemed elected.

IPNA ANNUAL CONFERENCE 2020

It was confirmed that next year's conference will be hosted by IPNA Clare branch. Dates and Venue of same to be confirmed

ANY OTHER BUSINESS

Karen Canning and Roisin Doogue presented an update regarding Practice Nurse PGDip being developed. This is dependent on funding, and initial talks are beginning with prospective

universities. It is hoped that this will lead to practice nursing becoming recognised as a speciality and having a division on the NMBI register. Copies of the Document “Addressing educational needs of Practice Nurses in Irish General Practice” was made available for IPNA members. Open discussion ensued with regards to affordability/accessibility of the proposed programme. It was agreed that the document would be made available for IPNA members on the website and that Karen Canning and Roisin Doogue continue to collaborate on this development on behalf of the IPNA.

Rita Calally (IPNA South Dublin branch) requested the timing and format of the AGM be reviewed for future meetings to allow members have adequate time for open discussions.

ACKNOWLEDGEMENTS

Gillian thanked the Mayo Branch again for all their work in producing an excellent conference. She also acknowledged the voluntary work of the Branch Officers, Branch NEC representatives, and all who attend meetings on behalf of the IPNA. The value of the voluntary contribution of these members is appreciated by the National Executive Committee and all members.

Ruth Dougan (IPNA Limerick/Nth Tipp) requested clarification in acknowledging members who retire from Practice Nursing. Caroline will circulate the IPNA guidance on financial expenditure. Caroline also mentioned to delegates that this is the 3-rd. year at the AGM where no motions have been proposed. She reminded delegates that the IPNA is owned by its members who have a voice in its role. She will circulate to all IPNA members the Articles of Association which govern the day to day functions of the association to allow members review same and suggest any changes

The AGM closed at 4.30pm Minutes recorded and drafted by Caroline Daughton, IPNA Administrator and approved by Gillian Redmond, National Chairperson.

Acronyms commonly used in IPNA documents

ABA	An Bord Altranais (now NMBI)	NFQ	National Framework of Qualifications
AGM	Annual General Meeting	NQAI	National Qualifications Association of Ireland
ANP	Advanced Nurse Practitioner	NUI	National University of Ireland
BLS	Basic Life Support	NUIG	National University of Ireland, Galway
CEU	Continuing Education Units	PCT	Primary Care Team
CNME	Centre for Nurse and Midwifery Education	PDC	Professional Development Coordinator [for Practice Nursing]
CNS	Clinical Nurse Specialist	PHN	Public Health Nurse
CPD	Continuing Professional Development	PN	Practice Nurse
CPHVA	Community Practitioners and Health Visitors Association	PRO	Public Relations Officer
CRA	Charities Regulatory Authority	RCN	Registered Children’s Nurse
ESRI	Economic and Social Research Institute	RCPI	Royal College of Physicians of Ireland
FETAC	Further Education and Training Awards Council	RCSI	Royal College of Surgeons of Ireland
GSK	GlaxoSmithKline	Rep	Representative
GP	General Practitioner	RGN	Registered General Nurse
HETAC	Higher Educational and Training Awards Council	RNP	Registered Nurse Prescriber
HIQA	Health Information and Quality Authority	UCC	University College Cork
HSE	Health Services Executive	UHI	Universal Health Insurance
ICGP	Irish College of General Practitioners	UK	United Kingdom
ICHN	Institute of Community Health Nursing		
INMO	Irish Nurses & Midwives Organisation		
IPNA	Irish Practice Nurses Association		
IRO	Industrial Relations Officer		
IT	Institute of Technology		
IT	Information Technology		
J&J	Johnson & Johnson		
MDU	Medical Defence Union		
NCNM	National Council for the Professional Development of Nursing & Midwifery		
Midwifery			
NEC	National Executive Committee [of IPNA]		
NIAC	National Immunisations Advisory Committee		
NiGP	“Nursing in General Practice” Journal		
NIO	National Immunisations Office		
NMBI	Nursing & Midwifery Board of Ireland (formerly An Bord Altranais)		
Altranais)			
NMPDU	Nursing & Midwifery Planning & Development Unit		