



- PPPG Development

On a day-to-day basis they help new GPNs, GPNs transferring GPs, those completing ANP, etc.

MC explained that the PDCs main priorities at the moment are:

Website Improvement – Improving the HSE Practice Nurse pages by updating and adding new information for new GPNs and info on Scope of Practice, etc.

MC went on to explain they have been working with the Expert Review and the highlights of this are the recognition of the GPN role in a community setting, the importance of the implementation of Slaintecare, recommendations to support GPNs to deliver Slaintecare, employ more PDCs, specify targeted education and to steer funding from the Department of Health to GPNs.

The Expert review outlined various recommendations, 32 of those were relevant to GPNs.

The CNO is currently putting together the Implementation Working Groups for the expert review. MC was doubtful they will have a place in this but are working to influence those that will.

MC briefly mention current training opportunities:

Ear Examination and Ear Irrigation Programme – there is a new curriculum, this will run through CMNE and will be advertised on HSELand when available.

CervicalCheck – they have added more places this year for sample taking training and they will have a massive review to the CervicalCheck Education Programme to open up many more spaces.

### **NEC MEETING AUGUST MINUTES**

Minutes from the previous NEC meeting were sent to all members prior to this meeting for comments and to be approved. MJ read through all of the main sections of the minutes and asked if there were any questions or changes to be made. No amendments were requested. Therefore, the minutes from 3<sup>rd</sup> May 2022 were formally adopted.

### **APOLOGIES AND CORRESPONDENCE**

Apologise from the SL - National Vice-Chair, SC – Joint PRO, MO – Administrator is on Annual Leave.

Correspondence was received from the Charities Regulatory Authority and MJ advised she will go into that in more detail later. Correspondence also received from GreenCross the previous publisher of the journal. They had sent a cheque for €450 for money owed.

### **FINANCIAL REPORT**

MJ stated that a summary of the IGPNEA accounts were sent to all reps in advance of this meeting. MJ also mentioned that MO had asked to remind the branches not to send financial documents through Siilo as Siilo deletes messages after 30 days or 3 months if the messages are saved. Instead branches can scan them and email them to MO. SO'D gave an update on the finances, she mentioned the end of year accounts (2021) have been finalised by the accountant and signed off by MO and SO'D. SO'D asked if anyone had any questions regarding the summary of accounts sent in advance of the meeting. No questions were raised.

### **FORMAL EDUCATIONAL BURSARY POLICY**

MJ stated that as an educational association we should really have a formal educational bursary policy in place. We already have in place that members can make an application at branch level to use the branch funds for this (see use of branch funds policy). However, we need to develop a formal policy for applications by members to the National Account funds. When this has been discussed in the past it has always come up about how we can make it equitable and fair to all members. It has also been mentioned in the past that we need to ensure that this can not be abused, and what is meant by that is someone can just join to get the funds and then leave. So all of these need to be considered when developing the policy. MJ has thought about all of these issues and has come up with a proposal to be discussed this evening.

## Proposal

- ❖ 5% of course fee paid for each year of membership to a max of 5 years
- ❖ Cap of €1000 per any one course
- ❖ Encourages continued membership
- ❖ Prevents abuse of the Associations membership

### Example: Diabetes Course €5000

1 year of membership @	5% = €250
2 years of membership @	5% = €500
3 years of membership @	5% = €750
4 years of membership @	5% = €1000
5 years + of membership @	5% = €1000 (capped at €1000)

### Example: Nurse Prescribing Course €3500

1 year of membership @	5% = €175
2 years of membership @	5% = €350
3 years of membership @	5% = €525
4 years of membership @	5% = €700
5 years + of membership @	5% = €875

MJ asked if there are any comments, or other suggestions on this? Can anyone see any flaws in this? AL, DG, UB and DM all commented that this was a good idea and fair to all members. UB asked should we have a cap on the number of bursaries accepted per year? For example, if 20 apply, will they all get funds? MJ added that it is very unlikely that 20 will be completing big courses in the one year so she would see that all members would receive the funding they have asked for. MJ reiterated that this does not preclude the branch funding. Therefore, a member could apply to the branch for help as well as to this new national bursary. MJ added that the whole idea of the conference is to generate income for the association, this is used for the items budgeted through the year to pay wages and run the association, but we should offer help to members for courses they wish to undertake to support their role as GPNs. Everyone agreed that this proposal is good, and we should introduce it. MJ confirmed that this will now be presented as a motion at the AGM.

## EDUCATIONAL ACTIVITIES:

### Educational Hub:

MJ stated that there have been new sections added to the Hub this year: Ophthalmology, Sexual Health, Social Prescribing, Peri-Natal Health, and Cancer. New resources have been added to these new hub pages as well as the existing page. Please could all branch REPS encourage their members to continually view the Hub pages.

### PG Cert in General Practice Nursing:

MJ stated that KC was part of the Educational Committee working on this. KC added that they had had a meeting in Athlone, but no meetings since. They were supposed to meet with ICGP, but this didn't happen. KC stated that the Educational Committee had come up in the previous meeting and Jenny Nagle has stepped down, as has Patricia McQuillan. It is now just KC and Roisin Doogue, so this committee will need looking at. But for now KC and RD along with MJ will keep plugging at this to make it happen.

### Upcoming learning on website:

MJ stated that the new Upcoming Learning page on the website shows all of the upcoming webinars month by month. This is also repeated in the journal each quarter. Any recordings of a webinar will then appear on the recorded webinar page after the event.

**Dermatology course:**

This has been very well received by members, the recordings for each module are on the website, along with the questions that are needed to answer to obtain the certificate (for those that did not attend the live sessions).

**Diabetes course:**

We are in talks with Eli Lilly to run an in-house Diabetes course, this is a course they have run and accredited with the NMC in the UK. They applied to have it accredited in Ireland through the NMBI, but the paperwork would take a very long time. We are looking to go ahead with the course.

**Wound management course:**

We are looking to work with a Tissue Viability Nurse and ANP in Wound Care Management to develop a Wound Care Management course. This would be over 5 modules.

**Mental health course:**

Lundbeck have agreed to sponsor a 4 module Mental Health Course. We are currently working on the modules for that.

**Suicide prevention training webinar and follow up regional face to face meetings:**

We have a Suicide Prevention Training webinar on the 27<sup>th</sup> September. This will be presented by the National Suicide Prevention team at the HSE. They have also proposed face to face training sessions. The suggestion is that these are run regionally instead of per branch. They would be on a Saturday morning followed by lunch. There would be approximately 5 around the country.

**CONFERENCE 2023**

MJ thanked everyone for their feedback on where they would like the conference to be based in 2023. It was impossible to accommodate all requests on dates and locations. MJ had to factor in hotel availability and venue suitability. MJ tried to find somewhere that was a neutral venue, in a central location, with good transport access and parking availability proximal to the venue. MJ suggests that if this is a success in 2023, we use the same venue every year going forward. This would be less hassle for the Association. There is a reason why teachers/guards etc use the same venue every year.

The conference in 2023 will be in the Midlands Park Hotel and Conference Centre in Portlaoise on the 12<sup>th</sup> and 13<sup>th</sup> of May 2023. Friday 12<sup>th</sup> is actually International Nurses Day. JF mentioned this is onto a winner as it is very central. Everyone agreed. MJ added it is right in the middle of the country, the train station is at the back entrance of the hotel and most areas are one hour from the venue. DG mentioned that for the Donegal members, this would be a great location as it is easy to get to. MJ showed a map of the hotel and explained that the sponsors would be in the ballroom and the educational talks in a smaller room to the side. Everyone agreed this was a fantastic location and there were no objections.

Accommodation prices are:

**Thursday night B&B**

Single	€129	x 40 Rooms provisionally booked
Double / Twin	€159	

**Friday night B&B**

Single	€154	x 90 rooms provisionally booked
Double / Twin	€184	

**CONFERENCE EXPENSE POLICY**

MJ mentioned that the National Conference 2022 was the first national conference held without the Association Annual General Meeting (AGM). Our Articles of Association state that conference delegate fees can be reimbursed from the delegates branch account, up to 100% value of early bird registration fee. As there was no AGM held during the Conference weekend, no travel expenses or overnight accommodation expenses are entitled to be claimed by delegates or NEC Reps attending the conference. The CRA were very specific in this regard when they approved our policy on the use of funds. It would not be acceptable to the CRA that a member pays a membership fee of €78, €25 of which is forwarded to the relevant branch account to cover branch functioning costs and in return a member claims a delegate fee (€80), hotel accommodation (€140) plus travel expenses to attend the conference. This is not sustainable financially.

Going forward, is it unreasonable to expect GPNs to pay to attend their own Conference??

150 members x €80 = €12,000 loss of income

MJ asked for suggestions. SO'D added she does not think it is unreasonable to ask members to pay a delegate fee. LK said her understanding is the branch can pay the delegate fees, but it has never been the agreement to refund hotel and travel for delegates. KC added that historically in the South Dublin branch they would pay the delegate fee and the branch officers pay their hotel fee. MJ stated this issue has been raised as it is the first time the conference has happened without the AGM. UB added that we need to be careful in the way we spend our funds, it has to be spent on education and hotel fees are not education, but the delegate fees are. MH said she thinks not paying hotels will affect people's decision to attend. KC added that we have never paid this so why should it affect. MO'S asked why MH felt this way? MH added the general financial situation, fuel costs, etc. They won't prioritise one or two nights in a hotel out of a family budget. It was suggested that any branch officers, as an incentive to take on the role, have their membership fee reimbursed. Everyone thought this was a better option and would soften the expenses of the conference.

## WEBSITE UPDATE

MJ explained the website upgrade is happening and should be complete over the next few weeks. The first important thing is there is new hosting, which means the website will be much quicker. There will be a new registration page. There are some compulsory fields:

- Postal address – where you want to receive journal / membership card / etc
- Date of birth – age profiling of members, planning educational needs
- Gender – capture the diversity of our membership
- Sessions worked – calculating WTE, all strategy documents refer to WTE for planning
- Retired GPN / Associate member – capture data
- NMBI divisions – capture the wealth of qualifications of our members
- Eircode – membership cards, journal sent via courier not by An Post
- Consent to receive communications from third parties – active yes or no

You will be asked to input missing data to proceed

Username is your email address.

MJ explained the work that has gone on in the backend of the website:

- ❖ Onboarding new members was an extremely arduous task – more efficient
- ❖ Personalised, 4-page welcome letter – generic 1-page welcome letter
- ❖ Accurate database of members – 1400 plus members details removed
- ❖ Manual excel spreadsheet – now automated

## MEMBERSHIP

MJ gave an update on the current IGPNEA membership. We currently have 935 members. Renewal of membership will open on 1st November each year. Those not renewed by 31<sup>st</sup> Dec each year will be denied access to all content except ability to renew membership. Extensions cause chaos. Those members who have not renewed by April 1<sup>st</sup> each year shall have their details removed from the database. GDPR policy will be updated to reflect deletion of a member's details as above.

New members who join from 1<sup>st</sup> November will receive 14 months of membership for the price of 12 months (system restrictions).

Do we want to introduce a half year membership for those new members who join after 1<sup>st</sup> July (€50 charge)? If yes, a motion shall be required to be proposed and discussed and voted upon at the upcoming AGM.

It was questioned why we can not have a rolling membership, so the person would pay 12 months after joining. MJ explained that this would be an admin nightmare and not something we could facilitate through the website.

All agreed that we need to draw up the motion to make it fair on those joining from July.

MJ asked all reps to remind their branch members that if they have taken out the indemnity insurance, they must renew their membership otherwise it will invalidate their indemnity cover..

### **MEMBERSHIP OFFERS**

We have secured a membership offer for House insurance - €50 discount via Brian Mullins Insurance. We also have the opportunity to offer Wrkit to members. This is a lifestyle and learning discounts platform. You will get offers like 3c per litre off fuel at Circle K, plus other offers. Discounts in places like Tesco's, etc. You can save up to €1000 a year. This can be approved as an expense by the CRA as it has a huge amount of education on it as well as offers. The usual price is €11 per person, but we have been offered a discount of €5 per person. MJ asked all reps to discuss this with their members and feedback. MJ has asked Wrkit to write an article for the journal as to what they offer.

All agreed it sounds great and they will give feedback.

### **BRANCH ITEMS**

MJ stated that the Wexford branch is struggling to maintain their branch. MJ added they are not alone, at least 4 branches are struggling now. MH explained she has resigned, and they now have no officers. They have struggled for a long time with this issue. The branch members love the national education and want to carry on with that, but not have the branch meetings. JF added as big as the Cork branch is, they still struggle to fill meetings too. We have a great association, but members tend to avoid local branch meetings. MJ explained that Waterford are attempting a hybrid meeting for their next meeting and allowing people to dial in through zoom. SL mentioned it would be a shame to lose branches as it is such an amazing resource to new GPN's. DG found that at their last branch meeting people actually enjoyed meeting up and not sitting facing a screen again. SL suggested the branches that are running well, maybe they offer support to those struggling. DG said they tend to help each other within their roles and not just leave one person. So she might draft an email for the secretary to send out so they can share the work. JF asked if MJ can give feedback on how their hybrid meeting goes as it could really help branches. MJ confirmed she would. DG mentioned they really use the blended approach. Some months they have a local meeting, some months they use the Medcafe and that seems to be working.

### **ANNUAL GENERAL MEETING**

MJ announced that the IGPNEA Annual General Meeting 2022 (AGM) will take place on Saturday 15<sup>th</sup> October @ 9.30am – 12md via zoom.

A notification and invite to AGM was sent to each member by email on 1<sup>st</sup> Sept with a provisional agenda. The final agenda to arrive no less than 7 days prior to AGM.

### **NATIONAL EXECUTIVE COMMITTEE OFFICER ELECTIONS**

MJ explained, as per our Articles of Association, any member who wishes to be considered for election to a NEC officer position shall notify the IGPNEA administrator before 30<sup>th</sup> September. NEC officers shall hold office for a term of one year and may be re-elected at the AGM.

All officer positions are open for nominations.

The current national chair is seeking re-election as national chair.

A vote shall be taken at the AGM should there be more than one nomination for any officer role.

In the event that all NEC officer positions are not filled then we have the option to either:

- A) change our Articles of Association, as it states that there be a Chair, Vice-chair, PRO and treasurer or
- B) Dissolve the Association and transfer all monies to another like-minded charitable organisation.

Any member who wishes to bring an issue to the AGM must notify the administrator in writing not less than 7 days before the AGM, as per our Articles of Association.

MJ asked SL if she was willing to carry on for another year, SL confirmed she would be willing to carry on. MJ confirmed SC RD as joint PRO's and SO'D as Treasurer are not in the position to carry on for another year. MJ said that puts us in a good position as we know we will have at least two of the four roles filled.

### **MOTIONS PROPOSED FOR AGM**

MJ continued with the motions that are needed to be proposed for the AGM.

These include:

- ❖ Possible motion to allow reduced rate of membership for those who join the Association after 1<sup>st</sup> July following tonight's discussion.
- ❖ Motions x 3 to comply with CRA requests

### **CHARITIES REGULATORY AUTHORITY**

MJ explained what the above motions to comply with the CRA requests meant. At our EGM in June 2021, we passed motions to set up the centralised bank account and also have a AGM or EGM virtually. We submitted the new articles to the CRA after these changes were made. MO submitted these changes through our portal. The CRA has rejected these changes. The reason for the rejection is they have gone through our articles with a fine tooth comb, and they have written back with three things we need to add to the articles.

#### **COMMUNICATION FROM CRA**

**1. The Revenue Commissioners require that you have written into your Constitution's 'Powers' the clause set out below:**

*"To grant pensions, gratuities, allowances or charitable aid to any person who may have served the Body as an employee, or to the wives, husbands, children or other dependents of such person provided that such pensions, gratuities, allowances or charitable aid shall be no more than that provided by a pension scheme covered by Part 30 of the Taxes Consolidation Act 1997 and provided that such pension scheme has been operated by the Body and the beneficiary of the pensions, gratuities, allowances or charitable aid, or their spouse or parent, has been a member of the pension scheme while employed by the Body; and to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the Body and to subscribe or guarantee money for charitable objects".*

**2. The Charities Regulator advises that you have written into your Constitution's 'Powers', the clause set out below:**

*"To insure any or all of the Executive Members against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, provided he or she acted in good faith and in the performance of his or her functions as a charity trustee (as defined in the Charities Act, 2009)".*

**3. The Charities Regulator asks that a charity have at all times as a minimum, 3 Trustees who are not related and who are independent of each other. Therefore, the Charities Regulator ask that the charity have written into their Constitution's 'Rules' (Articles of Association):**

*"The number of Trustees shall not be less than three (3)"*

**Please note, if the charity chooses to, they can have a higher minimum requirement, but not lower than 3.**

**I will be sending a copy of our 'Model Constitution (Rules) for Unincorporated Entities' to you which I strongly advise you look at and consider using to replace the governing document you have in place. You do not have to use all the clauses that are in the document. You can remove or add clauses as you see fit. Although, you will find the document has all the basic clauses we would expect to see in a charities governing document.**

MJ explained that the first point is to ensure we are in line with the rules surrounding pensions, gratuities, and allowances. We of course comply with this. However, we don't have it stated in our articles. MJ also explained that the 2<sup>nd</sup> point is to ensure the NEC officers are covered with insurance, we have always had this insurance in place, but again we just have not stated it in our articles.

MJ also explained the 3<sup>rd</sup> point is just to be in line with best practice. It also helps us as we struggle each year to get four officers. MJ is proposing that we consider changing our articles to state the preferred is the four officers, but to avoid dissolving we can follow the CRA best practice of three.

MJ mentioned that from the paid staff's point of view, there is no security as there is the risk each year that if not all positions are filled the Association has to dissolve and they will be out of a job.

It was agreed by all that we need to look at the wording to ensure the four officers is the preferred option but we can operate with no further action needed if we only had three.

MJ then went on to explain the CRA's last point that they are sending us a 'Model Constitution' and are strongly advising that we rewrite our whole articles to follow this format.

MJ added that our Articles of Association are no longer fit for purpose as we have not updated them in a long time. MJ also added that she welcomes this suggestion from the CRA as it will ensure we are working within best practice and our Articles are correct. MJ confirmed that we have received the model constitution from the CRA and we need to start working on this.

## **AOB**

### **Annual Report 2022 submissions**

MO would have emailed anyone that represents IGPNEA on outside committees, we need the synopsis of what you have done over the year as soon as possible.

### **PDC's as members of IGPNEA**

MJ asked, why are the PDC's members of the IGPNEA. Our articles state they can be members of the IGPNEA. Out of the current three PDC's two are members, one is not.

KC added that the fact two are and one isn't is an issue as effectively a non-member of the IGPNEA has full access to what goes on in the IGPNEA. KC also added that they are not GPN's, and our articles state all members must be GPN's. The PDC's used to be GPN's but not anymore. KC said there are a lot of questions that need to be asked. MH agreed if they are not GPN's why should they be members, LK agreed. A lot of the reps admitted they didn't even realise the PDC's were members.

Everyone agreed that this is a discussion that is needed at the AGM and a motion should be put forward to allow members to discuss this.

### **The future of IGPNEA**

MJ stated that having been the National Honorary Treasurer for a year and now the National Chair for a year, she feels that this Association can no longer run on voluntary positions alone. It was OK when



we had a hundred or a few hundred members, but we are now close to 1000 members and the workload is considerably high. It is unreasonable to expect people to do this on a voluntary basis.

MJ thinks we should still have the Board of Trustees as voluntary roles, but we should then have a paid role. Like a CEO. MJ stated that she has only used the term "CEO" as everyone knows what that means, however, the role could be called something else. It could be a part time position. MJ confirmed that in her paid job as a GPN she works 26 hours a week, but she is now working at least 30 hours a week for IGPNEA on a voluntary basis. Members would be far more inclined to take the role of a Trustee (NEC Officer) if we were to have a paid role taking the workload from the NEC.

JF admitted that it was only recently that she realised the Chair was not a paid role and was shocked. All agreed that this is something that we need to address in the near future and maybe the conference in May is a perfect opportunity to discuss the future. MJ added if we want our voices heard we need to change this. We have in the past been seen as the little group of nurses. We need to move away from that and be seen as the professional organisation that we are.

### **NEXT NEC REPS MEETING**

The next NEC meeting will be Monday 5<sup>th</sup> December 2022.

Normally we have another Reps meeting before the conference. All agreed that that makes no sense. Therefore, to be in line with quarterly meetings we will meet in December.

### **MEETING CLOSE**

MJ officially closed the meeting at 11.03pm