



A C E N D I O

THE ASSOCIATION FOR COMMON EUROPEAN NURSING DIAGNOSES, INTERVENTIONS AND OUTCOMES

ACENDIO BOARD OF DIRECTORS MEETING

June 4th, 2021, 16:00 – 18:00, online

June 5th, 2021, 09:00-13:00, online

Present

Maria Müller-Staub (President) (MMS)
 Claudia Leoni-Scheiber (Vice President) (CLS)
 Fabio D'Agostino (Secretary) (FD)
 Helen de Graaf-Waar (Treasurer) (HdGW)
 Bente Christensen (Board Member) (BC)
 Mikko Härkönen (Board Member) (MH)
 Valentina Zeffiro (Board Member) (VZ)

Apologies

Sergio Barrientos-Trigo (Board Member) (SBT)

I = Information

D= Discussion and Decision

June 4th 16:00-18:00

	To do's
<p>1. Welcome and apologies MMS welcomes everyone and opens the Board Meeting at 16:00. MMS apologies SBT who is on a sick leave at his job.</p>	
<p>2. Agenda – additions/confirmation All confirm upon HdGW adds a point about the update on the Association law in the Netherlands (it will be discussed on the June 5th)</p>	
<p>3. Confirming the minutes (Board meeting May 5th, Online) All confirm upon</p>	
<p>4. Report of Secretary All agree upon. See Appendix. HdGW will talk with her University to invite them again to join ACENDIO MMS will invite again Hanze University. All board please make PR to invite new members in their respective countries.</p>	Hd GW FD MM S
<p>5. Report of President All agree upon. See Appendix. Some Board Members are waiting for the confirmation in the Chamber of commerce.</p>	
<p>6. Report of the Treasurer HdGW will adapt the budget for 2021 until tomorrow, she reported on the actual financial status of ACENDIO. The adapted version was not discussed, as it was not complete. HdGW and FD did not yet meet to talk about the ACENDIO Stripe account and other missing issues. MMS adds that the adapted version has to be put along with the Dec. 2020 version which was accepted at the GA. The board must compare the midyear version with the accepted one, as this is the accepted starting point (new Draft version of June see Appendix, accepted version March 21, see dropbox).</p>	Hd GW FD MM S



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<p>FD adds: When members pay by the Bank Account this information is shared among Helen and Fabio to update manually the website database. A procedure for this type of payment will be created by Helen and Fabio although the payment by the website must always be promoted. The payment by bank account is a last resource, not a standard.</p>	
<p>7. Strategic Plan + ACENDIO Organogram Renewal of Strategic Plan 2021 – 2023. MMS gives an overview and invites all to share their visions for the biennium; and informs at each point on her preparations on what needs an update.</p> <p>In the next Board Meeting in August – or the latest in September –, we will decide about the location of the next Conference (FD & VZ to check possibilities in Rome, as board members see it as a central city, and ACENDIO never was in Italy so far). The preparation for the next Conference will be parallel with the preparation for the Workshop, although only after the workshop we will be more focused on that (also to not create confusion in Members about different ACENDIO events). However, the location and safe the date for the 14th Conference in 2022 have to be published asap.</p> <p>FD & VZ will write the adapted Strategic Plan + Organogram based on notes of today and MMS preparations, MMS will further write it before its sent to board for adaptations. MMS also adapts the Organogram based on decisions of this meeting.</p> <p>See Strategic Plan & Organogram (on Dropbox).</p>	<p>VZ FD MMS</p> <p>All: adapt their tasks</p> <p>MMS</p> <p>All</p>
<p>8. End of the meeting. Closing round. All are happy with the meeting, which closes at 18:00.</p>	
<p>June 5th 9:00-13:00</p>	
<p>9. Welcome MMS opens the Board Meeting at 9:00 and illustrates to the new Board Members why ACENDIO now has an annual Workshop and what happened last year with the event in St. Polten (due to Covid-19).</p> <p>Workshop St. Pölten Planning + program, draft budget CLS gives a general overview of the workshop that will take place at the University of Applied Sciences St. Polten. A decision must be taken about the possible rooms that ACENDIO will use for the workshop. The costs will include catering (40 euros per person), hotels and rent of the rooms. CLS illustrates different conference fee proposals for students, individuals and the Conference budget. A final decision about the fee proposal must be taken before the next meeting. CLS and MMS will present adapted versions, the board has to approve this via email in June 2021 in order to publish the safe the date.</p> <p>Program: 1) two keynotes (one for the practical implementation of SNL) could be Matthias Odenbreit and the other one (education) could be Mariann Fossum (MF). BC will ask to MF (and if Mariann cannot) MH will search for another person; board suggested Ulla Mari Kinnunen.</p>	<p>CLS MMS</p>



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<p>2) two working groups (presentation of the work and consideration of the ‘guidelines’) including ACENDIO members in two separate parallel sessions to work together.</p> <p>MMS promotes that members can join both workshops in order to have full content (value for costs of Workshop fee), and thinks its important that the implementation interestees know SNL content, wich is a main issue in Workshop 2. The definite time plan will be finished by CLS in June and the program sent to all. Several board members prefer parallel sessions. MMS supports the importance that members can join into indepth discussions. But as we strive having 80 participants, including all is demanding anyway. Other events offer parallels twice, so that participants get it all. CLS has to adapt the time plan.</p> <p>The workshop must at least finacillay ‘break even’ (no loss in ACENDIOs finances), as we lost too much money already for the Conference.</p>	
<p>10. eHealth Workgroups 1+2</p> <p>MMS provides an introduction (what was done up to now, and that groups build on the previous work and don't start all over again. Before the Workshop, the draft guidelines should be ready for presentation to participants.</p> <p>a. Presentation of the aim and state of Workgroup 2: Facilitating participation and education incl. patient education (<i>ACENDIO position statements 4+5</i>, Sergio, Claudia, Helen). New chair is HdGW. VZ joins the group. All agree upon. The Workgroup has invited also new members to join the working group, they are working on the guideline.</p> <p>b. Presentation of the aim and state of Workgroup 1: Supporting + advancing practice and eHealth (<i>ACENDIO position statements 1+2</i>, Fabio plus ??)</p> <p>c. MH is the new chair + FD + BC. All agree upon. They will start to meet next week to proceed with the work and find also new members.</p>	<p>HdG W CLS VZ</p> <p>MH BC FD</p>
<p>11. ACENDIO Research Committee</p> <p>An annual research grant will be announced each fall. A new description of committee members, and adapted dates of the research grant is needed by the new Research Committee. VZ is the new chair. MMS, FD, SBT and CLS are also in the Committee. All agree upon.</p>	<p>VZ (MMS for in-tro)</p>
<p>12. Website</p> <p>All had a look at each site to check what is needed. MMS shows several outdated pages, and board gave input for renewals. BC will create a link to the page of Institutional Members and eliminate the ACENDIO address from other pages (e.g., login page). VZ proposes to link the ACENDIO App on the website. Photos of the last conference could be added to the conference page. MMS proposes to add to the Agenda page a list of dates of the ACENDIO actions (e.g., dates of the meetings, of the Workshop and next Conference. Also the Workshop site has to be filled asap. There is an invitation to subscribe for a newsletter, but there are no newsletters. Public Relations Committee: BC is the new chair, members are HdGW, VZ, MH. BC will update the Research Grant page with information about the winner of the last grant photo etc.</p>	<p>BC VZ MH HdG W</p>
<p>13. To do list Public Relations Committee</p> <p>According to Strategic Plan – renewing it together, assigning responsibilities. See also Strategic Plan. See separate Appendix.</p>	



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<p>14. Varia</p> <p>HdGW informs the Board about the new legal act in the Netherlands. www.wbtr.nl</p> <p>HdGW attended a webinar about that. From July 1st the new legal act will be valid in the Netherlands. This legal act is about the Management and Supervision of Legal Entities and so will be applied also for Associations like ACENDIO. Central aspects of this act are: a) the principle of good governance (e.g., good management of Association money); b) personal liability; c) conflicting interests (e.g., how we use money); d) dismissal of directors; e) financial responsibilities. Within this year (31st December 2021) we have to adjust the ACENDIO Statute. Indeed, the Dutch Statute (called Legal Act) is the legal ACENDIO document that we have to detail more according to the new law.</p> <p>To do this task HdGW will be supported by another Dutch person (Lars van Heerden) and CLS and FD. Moreover, ACENDIO will ask for a legal consultant (to be inserted in the budget) because there is a lot of technical legal language to deal with. All agree upon.</p> <p>This task will be one of the projects of the Strategic Plan named ‘Legal Acts (WBTR) Project’.</p>	<p>HdG W CLS FD</p>
<p>15. Next meetings:</p> <p>10th August 16:00-18:00 <u>short meeting (online)</u></p> <p>10th September 16:00-18:00 + 11th September 9:00-13:00 (could go until 16:00, spare this time frame). <u>Regular board meeting (online)</u>.</p> <p>8th November at 16:00-18:00 short information meeting (online)</p> <p>4th February 2022 at 16:00-18:00 + 5th February 2022 at 9:00-16:00 Regular board meeting</p> <p>20th April (late afternoon/evening) before the Workshop and the 22nd April after the Workshop 09:00 – 16:00 in St.Pölten (travelling home next usually next day, Sat/Sun).</p>	
<p>16. Thanks and closing</p> <p>MMS thanks all and opens the closing round: MH is very happy with the discussions we had and with the future plans. VZ is happy too and she also better understood her new roles. BC is comfortable and looks forward to work together, and is motivated to make ACENDIO visible with the PR Committee. CLS is very satisfied and looks forward, and also to meet personally to work together. HdGW is very happy too to have been through all the tasks and discussing all plans; mentions pros of online meetings, and thanks MMS for preparing the meeting. FD is also satisfied with the meeting and the work done and agrees with the HdGW to continue with online meetings because we save money, environment and time.</p> <p>MMS thanks all and is happy with the outcomes, and to have a very motivated Board. She appreciates all the discussions and feels relief on spreading the work on more shoulders, about the motivated spirit of each member. She envisions a good outlook for the new bien-nium, to bring ACENDIO forward.</p>	<p>All MMS</p>
<p>17. End of meeting</p> <p>MMS closes the meeting at 13:00</p>	

APPENDIX

PRESIDENTS REPORT



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Meeting of the Board of Directors, online, **June 4+5, 2021**

Tasks since last meetings (May 11, 2021)

Working together with the ACENDIO Secretary and VP included:

- Collaboration for board agendas and minutes
- Prepared text and list of individual former members to be sent for re-invitation

Supporting Website renewals and PR

- Suggested renewals, e.g. new ACENDIO address and GA minutes
- Spread ongoing ACENDIO work
- Wrote 4 articles for ACENDIO PR in German journals/websites
- Published ACENDIO presentations on Research Gate

Other duties

- Preparing board meeting
- Subscriptions/changes in Chamber of Commerce
- Collaborated with board, e.g. SBT
- Wrote invitation letters for old/new individual members (320 former participants re-invited)
- Writing Presidents Report
- Preparing lecture University Sao Paolo (Advanced Nursing Process)
- Stored files of conference on dropbox / organized dropbox

Workshop St. Pölten

- Collaboration with CLS to prepare the Workshop
- Sent new dates to diverse websites for PR/announcing Workshop

Respectfully submitted, June 2, 2021

Maria Müller Staub, ACENDIO President

Secretary's report

Activities

Update of the ACENDIO members database (Excel file has been uploaded in the Dropbox under 'Membership'). Communication with members by email. Management of the secretary@acendio.net email. Arrangement of



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the Board meeting. Invitations sent to former members to rejoin ACENDIO. Invitation to renew Institutional Membership sent to the Swedish Society of Nursing. Writing the minutes.

Report of ACENDIO members (updated to June 2021)

There has been an increase of two memberships (one individual and one Institutional that is the Finnish Nurses Association) since May.

Type of Membership	Number	Description
Institutional members	8	<ul style="list-style-type: none">• Norwegian Nurses Organisation (Norsk Sykepleierforbund)• Pflegeschule Reutte• UMIT TIROL• AENTDE• Departement Gesundheit Fachhochschule St. Polten• Health University of Applied Sciences Tyrol• Academic Society for Acute Care (ASAC) of the Swiss Nursing Science Association (ANS)• Finnish Nurses Association
Honorary members	6	<ul style="list-style-type: none">• June Clark• Margaretha Ehnfors• Kaija Saranto• William Goossen• Walter Sermeus• Fintan Sheerin
Individual members	89	
Total members	103	including institutional and honorary members

Fabio D'Agostino
Secretary

Rome
2 June 2021



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Draft budget 2021-2022 *For discussion at the Board meeting June 4, 2021*

2021	INCOME	EXPENDITURE	
Anticipated income	€ 1650,00 ¹		1
Board expenses		€ 1,500 ²	2
Bank charges		€ 200	
Web maintenance		€ 710	
Secretariat expenses		€ 500	
<i>PAID</i>			
<i>Research grant</i>	€ 1,500		
<i>Conference March</i>	€ 12.062,99		
<i>Website development</i>	€ 1.267,00		
TOTAL 2021		€ 1260,00	
2022			
Anticipated income St Polten	€ 5.000,00		
Board expenses		€ 2.500	
Bank charges		€ 200	
Web maintenance		€ 700	
Secretariat expenses		€ 500	
Support for working groups		€ 2,000 ³	
Support for workshop		€ 5,000	
Research grant		€1.500	
TOTAL 2022		€ 7.400	
TOTAL FUNDS AVAILABLE (at June 4, 2021)	€ 31.903,94		
ANTICIPATED RESERVES (at 31 December 2022)		€ 23.243,94	

June 4, 2021 Helen de Graaf, ACENDIO Treasurer

¹ *Anticipated Institutional memberships*

² *This is based on typical average historical costs per year with a modest enhancement to cover one Board dinner per meeting and reasonable Board member expenses (where sponsorship is not available)*

³ *This figure will support up to 8 members to attend the St Polten workshop – up to €250 per member*