



# ACENDIO

THE ASSOCIATION FOR COMMON EUROPEAN NURSING DIAGNOSES, INTERVENTIONS AND OUTCOMES

## ACENDIO BOARD OF DIRECTORS MEETING

**September 10, 2021, 16:00 – 18:00, online**

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**September 11, 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

**September 10, 2021, 16:00-18:00**

<p><b>1. Welcome and apologies</b> MMS welcomes everyone, apologies SBT for his absence and opens the meeting at 16:00</p>	MMS all
<p><b>2. Agenda – additions/confirmation</b> Agenda is confirmed. No one has any conflict of interest</p>	MMS all
<p><b>3. Confirming the minutes</b> (Board meeting August 10, Online) Minutes are confirmed</p>	MMS all
<p><b>4. Report of Secretary</b> Activities + Update of actual Individual and Institutional Members. Received and uploaded in the ACENDIO Dropbox. All agree upon. ACENDIO has one more Institutional member, i.e., VDIR foundation has renewed its membership.</p>	FD
<p><b>5. Report of President</b> Activities + Updates Received and uploaded in the ACENDIO Dropbox. All agree upon. Report from the conference where several ACENDIO members presented and disseminated ACENDIO, the presentation of Karen Dunn Lopez will be shared with members on the website with the next President letter.</p>	MMS
<p><b>6. Report of the Treasurer</b> Adapted budget for 2021. Adding another row to the original, allows comparability and helps everyone to see deviations. Received and uploaded in the ACENDIO Dropbox. All agree upon. To be discussed if we want to raise a little the membership fee in 2023 and the Conference fees (to be discussed in the next GA?).</p>	HdGW
<p><b>7. Legal Acts (WBTR) Project + ACENDIO statute</b> Report about the current ACENDIO statute and what is needed for the Dutch legal act and the registration of CLS in the Chamber of Commerce. Received and uploaded in the ACENDIO Dropbox. All agree upon. HdGW presents to all the Board the Legal Acts Project.</p>	HdGW CLS/FD



# A C E N D I O

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<p>The main principles are:</p> <p>a) Good Governance: concrete plans (organogram, strategic plan and milestones, to reconsider annually at the GA);</p> <p>b) Financial: payments above 500 Euros must be agreed upon in the Board Meetings and stated in the minutes; another board member should have access in the ACENDIO bank account if this is not possible due to Dutch regulations we should find another person from the NL; for expenses above 5000 euros the Board will request at least two quotations from different suppliers, however this is not applied for workshop/conference; the whole board will receive an overview of profit, loss balances at every board meeting;</p> <p>c) Liability (Task descriptions of each member);</p> <p>d) Conflict of Interest (the GA can be our supervisory board). Conflict of interest should be asked at each board meeting not only from a financial point of view but also content-wise (as we did at this board meeting), the same should be done when the Board plans events (we should ask if these are in line with the ACENDIO's mission). A special attention must be taken for research grants (<b>to be discussed in one of the next meetings</b>);</p> <p>e) Absence of Board Members (it should be discussed and decided in Board Meetings and note the decision in the minutes). Access to platforms/emails (logins information) must always be shared with at least one other Board member;</p> <p>f) Multiple voting rights (<b>to be discussed in the next board meeting</b>)</p> <p>h) Dismissal of board members (two payment reminders in two months, not acted upon board activities for 4/6 months, decision taken by the board, prepare general text and ask advice) <b>to be discussed at the next board meeting</b>.</p> <p>i) internal safeguarding (to do and ask advice)</p>	
<p><b>8. Strategic Plan &amp; Organogram</b> Keep going with the work planned (e.g., ACENDIO role description) All agree upon</p>	<p>MMS all</p>
<p><b>9. Report of Public Relations Committee incl. website + social media</b> Summary of the minutes on the website? More interactive website? Updates of the link to Twitter with FB, as well as the GDPR policy statement +refund policy. Received and uploaded in the Dropbox. BC reports that the Committee decided to be more focused on the website to have it more interactive. Update of Twitter account (Mikko and Fabio will coordinate for having information on the Twitter pw).</p>	<p>BC HdGW, VZ, MH.</p>
<p><b>10. Reports of eHealth Work Groups 1+2</b> Received and uploaded in the Dropbox. MH reports that the working group has had two meetings, the working group will work on a survey to be shared with ACENDIO members. One ACENDIO member joined (from US). Several meetings have been appointed. Results will be presented at the next workshop. HdGW reports that the working group prepared an action plan and invited ACENDIO members. Educational intervention will be presented at the next workshop.</p>	<p>MH HdGW</p>
<p><b>11. ACENDIO sponsoring of the Conference “Big Nursing Data – making nursing visible.</b> Return for ACENDIO members: ACENDIO visibility and Elisabeth Swanson &amp; Karen Dunn Lopez presentation entitled “A journey to make nursing care for COVID patients visible” freely available for all the ACENDIO members</p>	<p>MMS</p>



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<p>The conference took place and the video is ready and Karen gave her permission to publish it on the ACENDIO website.</p>	
<p><b>12. End of the meeting</b> All happy with the meeting, the meeting ends at 17:50</p>	
<p><b>September 11, 2021, 9:00 - 13:00</b> MMS opens the meeting at 9:00 and apologize VZ for her absence on September 11<sup>th</sup>.</p>	
<p><b>13. Workshop St. Pölten</b> Final program, budget and fees</p> <p>a) Finalize program by adding the registration link as soon as the registration is created on the website (by October 15th), technical issues on registration (assistance of Overstep is required ?) The final program has been discussed and agreed upon. <b>About the registration and the webpage for the workshop, next Monday HdGW and Bente will meet to see if they can prepare a draft webpage for the workshop and then they will share it with the Board. Later, FD will contact Overstep to ask them to work on the registration weblink for the workshop (and to know how many hours of assistance-already-paid the ACENDIO will use for this task).</b></p> <p>b) The new adapted budget prepared by CLS (incl. calculating cost of bank transfers). Discussed/modified and agreed upon, workshop fees were adapted.</p> <p>c) Risk of workshop cancellation. A General Refunding policy, dates (deadlines according to contracts, for application/withdrawals). A plan B in case of workshop cancellation. Discussed and agreed upon. The Board agrees to not offer an online workshop, however, in case of restrictions (due to Covid-19), ACENDIO will offer streaming for people that cannot be present. <b>CLS will check for the possibility of streaming in the room that will be used for the seminar and how many rooms the ACENDIO will have for the workshop. CLS will prepare a report about contracts with hotel and gatherings in case of workshop cancellation (deadlines, costs etc).</b></p> <p>d) Sponsorship for the Board for travelling and hotel – together with Institutional Membership fees. The Board will do its best to have sponsorship for workshop travelling and hotel. However, possible costs for one more without sponsoring was now added in the budget.</p>	<p>CLS all</p>
<p><b>14. Time to work on role descriptions:</b> WBTR Requirements plus see constitution The Board worked on role descriptions and came out with a draft for each role. The Board has now a draft document in which each Board Member should work on the basis of the discussion made. <b>By the end of December at least the description of the Treasurer role is needed for the Legal Act while for other roles a draft version is still possible. By the end of March 2022, a final version of the role description must be ready for all. To continue to work on it (update at the next meeting)</b></p>	<p>All</p>
<p><b>15. 14th ACENDIO Conference: news?</b></p>	<p>FD All</p>



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<p>FD reports that the Conference in Rome at the UniCamillus University is a real possibility. However, he reserves to confirm this information to the Board <b>after November 2021</b> since now UniCamillus is engaged with other businesses and cannot deal with this topic seriously at the moment. Meanwhile, the Board will start to think about the conference title and keynote speakers, <b>to be discussed in the next meetings</b>. To have a plan B with possible other locations besides Rome has not been discussed since it seems that the Conference in Rome is concrete.</p>	
<p><b>Varia</b>          The Board discussed how to replace board members if they are not active or did not pay membership based on the legal act. If any replacement is needed the new Board member must be approved by the entire Board.          To be considered for future discussions (<b>at one of the next meetings</b>) that a reserve person could be appointed by the GA. BC expresses concerns about the Board of Directors authority.</p>	<p><b>All</b></p>
<p><b>16. Next meetings</b>  <b>8<sup>th</sup> November at 16:00-18:00</b> short information meeting (online)  <b>4<sup>th</sup> February 2022 at 16:00-18:00 + 5<sup>th</sup> February 2022 at 9:00-16:00</b> Regular board meeting (online or in person?)  <b>20<sup>th</sup> April (late afternoon/evening) before the Workshop and the 22<sup>nd</sup> April after the Workshop</b> 09:00 – 16:00 in St. Pölten (travelling home next usually next day, Sat/Sun).</p>	<p>All</p>
<p><b>17. Closing round</b>          All are happy and satisfied with the meeting. Keep going with the work!</p>	<p>MMS all</p>
<p><b>18. End of the meeting</b>          MMS thanks all and closes the meeting at 13:20.</p>	