



A C E N D I O

THE ASSOCIATION FOR COMMON EUROPEAN NURSING DIAGNOSES, INTERVENTIONS AND OUTCOMES

SECRETARY report of Board of Directors

For the General Assembly, March 17th, 2023, 14th ACENDIO Conference

Administration

- Minutes of all proceedings of the Association and the Board.
- Preparation with the President of ACENDIO meetings (e.g., agenda, arrangement).
- Updating the membership database, overseeing member numbers.
- Communication with all ACENDIO members (information and sending documents requested, e.g., certificates).
- Management of the secretary@acendio.net email (comprising regular emails received from ACENDIO tools such as Paid Membership Pro, Web Hosting, ACENDIO domain and checking for fake payments).
- Management of the ACENDIO tools SiteGround and PaidMembership (e.g., opening tickets with them when needed).

Management of documents

Storing of all ACENDIO Documents (e.g., minutes, agenda, website assistance, etc.) in the ACENDIO Dropbox.

Membership

PR with professional networks have been made to gain new ACENDIO members. See members table below.

ACENDIO Working Group

I'm a member with Mikko Härkönen (chair), Bente Christensen, Fabiana Dos Santos, Renate Nantschev and Kim de Groot of the Working Group (1) *Supporting + advancing practice and eHealth* (Posit. statem. 1+2). The product of this working group will be a 'Practical Implementation Guide' on what, how and why to implement SNLs into practice.

Website Management/Assistance

- Collaborating with the ACENDIO Public Relations Committee (especially with Bente Christensen-webmaster) for the website management.
- As per Board request I had meetings or opened tickets with Overstep (when needed) for the management/assistance of the website (e.g., create new features on the website or conference or member registration fee <https://acendio.net/membership-account/conference-membership-levels/>) or for ACENDIO events (e.g., payments for conference that failed)
- Updating the email template of the automated email from PaidMembership.

14th ACENDIO Conference

- Chair of the Local Organizing Committee of the Conference.
- Chair of the Scientific Conference Committee.
- Preparation of the Conference (e.g., call for abstracts, practical information document, logistics, scientific program, EasyChair setting and management for the process of abstract submission, communication with the Conference attendees) collaborating especially with Gianfranco Sanson and Valentina Zeffiro.
- Budget preparation in collaboration with the Treasurer.

- Promotion of the conference among members of several nursing associations, e.g., NANDA-I, SISI, Sigma Theta Tau.
- Management of the attendees' lists, checking payments in collaboration with the Treasurer and communication with ACENDIO members.
- Setting up the acendio_election2023@acendio.net email on the SiteGround server and providing access to it to the chair of the elections.

ACENDIO Legal Act Project

I am a member with Helen de Graaf-Waar (chair) and Claudia Leoni-Scheiber of the ACENDIO Legal Act Project.

Report of ACENDIO members (updated to December 2022, Financial Year)

Type of Membership	Number	Description
Institutional members	10	<ul style="list-style-type: none"> • Norwegian Nurses Organisation (Norsk Sykepleierforbund) • Campus Health Reutte • UMIT TIROL • AENTDE • Department 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 • VDIR Foundation • National Federation of Nursing of Rome (Ordine Professioni Infermieristiche di Roma)
Honorary members	6	<ul style="list-style-type: none"> • June Clark • Margaretha Ehnfors • Kajja Saranto • William Goossen • Walter Sermeus • Fintan Sheerin
Individual members	172	
Total members	188	including institutional and honorary members

In the last year, there was an increase of the number of members from 106 to 188.

Comments / Recommendations for the next Association Year

I recommend continuing with the ongoing ACENDIO activities such as eHealth Workgroups, ACENDIO grant and all the future activities that can promote a network in ACENDIO and between ACENDIO and other institutions/associations.

My sincere thank goes to all Board Members for their great collaboration, working with all of you has been my honor and privilege. A special thanks to Maria Müller-Staub for her collaboration, trust, and respect towards me, and to Gianfranco Sanson and Valentina Zeffiro for their collaboration in preparing this conference. Finally, my sincere thank goes to all ACENDIO members for their support to ACENDIO, without them this conference and all ACENDIO achievements would not be possible.

Date: January 12th, 2023

Fabio D'Agostino Function: ACENDIO Secretary

