



A C E N D I O

THE ASSOCIATION FOR COMMON EUROPEAN NURSING DIAGNOSES, INTERVENTIONS AND OUTCOMES

Secretary Report of Board of Directors – Year 2023

For the General Assembly 25th April, 2024, Oslo Workshop

Administration.

Minutes of all proceedings of the Association and the Board. Preparation with the Vice-President of ACENDIO meeting's agenda.

Updating the membership database (see Table below), overseeing member numbers, communication with all ACENDIO members, and management of the secretary@acendio.net email (comprising regular emails received from ACENDIO tools such as Paid Membership Pro, Web Hosting, and ACENDIO domain and checking for fake payments).

Management of documents.

I stored ACENDIO Documents (e.g., minutes, agenda etc.) in safe archives. The same goes for documents relating to website management, such as the monthly reports sent by Overstep, the company that manages our site, on the website's status.

Website Management/Assistance.

I keep in touch with Overstep, and upon the decision of the Board, I have meetings (when needed) with them for the management and assistance of the site. In particular, this year, a new page dedicated to the Oslo workshop has been created <https://acendio.net/acendio/acendio-workshop-2024/> with the relevant section for registering participants <https://acendio.net/membership-account/oslo-workshop-membership-levels/>.

I communicate with or meet Bente Christensen (chair of the ACENDIO Public Relations Committee) for any need to modify our site.

In addition, I communicate with or meet Helen de Graaf-Waar (ACENDIO treasurer) issues on payments registered on the site by ACENDIO members and payments relating to the annual renewal of Paid Membership Pro, Web Hosting, and ACENDIO domain.

ACENDIO Working Group.

I am a member of the ACENDIO Research Grant Committee. I collaborate with Karen Dunn Lopez (chair) to update annually the documents related to the research grant and the related webpage with the help of Bente Christensen.

2nd ACENDIO Workshop.

Support in preparation of the Workshop, management of the attendees' lists, checking payments in collaboration with the Treasurer and communication with Members.



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ACENDIO Members.

Type of membership	Numbers	Details
Institutional membership	11	<ul style="list-style-type: none">• Norwegian Nurses Organisation (Norsk Sykepleierforbund)• Campus Health Reutte• UMIT TIROL• 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)• CNAI – Consociazione Nazionale Associazioni Infermieri• Rotterdam University of Applied Science
Onorary membership	7	<ul style="list-style-type: none">• Fintan Sheerin• June Clark• Kaija Saranto• Margaretha Ehnfors• Maria Müller-Staub• Walter Sermeus• William Goossen
Individual membership	165	
Total	183	

Date
05/04/2024

Signature
Valentina Zeffiro,
ACENDIO Secretary