



ICCHNR
registered charity
no. 1042880

International Conferences on Community Health Nursing Research

**ICCHNR AGM held at City University,
Thursday 25th November 2010**

Meeting Notes

1. Welcome and apologies

Present: Ros Bryar, Ann Caress (by telephone), Catherine Evans, Elaine Haycock-Stuart, Sally Kendall, Julia Quickfall, Edwin Ta Chamanga, Michelle Varian (Notes)

Apologies were received from: Vari Drennan, Claire Goodman, Gina Higginbottom, Karen Luker, Robyn Martin, Joy Merrell, Jean McIntosh, Fiona Ross, Karen Whitaker, Tricia Wilson, Nora Whyte and Helena Wythe

RB welcomed everyone to the meeting

2. Matters arising from the last meetings

December 2009

To note that the sum due to RDNS has now been paid.

September 2010

The new website has been launched and members are encouraged to look at it. SK thanked Billy Leo for his work on the website.

3. Convenor's Report

SK tabled a brief draft report which focused on the Alberta Symposium which will be held in May 2011. SK asked members to promote the event to colleagues and friends. The Canadian Team have taken a large amount of responsibility for the organisation of the event and details have been finalised regarding the budget, programme, keynote speakers and social programme. Full details of these are available on the website. 180 abstracts have been reviewed, including a small number not being appropriate as they are not relevant to community nursing or research. Abstracts have been received

from a wide range of countries which include Canada, UK, Japan, Korea, Brazil, Cuba, China, Australia, New Zealand and South Africa. It was noted that none had been received from the USA. Simultaneous translation into French and Spanish will not be available, but due to the high number of delegates from Japan, translation support may be offered in Japanese for keynote speakers. A good social programme has been arranged which includes an evening reception, a choir event and a list of suggested restaurants. All looks well organised and planned.

There may be the possibility to fund a nurse from a developing country to attend the event.

SK filled in the background to the decision to withdraw from holding the Conference in Korea in 2013. Although the discussions were well advanced, due to the severe economic downturn and hostilities between North and South Korea, it was decided to postpone holding the event there. Whilst disappointed, the Korean Community Health Nurses Association understood the implications of the economic downturn and the relationship with them therefore remains on good terms.

A suggestion was made at last years meeting that a donation could be made by members who do 'one off' pieces of work. SK and RB have done a piece of work for the ICN and have received £700 so far which they have donated to ICCHNR with a further £1500 to come. AC is awaiting some monies due from External Examining which she will donate and she suggested that this was a good idea for such small pots of money.

There are two possible events in the future, one in Scotland in 2013 and another event in London in 2012.

Jean McIntosh, President of ICCHNR is retiring and sincere thanks were recorded for all her work and commitment to community research over the years.

A section regarding the website needs to be added to the draft report.

Action SK

AC queried whether the name of the organisation reflects the role and the aims of the charity. JQ reflected that it is virtually unknown in Scotland when she mentions it to colleagues. Even if the name is not changed, the belief was that there is an issue with branding. A long discussion followed regarding the name and the consensus around the table was that the name needs to be changed. RB is to contact the Charities Commission to see what the implications would be in changing the name. **Action RB.** SK and RB suggested that they could raise this at the Primary Care Nursing Research Network. **Action SK & RB.** Everyone was asked to email ideas about the name or the possibility of adding a strap line to SK and RB with the aim to confirm the change of name at next year's AGM. **Action All.**

4. Survey of Members Report

A survey of members was sent to all 29 paid up members and 16 responses have been received so far. All but one of the respondents were community nurses and all are involved in research. A few are currently undertaking research degrees.

SK highlighted the key results:

- 6 respondents have been members for more than 5 years, 4 for 2-3 years and 6 for less than 1 year.
- The majority enjoyed the opportunity to network, present research and travel that membership brings.
- Most enjoyed the opportunity to hear from and be able to talk to renowned key note speakers.
- All thought the frequency of events was sufficient
- 10 members thought that the cost of the events were fine with 5 responding that they were too high.
- All would recommend an event to a colleague.
- All but one respondent was aware that it was a charitable organisation
- 13 were aware that some of the membership fee supported nurses in developing countries and all thought that this was acceptable.
- Only one member thought that the membership cost (£20) was too high with 5 saying that it was too low.
- 14 were prepared to make additional contributions to the membership fee.
- All would like to be contacted by email.
- Some would like to become committee members with one willing to be a trustee.
- One would like to be a newsletter editor.
- Several were willing to become involved in fundraising and promote the organisation within their own country.
- A comment was received that there should be smaller specialist events for district nurses, public health etc as well as the wider events.

As a result of the survey, it was suggested that the membership fee could be relooked at when the name change and re-brand is decided. Other ways of supporting the organisation should be sought and the opportunity should be available to become committee members or trustees.

The survey will be closed at the end of December.

Additionally it was agreed to send the survey out to the long list with slightly different questions. It would be good to include a question asking where delegates get their funding from to attend conferences.

SK will make a few amendments to the current survey and send it out with a revised closing date to both the short and long lists. The results will be presented at Alberta. **Action SK.**

5. Finance Report

SK tabled a report which had been prepared by Helena Wythe. The current balance is £1271.09 less outgoings which therefore gives a true balance of £1081.09. This will be boosted by £1500 due from ICN. The membership increased to £20 in January 2010. The call for membership is sent out in January 2011. HW and EH-S are notifying each other of PayPal payments and cheques received so are able to keep a check on membership. CE reported that she had a problem with the PayPal payment that she attempted to make last week and that it did not go through. She had to go back into the website and make a donation through PayPal rather than being able to do it as a membership fee. It was noted that this might be a bigger problem and that there is a possibility that people are not bothering to go back into the system a second time and giving up on applying for membership.

EH-S expressed concern about PayPal notification and SK undertook to ask Billy Leo to look into this. **Action SK.**

HW was thanked for her work in preparing the accounts.

6. Membership Report

Currently there are 29 paid up members which are less than last year. There is a possibility to extend the call to more than once a year which goes to both the short and the long list. The membership letter needs to be revised to include details of the charitable side of the organisation and also the upcoming Alberta Symposium. There will be a stand at the Symposium where delegates will be able to sign up for membership. HW is to be asked to assess what the fee should be for those wanting to pay in Canadian Dollars and it was agreed that this should be a round number. **Action SK/HW.**

EH-S is to redraft the letter and to send it to SK and RB for approval. **Action EH-S.** The suggestion was made that it could go out on the Primary Health Care Nursing Research Network and as a 'pop up' on both the ICCHNR website and the Alberta website. The Canadians should be asked if they are prepared to host this. **Action SK/RB.** JQ noted that QNI could have a pop up on their site.

Thanks were given to Martina Dankova at the University of Edinburgh for her work in assisting EH-S with the membership list.

7. Appointment of Officers

Both SK and RB are happy to continue as Co-Convenors and EH-S is happy to continue as Membership Secretary. HW is happy to continue as Honorary Treasurer for the moment.

Jean McIntosh, the President of the Organisation is retiring. No suggestions have been received for her replacement. There is one potential nominee who has been approached and is considering it but has not given her answer as yet. Therefore the decision has been postponed until the nomination is confirmed. The plan is to hand over at Alberta. Meanwhile, other nominations would be gratefully received from the world of Community Nursing who could be a figurehead for the organisation.

8. Any other business

There were no items of any other business.

9. Date of next meeting

The next AGM will take place on Thursday 1st December 2011 at City University.