



INTERNATIONAL CONFERENCES IN COMMUNITY HEALTH NURSING RESEARCH

Registered Charity No. 1042880

President Professor Pam Smith

Convenors Professors Sally Kendall and Gina Higginbottom

Annual General Meeting Minutes

Thursday 9th December 2021

3.00pm – 4.30pm

TYPE OF MEETING	Zoom Meeting
CHAIR	Sally Kendall (SK)
MINUTES BY	Jo Stuttle (JS)
ATTENDEES	Ros Bryar (RB) Clare Cable (CC) Ann-Louise Caress (AC) Nicola Carey (NC) Helen Elliott (HE) Elaine Haycock-Stuart (EHS) Aisha Holloway (AH) Catriona Kennedy (CK) Michelle King-Okoye (MKO) Lee Tomlinson (LT) Joy Merrell (JM) Pam Smith (PS)
APOLOGIES	Laura Davidson Dean (LD) Catherine Evans (CE) Gina Higginbottom (GH)
ATTACHMENTS	Minutes of the AGM – 09-12-2020

1. Welcome and Apologies

SK welcomed everyone to the meeting and apologies as above were given.

Introductions were made by and to the new potential committee appointees attending today.

2. Minutes of the AGM 9th December 2020

RB highlighted one correction on item 4, Convenor's report. 'Community' to follow Filipino. Minutes were read and recorded as accurate.

Actions: JS to amend item 4

3. Matters Arising

All matters arising are on the agenda to be discussed.

4. Conveners Report 2021

Introduction

Since December 2020, the global COVID-19 pandemic has continued to take its toll across the world. To date, according to the World Health Organisation, there have been 249 million cases worldwide and 5.2 million deaths. 7.7 billion vaccine doses have been administered. There is variation across the world in case numbers, deaths, access to health care and vaccination. Community nurses are a leading workforce in the delivery of care for people with COVID-19, those recovering with 'long COVID', support of bereaved families and delivery of vaccines. This work continues across the world unceasingly by nurses and their colleagues.

ICCHNR continue to pay tribute to all the nurses of the world who have cared for others during the pandemic, been sick themselves and lost their lives. We thank you, for your tireless dedication and demonstration of the true meaning of nursing.

We would like to also thank the members of our management committee (<https://www.icchnr.org/who-we-are/>) who work hard throughout the year to sustain ICCHNR and support and uphold our values, our partner organisations, our administrator Jo Stuttle for her organisation, excellent note taking and social media contributions, and to our President, Pam Smith, Professor Emeritus, University of Edinburgh.

1. Change of ICCHNR legal status and constitution

ICCHNR has been operating as a UK charity since 1993 under the same constitution. The Trustees and management group made the decision that it was timely to update the legal status of ICCHNR and review the constitution. We have therefore applied to the UK Charities Commission to become a Charitable Incorporated Organisation under English charity law. This will ensure that individual Trustees carry less personal financial risk and that the governance of ICCHNR will be more secure. Changes to the constitution include that the number of Trustees can be up to 12 with clear periods of office. This will enable us to continue the development of ICCHNR under the guidance of new Trustees and these new appointments will be made during 2021-22 once the Charity Commission has given its approval. And finally, our constitution will be available as an electronic document rather than a typed hard copy document!

2. The Mary McClymont Scholarship awards for the Year of the Nurse and Midwife

Thanks to the generosity of our donor Grand Duo, in 2020 ICCHNR made three awards of £500 each to nurses from low- and middle-income countries to undertake a small piece of research or evaluation. Each scholar was appointed a mentor and they have been working on their projects. Due to the COVID-19 pandemic, the deadline for project completion was extended to 31st December 2021. We look forward to hearing the outcomes of their projects over the next few months.

Ellen Nkambule, Malawi

Interventions to Support Self-Management Among Adults Living with Insulin-Dependent Diabetes in Rural Lilongwe, Malawi: A pilot study.

Nomzamo Angeline Buthelezi, South Africa

Proxy-based medicine collection for elderly populations during the COVID-19 pandemic in rural KwaZulu Natal, South Africa

Gillian Akoto Donkor, Ghana

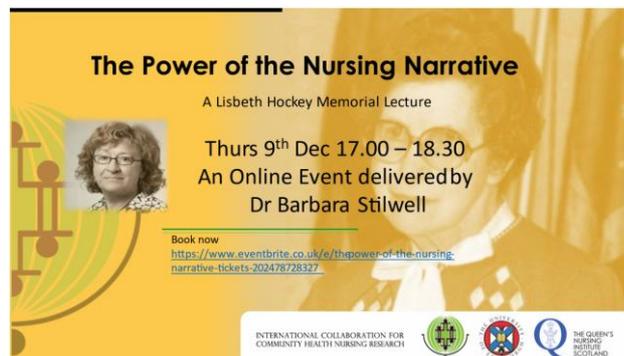
Narratives on Family Dynamics in HIV/AIDS Care: The insider's Perspectives

The Lisbeth Hockey Memorial Lecture 9th December 2021

Following the success of the 2020 Lisbeth Hockey Memorial Lecture we have been able to work once again with the University of Edinburgh and QNIS to offer the next Lisbeth Hockey Memorial Lecture on 9th December 2021. Our speaker this year is Dr Barbara Stilwell, Executive Director of the Nursing Now campaign. Barbara will be delivering her lecture entitled:

The Power of the Nursing Narrative

This is especially relevant during a time when the whole world is going through a health crisis and the voice of nursing is so much in need of being heard.



4. Work with Nursing Now!

ICCHNR continues to support the Nursing Now! Campaign. Our Nursing Now challenge invited community nursing researchers to submit a one-minute video of their research project. It really is a challenge to convey significant messages in one minute. We have received some excellent submissions that address gaps in child health, fathering, integrated health and social care and prostate cancer for example. The videos will be presented at the opening of the Lisbeth Hockey memorial Lecture on December 9th. They can be viewed on the ICCHNR website <https://www.icchnr.org/>

PS thanked SK and GH for their brilliant leadership throughout 2021.

The committee present approved the convener's report and this will be added to the website.

5. Treasurer's Report

Prepared by Ros Bryar
Honorary Treasurer ICCHNR 8.12.21

Business Current – 00219188

Business Reserve – 00295860

All money is moved automatically from the current account to the savings account

Reserve Account:

Opening Balance 1.1.21	£12,003.99
Balance 8.12.21	£15,781.79

Income

Interest (interest rate reduced from 0.2 to 0.01)	£ 1.37
Membership (includes 2xOrg £250.00)	£1,488.33
Refund: due for scholar who is not able to continue	£ 500.00
Total	£1,989.70
Donation Grand Duo Charity 2020	£4,000.00
Total	£5,989.70

Expenditure 1.1.21 – 8.12.21

Web site maintenance 2021	£ 550.00
Administration	£1,498.90
Gifts: Lecture and Trustee	£ 163.00
Total	£2,211.90

Opening Balance 1.1.21	£12,003.99
Income (minus Donation)	£ 1,989.70
Total	£13,993.69
Income (plus Donation)	£17,993.69

Expenditure	£ 2,211.90
Balance (minus 2021 Donation)	£11,781.79
Balance (plus 2021 Donation)	£15,781.79

Membership: has increased since during 2021 as has income from membership with a 50% reduction for 2021 for new members

Membership Income 2018 = £1275.22; 2019 = £859.34; 2020 = £991.58; 2021 = £1488.33

South Africa: Management audit 2020. No further Management communication since. Three papers published, one under review.

6. Membership

JS gave an update on membership. There are currently 52 individual ICCHNR members and 3 group organisational members which are QNI, QNIS and Cardiff University.

The 50% discount on the membership fee has been running throughout 2021 and this will finish at the end of December 2021. We have had 9 new members join using this offer.

RB highlighted it would be good to encourage a board member from Cardiff University to join ICCHNR, possibly Diane Watkins.

JM suggested contacting Caroline Wallis who engages in the community research group in Wales.

SK and GH gave a presentation on the ICCHNR recently at the CPHVA conference and they were very keen to possibly have an organisational membership. SK added it would be worth promoting to the iHV also.

RB will investigate the 'Gift Aid' in 2022 prior to the CIO (Charitable Incorporated Organisation) approval.

PS gave thanks to RB for producing the finance report.

7. Annual Return to the Charity Commission

RB gave an update that the annual return has been made for ICCHNR to the charity commission. SK gave thanks to RB for completing this.

8. Update on the Revised Constitution

As updated in the Convenors report. The current three trustees, Sally, Ros and Gina will meet to clarify the returned objectives needed to proceed with becoming a Charitable Incorporated Organisation (CIO) in 2022.

9. Future Trustees

Once ICCHNR has had the approval form the charity's commission we can increase the number of trustees up to 12, however an ideal number would be 6.

Discussions had on who we would like to invite. SK suggested it would be good to invite people with marketing skills or legal expertise.

CC added we need to be clear on the role of the trustee and the role of the management committee. This will be added to the agenda of the next management group meeting to be discussed further.

10. Date of Next Meeting

JS will send a doodle poll to arrange the next meeting late January/early February 2022.