



**EBMT Nurses Group Board Meeting
Thursday 3rd April 2008
EBMT 2008, Florence**

Present:

Erik Aerts (EA)	President
Arno Mank (AM)	President Elect
Joachim Blankart (JB)	Treasurer
Inger Andersson (IA)	Local Nurse Gothenburg
Elizabeth Walhurt (EW)	Local Nurse Gothenburg
Lissa Perteghella (LP)	EBMT Secretariat Support

In attendance	
Mairead Ni Chonghaile (MNIC)	Attending to take minutes

Apologies:

Michelle Davies (MD)	Secretary
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Action points in italics and underlined

1. Introduction & Welcome

EA commenced the meeting by welcoming everyone and thanking them for attending while commenting that he thought the conference had been a tremendous success. It was clarified that Mairead (while Michelle Davies, newly elected Secretary unable to attend the meeting) would be taking the minutes of the meeting and responsible for distributing the final versions.

2. Minutes from the Previous Meeting

Mairead agreed to change any details in the previous minutes.
We signed off the minutes of the meeting held in Florence, December 17th 2007.

3. Matters Arising from the Minutes

The GvHD DVD was discussed and the following agreed:

- LP to make enquiries about if its possible to make it available online on the EBMT NG website
- GvHD DVD will be sent to any individuals that request it along with all new members.
- JB to ask CAMPAIGN PRODUCTIONS about ownership rights and original copy.

4. Matters arising from the AGM

EA commented that he was disappointed with the number of members that attended the AGM. It was acknowledged that this was not a new problem and it was suggested that in the future more emphasis on advertising the meeting should be taken on board and how to raise participation.

5. Treasurer's Report – Budget

EA thanked JB for the overview that he had already provided at the AGM.

A summary of the overview was communicated to the new members of the Board:

- The O'Donnell fund has not been used because the industry had sponsored the prizes for best poster/abstract. It will remain in reserve for future use in case industry does not sponsor prizes in the future.
- After paying for the GvHD DVD there is still 5800 Euros of the Amgen grant which will be used as soon as decision is made as its is an unrestricted grant –it will be spent on an educational initiative.
- The Scientific Committee will now be functioning financially separately from the NG Board and will be covered by the conference funding.
- 2,000 Euros has been allocated to Travel Grants and Scholarships.
- Membership fee payments from Individual NG Members went straight into the NG bank account but the main EBMT Board provided the amount generated from CIC nurse members.
- The EONS subscription had been cancelled along with the accreditation.

JB commented that the main Board was keen to receive formal proposals for specific projects if further funding was required.

The budget proposals for 2009 will have to be submitted by 1st September.

6. EBMT 2009 – matters arising from the Scientific Committee Meeting

Everybody agreed that EBMT 2008 had gone really well.

EA reported that he and AM had attended the Scientific Committee meeting during EBMT 2008 and confirmed that in it would only be necessary for 2 members of the Board to attend all future Scientific Committee meetings rather than the whole Board.

EA confirmed that MNiC will be the official Chair of the Scientific Committee.

Programme - with regard to the programme for EBMT 2009, EA confirmed that he will be expected to provide a presentation to the main Board in June 2008.

Conference – EA communicated to the NG Board that the main EBMT Board would expect a preliminary programme for the EBMT Board meeting in June.

IA told the Board of the proposal to include an advanced practitioner element to the PMSD.

7. Organisation

Overview of the EBMT NG Board Committees and Working Parties

EA communicated his concern and desire to ensure that each committee has a link person on the NG Board. This link person would be responsible for asking the committee chair person to provide a report of events/meetings/developments so that this information would be available to the NG Board. Chair persons will be required to ensure their report reaches the link person at least 3 wks in advance of NG Board meetings.

Everybody agreed that this was a good idea and below is an overview of the official Board link persons and committee chairs along with contact person for the WPs:

Committee	Chair	Members	Board Link Person	Comments
Scientific	Mairead NiChonghaile.	Vivianne van der Crommert Isilda Rebelo Ewa Mazur Erik Aerts Arno Mank Joacim Larsen Inger Andersson	Erik Aerts Arno Mank	
Research (item N°8 in agenda)	TBC	Becky Stone Simona Calza Eva Johannsen, Sarah Liptrott.	Joachim Blankart	Chair of RC to be decided
Communication & Networking (item N°9 in agenda)	Sara Zulu	Sabine Degen Amelia Murst	Michelle Davies	EA has invited CNC to attend next Board meeting in May.
Working Party	NG Rep	N/A	Board Contact Person	N/A
JACIE	Mairead Ni Chonghaile		Erik Aerts	
Nuclear Accident	Monica Fliedner		Arno Mank	
Paediatric Diseases	TBC		TBC	
Late Effects	Mairead Ni Chonghaile		Erik Aerts	
Outreach	Arno Mank		Erik Aerts	

Agenda - Prior to each NG Board meeting items to be added to the agenda must be sent to MD 3 wks in advance the meeting with the agenda distributed 2 wks before the meeting .

1. Minutes

All signed off minutes will be converted to pdf and the summary will be available on the EBMT website. MD will distribute summary to the committees and National Group Chairs.

8. Exchange Visits/Travel Scholarships

EA confirmed that there were no exchange visits planned for 2008 and that the deadline was still the end of April 2008. January 1st is the deadline for the EBMT 2009 conference grant.

9. National Groups

EA started with providing a summary of his previous responsibilities as the Board link person to the National Groups. He hadn't received any items to be added to the agenda and referred to the AGM that had taken place a few days before, which had provided a summary of their activities in the last year.

All National Groups currently have chairs, however, it was agreed that ensuring that each National Group also had a link person would improve communication; this is something the chair of the National Group would decide. EA requested that each Board link person would contact the National Group chairs to decide on a link person for each committee/WP.

EA went on to provide a summary of developing National Groups:

Statutes from Austrian Group still need to be confirmed.

Nordic Forum – still under discussion (IA agreed to assist EA/AM with developing relations with the Nordic Forum)

Italian Group close to making a decision after EA met with GITMO president in Florence. A decision will be made after 06/05/2008 and will be reported back to the NG Board.

French Group - still under discussion.

Turkish group – initial contact has been made and Monica Fliedner will update the board on this.

AM will take over EAs responsibilities and will become the NG Board's link person for the National Groups.

10. JACIE

As the NG rep on the JACIE Board, MNiC provided a brief overview and confirmed that the results of the Europe Staffing Questionnaire would be presented in Gothenburg in 2009. The 4th edition of the standards is currently being developed. She raised the discussion that if nurses can be directors of collection facilities then they should also be qualified enough to become nurse inspectors and therefore the set of minimum requirements currently held by JACIE could be looked at again. MNiC is keen to provide JACIE with a set of criteria so that nurse inspectors are judged on their experience and not on their PhD/Degree/Publications etc.

17. Next Meetings (Some details below to be confirmed, TBC)

Month	Dates	Times	Meetings	Location
May	Saturday 17th	09.00 – 10.00	NG Board & CNC	Amsterdam
		10.00 – 16.00	NG Board	
		16.15 – 17.00	NG Board & CNC	
	Sunday 18th	09.00 – 14.00	NG Board	
September	Saturday 6th	09.00 – 10.00	NG Board & RC	Milano
		10.00 – 16.00	NG Board	
		16.00 – 17.00	NG Board & RC	
	Sunday 7th	09.00 – 14.00	NG Board	
December	TBC		NG Board & SC	TBC

			NG Board	
			NG Board & SC	
			NG Board	

Summary of minutes signed off by EA 28 April 2008.