



EBMT Nurses Group Board Meeting

Saturday 17th and Sunday 18th May 2008 Amsterdam

Present:

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

Apologies: Amélia Murst

Introduction:

EA commenced the meeting by welcoming everyone and thanking them for attending, he also invited everybody to introduce themselves.

1. Communication & Networking Committee Meeting - 09:00 hrs until 10:00 hrs

Sara Zulu, Chair and Sabine Degen from the CNC joined the initial part of the meeting to discuss CNC activities etc. The following is a summary of what was discussed:

Newsletter:

Number of hits/visits the newsletter receives after distribution is still a concern, (approx 60 visits after distribution to 500 members)? Alternative ways of distributing the letter were discussed. EA keen to investigate, perhaps there is a technical problem?

LP informed the Board that the EBMT Secretariat would be using a different designer for all EBMT newsletters

It was agreed that the June newsletter will be produced and distributed as planned and the number of hits received reviewed and reconsidered after further evaluation. The newsletter's theme for the June edition will be the conference in Florence.

EA suggested creating a 12 month overview and plan of when the newsletter will be produced and distributed to raise awareness amongst active members and hopefully help to source articles as well as plan ahead.

EA suggested the CNC establish a contact person in each committee that can be approached for articles.

EA suggested the idea of introducing advertising in the newsletter which could pay for the production of the newsletter. The Board agreed and EA will contact companies and keep Fiona McDonald informed.

SZ informed the Board that the CNC was keen to receive feedback from readers/members and suggested the idea of a survey – the Board agreed. SZ had also looked at the website forum idea but after careful consideration had realised that it too would be too time consuming to manage and oversee.

SZ was keen to highlight that part of the responsibility of the CNC was to network and requested an already existing list of people that could be contacted. The Board agreed that it would be difficult to formalise this – AM suggested the CNC start with networking with the National Groups and committees, everyone agreed it would take time but would be worth it to start from scratch.

Survey:

MD & CNC to liaise re questions to put in the survey. It was agreed that the survey will be sent in a word document offering people 3 ways to return the completed form (email, fax and post).

Website:

It was agreed that it should be the CNC's responsibility to check the NG website and update accordingly. MD as the CNC Board link person will liaise with the CNC re changes and then inform LP who will execute the changes. The Board agreed that it was essential to keep the website up to date. It should be reviewed in detail once and then be reviewed regularly (approx every 2 monthly).

Terms of Reference:

CNC will relook at their terms of reference doc. and provide a draft for the Board to look at. Final draft would be sent to MD for distribution to the Board.

EA was keen to know what the CNC thought of joining the Board at the beginning of the meeting – their feedback was positive. It was suggested that this should happen at least once a year and is likely to take place again just after EBMT 2009.

2. Matters Arising from Previous Minutes

LP provided a brief overview to Michelle re the minute taking process.

JB is working with Campaign Productions re original version of GvHD DVD.

3. Treasury Report

No changes from update JB provided at last meeting in April after EBMT 2008, however, things to bear in mind for the budget for next year include 25th Anniversary and PR/leaflets etc. JB expects to receive applications for funding from committees by 1st September 2008.

4. Scientific Committee

Matters arising from the Scientific Committee meeting that took place on Friday 16th May 2008:

EA and AM provided a brief overview from the meeting with the SC that had taken place the previous day. It was highlighted that the AGM had attracted few members which was disappointing but also expected. It was agreed it needs to be advertised better and the Board need to think about content. Bearing in mind the 25th Anniversary at EBMT 2009, EA would like to keep it short It was agreed to keep the AGM in the Tuesday lunchtime slot.

After discussing the AGM, the following was agreed:

Following this discussion it was agreed that during the conference the Board & Subcommittee meetings could be avoided – therefore in future the contact link person from the Board should request a meeting with the *subcommittees and ask that they take responsibility for making the necessary arrangements. This would not apply to the National Groups.

*this would include JACIE, Nuclear Accident and with others.

5. EBMT 2009

Although the sponsorship meeting will take place this June, EA confirmed that he had already written to Fresenius and Novartis to find out if they will be sponsoring the best abstract poster prize.

- With regard to deciding on the position of committee chair it will be decided by the committee group.

6. Honorary Membership

EA had previously asked the Board to think about suitable names of candidates to be put forward. The Board has agreed on a suitable candidate. A decision about when and where to give the award needs to be made. This will be confirmed at a later date.

7. Exchange Visits/Travel Scholarships

EA confirmed that no applications had been received so far which is disappointing. The Board felt that the current scholarship articles that will appear in June's issue of the NG newsletter may inspire members to apply and therefore it was agreed to advertise in the newsletter to extend the deadline to July 15th 2008.

8. Research Committee

JB as official link person on the Board for the Research Committee (RC) provided a brief report of their current activities. A TC would take place on Monday 26th May – it was believed one of their objectives would be to decide who will be chair of the committee.

EA went on to mention that he had been approached to review some articles as president of the EBMT NG and was keen to establish a process to decide who would do this. It was agreed that the Board should collectively make a decision about who this should be delegated to.

AM suggested that during EBMT 2009 the RC may like to think about doing a special presentation about 25 years of research in reference to the 25th Anniversary.

9. JACIE

No update /report received and therefore nothing to discuss. EA has requested report to arrive before the next NG Board meeting in September.

10. PR/Strategic Plan

Membership:

LP reported that since EBMT 2008 5 applications had been received and 2 had become members. EA keen to increase this but is aware that right after the conference is a difficult time.

EA explained to the Board that he had received various requests from industry reps to become EBMT NG members. Before making a decision it would need to be clear what we would gain from them and what they would gain as a result of becoming a member - bearing in mind that the EBMT sponsors already receive benefits of EBMT membership.

The membership payment process was also discussed at length along with alternative methods suggested. But for now it was agreed to keep the current system until the EBMT's new web portal was introduced, with the possibility of online payment becoming a membership payment option.

Allied Health Professionals (AHPs):

The Board agreed that it was necessary to reconsider the text in the constitution referring to AHPs – this would be looked at again during the next Board meeting in September.

NG Logo:

EA referred to the response he had received from the EBMT secretariat re the NG logo. It was agreed that a new logo would be developed based on the current new EBMT logo.

Leaflets:

After much discussion it was agreed that the current 3 fold leaflet should be adapted and updated with the new logo.

It is envisaged that the leaflets will be valid for the next 2 years and therefore agreed that the following be taken into consideration:

1. Adapt or delete current application form in leaflet so that nurses interested in becoming members contact the EBMT Secretariat for further information.
2. Considering the website portal may change in the next 9-12 months refer to www.ebmt.org

Update re EBMT NG representation:

EA provided the Board with an update of meetings he had attended and confirmed that he will be a speaker at the Poznan meeting in June.

EA keen to encourage Board members attending meetings to use the opportunity to inform the Board and raise awareness of the EBMT NG as much as possible. Future meetings conferences to consider are:

ECCO (Should EBMT NG attend ECCO 2009?)

ICN

EHA

ASH (MD maybe attending this year)

11. National Groups

EA confirmed that his responsibility as link person had been handed over to AM but provided the following updates in the interim.

Austria:

AM had looked t their statutes and it was agreed that they could be signed off and approved.

Switzerland:

EA had received an update where they indicated their main interest currently is in JACIE & Nursing. They are currently involved with internal audits at each hospital. One nurse from each centre had taken part in the Swiss JACIE course and will also visit each hospital to do an internal audit.

Spain:

EA had received an update informing him that they had had their 2nd Haematology Nursing Education Day in Seville, Spain – 15th and 16th May. They have requested funding from the NG Board for their 3rd Education Day. EA had informed them that a formal proposal would be considered by the Board and should be received no later than 1st September, 2008.

Board will make a decision at the next meeting in September.

Germany:

EA had received an update that they were planning in their 2 day meeting a separate paediatric meeting.

UK:

No update had been received.

The Netherlands:

AM reported that their main interest at the moment was cooperation and collaboration with patient societies in the Netherlands. This led to a discussion re the EBMT 2009 Patient & Family day.

Turkey:

They are keen to set up a National Group and have 31 centres possibly interested.

Nordic Forum:

IA reported that she had been in contact with the Denmark and Finland representatives – a meeting in Iceland will be held in November 2008 when they will discuss developing a National Group, they had mentioned to IA that they would like to invite a member of the EBMT to attend the meeting. IA will report back in September.

France:

EA will participate in a teleconference with Mrs. Hoarau (AFITCH) and will feedback to the Board.

Italy:

A recent GITMO meeting had been held in May and Simona Calza and Letizia Galgano had presented their proposal to form an Italian EBMT National Group to the BMT committee. This was agreed and the EBMT National Group for Italy will sit within the GITMO organisation, Letizia Galgano will be Chair. The statutes have been reviewed and agreed. They have various projects on the go and will provide an article introducing them selves for the NG Newsletter.

MD to add this item to the agenda for the next meeting in September.

Other items to add to the agenda include:

1. Constitution & Strategy
2. Election Process
3. Role of Local Nurse

Next Meetings

Month	Dates	Times	Meetings	Location
May	Saturday 17th	09.00 – 10.00	NG Board & CNC	Amsterdam
		10.00 – 16.00	NG Board	
		16.00 – 17.00	NG Board & CNC	
	Sunday 18th	09.00 – 13.00	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	Friday 12th	09:00 – 17:00	NG Board	Göteborg
	Saturday 13th	TBC	SC Abstract Selection	
	Sunday 14th	TBC	SC Abstract Selection	

EA closed the meeting by thanking everyone for attending and their participation.

Minutes approved and signed off as complete 30/06/2008