Draft Minutes V1

Present:

Board Members: Nicki Credland (NC), Karin Gerber (KG), Amy Pulleyn (AEP), Ian Naldrett (IN), Suzanne Bench (SB), Nicole Lee (NL), Filipia Monteiro (FM), Trish McCready (TM), Catherine Plowright (CP), Louise Stayt (LS).

Apologies: David Waters (DW)

Echo: Sarah Gilliland (SG)

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1. Introductions and Apologies of Absence

2. Conflicts of Interest
SB - Associate Editor of Intensive and Critical Care Nursing Journal
SB - European advisory board member for BD Life Sciences
IN - Independent consultant for Medela

3. Accuracy of Minutes from the last Board Meeting
Accepted with no amendments.

4. Actions from previous Board Meeting
The action list was reviewed and updated.

5. National Updates
NC reported that she has been asked to present evidence on ICU workforce and critical care nurse welfare and will be speaking at the APPG conference on workforce wellbeing in a couple of weeks. She is involved in a number of working parties – the common theme is that there is a recruitment and retention problem however this is problem is not being addressed. BACCN had had a recent twitter chat on alternative roles such as developing the healthcare support job description and pharmacy technician support. It should be noted that these are London centric roles and ICUs elsewhere may not be of a size or scale to have these options.

SB reported that the Thames valley nursing staff wellbeing survey from last year will be going national soon. BACCN are planning to support this qualitatively and NC is also actively seeking people to contribute to the quantitative analysis. NC suggested she would approach True Colours Trust to discuss if they would agree to apply their grant towards this analysis.

The Professional Nurse Advocate course has been rolled out and board members reported varying uptake and feedback. Some participants had reported that its very hard work, others not, and it was suggested that perhaps different universities deliver in a different way. Additionally it was noted that students are allocated randomly to universities. IN commented that people often don't find time to apply the skills learnt. SB clarified that a NHSE report in process is intended to include an expectation

that time will be allotted to apply these skills, and there will also be a recommendation for wellbeing teams which support PNAs.

SB introduced the update on UKCNNA. LS reported that she had attended the last UKCNNA meeting where the main discussion was in reference to their conference in Edinburgh in Sept and that they are doing research prioritizing for next ICS. Applications are open for their oversight committee – it was noted that if you attend one of their events you are member and therefore can apply. BACCN have paid them £500 in the past to sit on their group but they have not asked for funds for past couple years, however this is expected to resume.

ACTION: NC to approach True Colours Trust to discuss if they will apply their grant towards quantitative analysis of the wellbeing survey.

6. Board update Reporting

Exceptional Reporting only was requested.

6.1. Finance Report

TMcC gave a short review of the circulated finance report.
SG raised that according to the report there was no budget currently allocated for VCCN however it was clarified that it had been previously verbally agreed that VCCN would be allocated a £500 budget. VCCN are to do their own resource finding for any promotional items. ECHO will assist with imagery and run by the EXEC for final approval as necessary. It was noted that VCCN members can apply for grants if they have been members for a year.

ACTION: NC/TMcC/SG to communicate to Finance that VCCN are to have a £500 start up budget which they can put towards co-branded items.

6.2. Membership Report

NL highlighted from the membership report that membership has taken a dip but it appears that it often does at this time of year. It was also noted that those who joined for access to COVID resources may have left.

ACTION: ECHO to update membership/conference slides
ACTION: ECHO to put out links to the board journey videos on SM

6.3. Regional Report

AP and FM had met with all regions. AP highlighted from her circulated report that they are still running as one region until Jan 2023. As they have lost some regional committee leadership AP was considering changing boundaries therefore making bigger regions. Southern, Anglia and Midlands have upcoming regional events. All regions had feedback that they were worried about engagement and not clear what people get for their money? Northern region perceived BACCN to be weak compared to their strong regional NHSE network. NI is struggling as it is small but it is hoped that as host city for the conference this will pick up. The North West committee appears to have been lost because their regional network is strong. The Scotland Chair is leaving to do a PhD and they struggle with uptake. The Southern

committee have offered to support Northern. South West are strong and have lots of followers on Instagram. AP suggested the regions have authorization for their own Instagram accounts as this is safer than other SM platforms as there is less room for comment and this was agreed. Wales is struggling with engagement. Wessex and Yorks and Lincs were unable to meet with AP and FM. It was fedback that literature design and images were perceived as dated, that not enough national opportunities are communicated on whatsapp, and that people don't like the journal online. AP suggested we need new branding and marketing and to freshen up images on the website. IN suggested getting in an agency to rebrand. NL suggested we could have a BACCN app. CP pointed out that BACCN had kept the face and voice of CC nurses out there during COVID and we may need to communicate this more effectively to our members. We had also provided free Covid resources. BACCN brings a national aspect that regional networks do not. SB said that we need to be clear what the young generation want.

ACTION: AP suggested the regions be consolidated to have the same footprint as NHS networks. All agreed. NC and AP to look at this and bring back to the Board.
ACTION: AP to call for a meeting so that NC can speak to Northern Region explore how we can increase the profile of the national work that the board undertakes
ACTION: AP to look at regional handbooks. Change role of treasurer and look at SM.

6.4. Professional Advisors' Report

CP shared highlights from the Professional Advisors' report which had been circulated.
NL is to take over organ donation representation from TMcC.
The UK Alliance on Climate change had agreed to us joining.
The Prescribing Position statement and the survey is being written up. They will have a slot at conference and the statement will be submitted to journal.

6.5. Conference Report

KG had visited the site and reported positively on the venue. The Board will be staying in the Hilton next door, and the conference party will also be held there. The opening Keynote is Rachel Kennanna.

The BACCN Member rate will be offered to NORF, PCCS, and IACCN.

For Keynotes BACCN will pay for accommodation and travel, but if people are asked to speak BACCN will give them one day of conference free however they pay for their own accommodation and travel. BACCN are still looking into hiring Irish dancers. As of 17th March there were 16 delegates and seven abstracts. 2 IACCN board members will join the scientific committee. The vet abstracts will go to VCCN and BACCN will have oversight. We will invite ex-board members - Mark, Ann, Vanessa, and Colette - to conference and BACCN will pay their conference fees, accommodation and travel. There are fewer exhibitors - Linet, Draeger and Stryker (tbc). Derek of IACCN had secured sponsorship for 100 delegates from the Republic of Ireland. If anyone has to cancel due to Covid they would be asked to provide proof within 48 hours, if possible, and BACCN would defer payment to next year's conference. BACCN will follow national guidance regarding restrictions. There will be a carbon offset scheme of £2 per delegate which will be donated to a scheme which funds tree planting across Ireland. There will be a sustainable conference bag. There may be a survey about whether delegates wish to have a paper program or an app. If possible there would be a regional committee quiz and drink with the board – if not they would be invited to the stage and thanked, and tables reserved for them should they choose to take them.

Board and committee could wear their BACCN badges but t-shirts would not be provided. The AGM slides would be pre-recorded and then they would take questions on the day.

ACTION: SB to ask for expression of interest for Exec and a President elect.
ACTION: ECHO to arrange flights and accommodation for conference in the next two weeks. Any flights options will be covered by BACCN.
ACTION: ECHO to get conference poster finalised.
ACTION: CP and LS to discuss if SUSNET want to have stand at the conference.

6.6. Journal Report

IN and NC will be having a journal management meeting soon. IN had had an editorial board meeting in which items under discussion were value and quality improvement, the need for more reviewers, and where it was highlighted that there were no public guidelines on criteria for reviewers. It was noted that the January publication came out mid-February. IN highlighted that the Journal app has changed without the Board or ECHO being informed – there is a new pathway to get onto journal and for submitting papers. It was suggested that when the Journal comes out we could do a 10 minute espresso session and/or Infographic on the contents.

ACTION: IN to contact Wiley/the journal to feedback and address the change of path to the journal and submission and to communicate the outcome to ECHO so they can update the website and put in news.
ACTION: NC to follow up on whether editors are tied to the publisher or BACCN.

6.7. Commercial Projects Report

DW was unable to present his report.

6.8. Marketing and Communications report

SG shared that followers and likes continue to rise and Mailchimp engagement has risen slightly.

6.9. EFCCNA Report

IN highlighted from his circulated report that there will be a Zoom meeting April 23rd 2022. The annual conference will be 31 August to 3 Sept in Utrecht. All the committee are up for election at the next meeting.

7. BACCN COVID Survey

LS reported that they are hoping to submit the results of this survey to NICC in the next few weeks.

ACTION: LS will forward the date of the next meeting to review results to and to ask board to e-mail if they would like to join or contribute to the analysis or discussion of the BACCN COVID Survey

8. Research Requests and research governance plan

LS reported that we have lots of requests for research support via advertising on SM and some don't include ethics or they say that ethics are not required but then give no indication of what will be done with the data – therefore do BACCN need an internal governance guideline?

ACTION: LS and SB to draft a statement re ethical considerations that BACCN will apply.

9. Membership cancellations and refund

A couple of disputes on membership cancellation refunds had been submitted to the board. It was reiterated that there were to be no exceptions to the cancellation policy. It was agreed that those who cancel in advance can be archived straight away (if requested) so that they do not receive unwanted renewal reminders.

10. Board members

Rebecca Sumnall has submitted her application to join the board and there were no objections from theBoard to accepting her.

ACTION: ECHO to email to welcome her to the board and to the next meeting and will be co-opted on to the board and will be ratified tomorrow.

11. BACCN badges

ACTION: ECHO – it was agreed to create badges for the regions (5 per region) saying – "Regional Committee" and for the Board saying "Board Member".

12. Donation Actions Framework-request for endorsement

It was agreed that the Board are happy to endorse.

13. AOB

Travel expenses

NC recommended we increase expenses as we have increased costs, and all agreed.

ACTION: TMcC and NC to propose new expenses and this to be updated on the website.

BACCN honorary fellow

This role had been proposed for a present or past board or regional member who had demonstrated demonstrable contribution to BACCN, to be nominated by two committee members and reviewed by the national board. This is now approved and will be announced at conference. There will be a minimum of 1 and a maximum of 3. The nominator must have the permission of the nominee. We need to issue attractive certificates.

ACTION: NC will send documents re the BACCN honorary fellow and announce at conference.
ACTION: ECHO to design and print BACCN honorary fellow certificates.

14. Close of meeting

15. Upcoming meetings

17th June 2022, On-line

2nd and 3rd December – Birmingham?