



**ANNUAL GENERAL MEETING**  
**Minutes of meeting held on**  
**TUESDAY 1<sup>ST</sup> DECEMBER 2015, 1700 TO 1745hrs**  
**UKSF STROKE CONFERENCE, LIVERPOOL**

**In attendance:**

Clare Gordon (Chair), Liz Lightbody (Vice Chair), Claire West WSNF, Racheal Jones, Nicki Redgrift, Sue Chapman, Alda Arnauth, Emmie Malewezi.

Apologies: Chris Burton, Hazel Dickinson, Stephanie Heath.

**1. INTRODUCTION**

The aims and objectives of the NSNF were presented. The current steering committee membership and national distribution of members was presented. There is a current gap in North East representation on the steering committee

Chris Burton has stepped down as Vice Chair due to work commitments, and Liz Lightbody was introduced as the new Vice Chair Elect, and will take over from Clare Gordon at the AGM in 2016. Liz was congratulated in her new role.

Alison McGinnes has resigned as treasurer, and Cath Curley took over as treasurer in November 2015.

Both Alison and Chris were thanked for the contribution and commitment to the NSNF over many years.

**2. CHAIRS REPORT**

An overview of the work completed by the NSNF in 2015 was presented which includes:

- (a) UKSF conference planning committee – the NSNF is responsible for suggesting topics and speakers for the conference that are relevant to nursing
- (b) RCP Intercollegiate Working Party for Stroke – the NSNF has 2 representatives on the committee, Amanda Jones and Diana Day. They are responsible for reviewing evidence for new guideline development, and to provide feedback on behalf of the NSNF regarding SSNAP.
- (c) Stroke Nurse Staffing Guidelines. The NSNF has co-ordinated Stroke Nurse Groups from all 4 countries in the UK to be involved in developing national guidelines on stroke nurse staffing. These are due to be published early next year.
- (d) A 3 year strategy has been published which aims to provide a vision and framework for developing the NSNF and commit to supporting stroke nursing for the future. The strategy was presented, and copies can be downloaded from the NSNF website. The proposed reorganisation of the NSNF was presented.

### **3. FINANCE REPORT**

The finances for April 2014 to April 2015 were prepared by Alison McGinnes.

Account balance for year-end April 2015 was £13047.33.

The main expenditure for 2014/15 has been administration costs, and supporting travel expenses for steering committee members.

### **4. VOTING ON CHANGES TO THE CONSTITUTION**

The following changes to the constitution were presented for voting at the AGM.

That clause 5 of the NSNF Constitution be amended to read:

The committee shall comprise of 22 members including the Chair, Vice Chair, Secretary, Treasurer and Website/Social Media Co-ordinator who shall be elected by committee members.

There will be 2 regional representatives from each of the following regions:

North West  
North East  
Midlands  
South West  
South East  
South & Isle of Wight  
East  
Wales  
Scotland  
Northern Ireland

The position of Chair and will not have the additional position of regional representative.

The committee may bestow the status of honorary membership upon a person for especially meritorious services to stroke nursing and the NSNF. Past chairs will have the status of honorary membership for 12 months after leaving the office of Chair. Honorary members may attend the NSNF Steering Committee in an advisory capacity, but have no vote.

That clause 8 of the NSNF Constitution be amended to read:

At the first regular meeting after the Annual General Meeting of the relevant year, the committee shall elect from its members a Chair, Vice Chair, Secretary and Treasurer to serve an agreed term of office, which is usually 3 years.

That clause 11 of the NSNF Constitution be amended to read:

Committee members will make decisions as a collective group and hold joint responsibility for decisions and actions taken by the management committee, even in their absence. They are responsible for ensuring that all decisions are taken in the best interests of the organisation and that their role is carried out effectively.

That clause 14 of the NSNF Constitution be amended to read:

10 committee members, to include at least two office bearers of the committee, shall be deemed a quorum.

That clause 21 of the NSNF Constitution be amended to read:

Individual forum members will be charged an annual fee of £12. A group membership for 10 nurses working in the same stroke unit or community team will be charged at an annual fee of £85. The fee will be sent to the Treasurer who, upon clearance of the payment, will notify the forum administrator. The forum administrator shall forward forum details to the member within 28 days of notification by the Treasurer.

All those attending unanimously voted in favour of all the above changes to the constitution. One attendee abstained as she was not an NSNF member. Twelve email votes has been received, all in favour of the constitution changes.

Therefore it was announced that the changes to the constitution have been passed.

#### **5. ANY OTHER BUSINESS**

Claire West asked for support with developing the programme for the Welsh Stroke Conference. It was agreed that the NSNF will support with this, any many suggestion were put forward at the meeting.

The meeting closed at 1745hrs.