

RCN Defence Nursing Forum Steering Committee Strategy Day Minutes

Date: 19 Apr 24


Time: 11-1600

Room: RCN HQ Sarah Swift G01

<p>Attendees: Janet Kelly (JK) Chair James Cooper (JC) Rebecca Crisp (RC) Neil Gilbert (NG) Louise Jones (LJ)</p>	<p>Staff: Denise Alexis (DA) Kendal Andreason (KA)</p> <p>Apologies: Michelle Maund (MM) Suzanne Turner (ST)</p>
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Actions: are in bold and underlined.

No	Time	Agenda Item
1	1100	<p>Welcome, apologies, and ice breaker (JK)</p> <p>Steering committee members completed introductions and participated in a get to know you ice breaker session answering:</p> <ul style="list-style-type: none"> • What is your vision for this group? • What can you personally bring to this group? • What are your hobbies/interests? • What do you need from this group?
2	1130	<p>Review notes of last strategy day meeting (ALL)</p> <p>Agreed.</p>
3	1135	<p>Review of 2023 activity (KA)</p> <p>KA gave a review of the forum activity from last year, including:</p> <ul style="list-style-type: none"> • Representation. JK and KA spoke at the CNO (Army) Symposium. • Webinars. Natalie Anderson led with a DNF webinar which is still available to view online: here • Congress. Learning and Wellbeing (Fringe) Event called <i>Leadership lessons from Defence Nursing</i>. • Library exhibit. KA participated in the RCN Unmasked series of Nursing exhibition which can be viewed here. • Library subject guide. Updated of the Defence Nursing subject guide.
4	1145	<p>Defence Nursing Forum Charter review (KA)</p> <p>KA gave a synopsis on the work and achievements of Forums e.g. Emergency Care Forum and how the steering committee can collaborate with other forums.</p> <p>The steering committee updated the DNF charter.</p> <p><u>Action: All to review charter by the next meeting on 17 May 24.</u></p>

5	1215	<p>Congress 2024 (ALL) https://www.rcn.org.uk/congress/</p> <p>KA gave a brief breakdown the purpose of Congress and how the steering committee can engage with the wider membership through the Forum stand and at the World Café.</p>
6	1230	Lunch and RCN Tour and photo
7	1330	<p>Library Services – Andrew Temple-Mabe (ATM), RCN Collection Development Specialist</p> <p>https://www.rcn.org.uk/library/Subject-Guides/defence-nursing-services</p> <p>Andrew Temple-Mabe gave an overview of library services and the subject guide. JK requested if the RCN can get the Journal of military ethics.</p> <p><u>Action: NG to lead on the updating of the DNF subject guide and will coordinate this going forward.</u></p>
8	1415	<p>Member Engagement – Ellie Terry (ET), Communications Officer, Campaigns Team</p> <ul style="list-style-type: none"> • Forum webpage • Twitter • Facebook <p>Ellie gave an overview of the RCNs main social media accounts and how the communication team can support the forum steering committee with their own marketing and engagement.</p> <p> Getting the most out of RCN social media.p</p> <p><u>Action: DA to invite ET to a future DNF monthly teleconference re: RCN social media training session.</u></p>
9	1445	Break
10	1500	<p>DNF 2024-2025 Action Plan: Setting our objectives (ALL)</p> <p>The steering committee updated the SMART objectives found in the DNF charter.</p> <p><u>Action: All to review the SMART objectives by next meet on 17 May 24.</u> <u>Action: DA to find out the demographic of the DNF members.</u></p>
11	1545	<p>AOB</p> <p>Monthly DNF teleconferences will be at 1000-1100 on the third Friday of every month. Next meeting: 17th May.</p> <p><u>Action: NG to deputise for the chair at the DNF interviews.</u></p>
12	1600	Close

