



# Annual General Meeting

## 3 September 2020

### MINUTES

Virtual meeting opened at 11.20am via Zoom

The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander peoples across the nation as the traditional custodians of the lands on which we live, learn and work, and honour elders past and present.

**1. Present:** Anndrea Flint (chair), Amy Forbes-Coe, Shelley Reid (minutes), Samantha Lannan, Dustylee Williams, Linda Ng, Deanne August, Sarah Neale, Megan Culell, Karen New, Jennifer Dawson, Gill Mibus, Neil Pulbrook, Robyn Schmidt, Melissa Burnett, Robyn Smith, Leanne Mills, Patricia Lowe, Patricia Bromley, Lee Hopper, Jo Scott, Jenny Ormsby, Nikka Pasion, Cindy Batey, Samantha Jenkins, Helen Anderson, Belinda Bosward, Renee Muirhead, Gillian Gillon, Jennifer Middleton, Noreen Crocker, Jan Nash, Annette Dinning, Ursula Haack, Suza Trajkovski, Donna Hovey, Barbara Jolley, Katharine Lawlor, Skye Firth, Jeanette Pembroke, Julie Heath, Judy Macey, Tina Gray, Anne Walsh, Kimbra Thomas, Amanda Whitehouse, Kim Psaila, Amanda Merchant, Suzanne Bates, Jill Sergeant, Belinda Hill, Kaye Spence, Karen Pearse, Samantha Feltis, Margaret Greenwood, Miriam Long, Penny Sillett, Lyn Chapple, Dianne Webb, Trevor Cresp, Julianne Hite, Sonya Tatnell, Charlene Buckle, Krystal South, Maxine Ballinger, Rowena Espiritu, Leanne Ehrlich, Mary Ellen Youseman, Debbora Cruickshank, Julie Johnson, Suzy Hewson, Janine McEwan, Julia Divall, Jasmine Song, Margaret Broom, Louise Bottega, Laura Maher, Brandi Janson, Nadine Rundle, Janelle Fysh, Heidi Best.

**2. Apologies:** received from Julie Bernardo, Alyssa Fraser and Rose Boland.

**3. Confirmation of minutes** for AGM, 9 November 2019: accepted as true by Deanne August and Linda Ng.

**4. Business from previous minutes:** the annual financial report was submitted to NSW Fair Trading within one month of the 2019 AGM.

#### **5. Reports:**

a) President: Anndrea Flint presented her report on activity since the last AGM. With no questions arising, Anndrea proposed that her report be accepted: moved by Robyn Schmid and seconded by Judy Macey

b) Treasurer: Samantha Lannan presented the audited accounts for the financial year 2019 – 2020 and explained the income and expenditure for that period, see Appendix 2. ACNN remains in good financial standing. Samantha went on to present the prospective budget for 2020 – 2021. A question arose from Alice Wilson, who asked how the variable renewal periods (now from one to five years) would balance over ongoing years. Samantha informed the members that about half of renewing members had selected an extended option, ranging over the 2 to 5-year options. With no further questions arising, Samantha proposed that her report be accepted; moved by Neil Pulbrook and seconded by Dustylee Williams.

**6. Other business arising:** Megan Culell has stepped down and Anndrea thanked her for her contribution over the past 12 months

a) Election of office-bearers for 2020 – 2021

President: Anndrea Flint

Vice president: Amy Forbes-Coe

Secretary: Shelley Reid

Treasurer: Samantha Lannan

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Ordinary members: Dustylee Williams, Linda Ng (Professional Officer), Sarah Neale (Social Media)

b) ACNN NNE Award 2020: no applications received.

c) ACNN Family Appreciation Award 2020: no applications received.

d) Mark New Award: no applications received.

## 7. New business

a) Annual Conference 2021: the Annual Conference for 2021 has been booked for Canberra, 8 – 10 September, at the Hotel Realm.

8. **Correspondence:** receipt from NSW Fair Trading for submitting annual summary.

9. **Business without notice:** SIG scholarship recipients were Alyson Smyth (Leadership and Management), Donna Hovey and Karen New (Low Resource Countries) and Kerry van den Bosch (Neurodevelopmental Care).

10. **Next AGM:** will take place as part of the 2021 conference program.

Meeting closed at 11.50am.



Anndrea Flint, President

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## Appendix 1: Treasurer's report 2020

The Treasurer's Report for the Australian College of Neonatal Nurses (ACNN) was presented at the Annual General Meeting (AGM) via videoconference on 3<sup>rd</sup> September 2020 accompanied by the Financial Statements and Independent Auditor's Report compiled by Moore Accounting, Brisbane.

Total income for the 2019/2020 financial year equalled \$160,646 and total expenditure was \$159,957. This created a total net income of \$688 and ACNN ended the year with funds totalling \$457,249. \$315,952 of these funds are held in two term deposits that are expected to yield \$6000 in interest in the coming year.

Following the closure of the eight individual Branch accounts in 2018, the financial administration of ACNN has been greatly simplified. The accounting software, Xero, enables the College to clearly keep track of the financial activity for each Branch and Special Interest Group (SIG).

ACNN's main income is from membership dues and the annual conference as well as income generated by Branch and SIG events. For the first time, ACNN offered members the option of multiple year renewals and this has been very popular with almost half of members renewing for 2,3 or 5 years. Income from national, Branch and SIG events was less than in previous years due to the impact of Covid-19 restrictions.

Expenditure for the year focused on two main areas: the costs associated with running the College, and national, Branch and SIG events including the Visiting Scholar Tour.

Costs associated with the administration and governance required to keep the College running totalled approximately \$72,000. This included our much-needed executive support officer, professional conference organiser and accountant as well as the support provided to national, Branch and SIG committee members to

attend meetings and maintain the running of the College through the Sustainable Committees Plan.

Other expenses that support the running of ACNN include insurance, Office of Fair Trading fees as well as the technical and software items for the maintenance of the website, videoconferencing, meeting management and accountancy.

Ongoing support was also provided to members in the form of scholarships, grants and awards although this expenditure was less than in previous years due to Covid-19.

The provisional budget presented at the AGM was based on previous years and the anticipated income and expenses for the coming year.

ACNN will continue to meet its requirements for the running of the College with a strong focus on supporting its members. ACNN is in a healthy financial position, and it is a priority of the National Executive to support all ACNN members not just with conference and educational events and seminars but also with scholarships, grants and awards.

The proposed budget with an income estimate of \$107,000 and a proposed expenditure of \$250,000 indicates the college will spend approximately \$143,000 to achieve the continued support for its members.