



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 7:30 PM Monday, 13 January 2020

1. Meeting open

Meeting Opened By Anndrea Flint at 7:32 PM

2. Attendance & Apologies

Attended

Amy Forbes-Coe
Anndrea Flint
Dustylee Williams
Karen New
Linda Ng
Megan Culell
Samantha Lannan
Shelley Reid

Deanne August, Sarah Neale.

3. Confirmation of the minutes of the previous general meeting

Motions

038 The minutes of the meeting held on 9 Dec 2019 were a true and accurate record.

Status: Carried **Mover:** Linda Ng **Second:** Megan Culell

4. Business arising from the minutes of the previous general meeting

1. Flights for F2F meeting in March: all flights now booked.
2. Refund for 2019 event: see 6.2 below.
3. ACNN name badges: in progress.
4. Website acknowledgment of Aboriginal and Torres Strait Islander people: this was approved by the Executive, to be uploaded on the ACNN homepage.
5. NNE closed group options: Deanne reported on options discussed with NNE to consider. Deanne will also inform other SIGs of options.
6. Conference website statement on sponsorship from breastmilk substitutes companies: requires redrafting.

Action Items

[045 Acknowledgment of first peoples on ACNN homepage](#)

Due Date: Monday, 10 February 2020 **Assigned To:** Karen New **Completed:** Tuesday, 10 March 2020

[046 Redrafting of formal company policy for conference website](#)

Due Date: Monday, 10 February 2020 **Assigned To:** Shelley Reid **Completed:** Thursday, 20 February 2020

5. Correspondence

- ACNN endorsement of SBB e-learning sent to Stillbirth CRE on 16 December
- enquiry from WaterWipes regarding conference sponsorship, reply from executive sent on 17 December
- further correspondence and request from WaterWipes regarding conference sponsorship
- digital promotional material sent by Stillbirth CRE

6. Finance

1. ACNN remains in good financial standing. Recent activities are half-year memberships and some conference expenses.
2. Visiting academic tour 2019: Nikki and Samantha still resolving expenses.

7. Governance

No action required.

8. Legal

No action required.

9. Operations

1. Professional Officer: reported one potential applicant for the PD scholarship who has failed to make an official application.
2. Social Media Committee: Sarah and Deanne reported the EOI for the SMC has gone out and will close by end of January. They will email branches and SIGs to discuss social media engagement with them. Asked Executive for suggested posts during WHO Year of Nurses and Midwives 2020, perhaps ask members about memories of neonatal nursing suitable for posts.
3. Website: Karen has started updating the ACNN website, asked branches and SIGs for feedback but has only had responses from NNR and NNE. To focus on this updating at the next extended meeting in February.

10. Conferences and events

1. ACNN Conference 2020: all venues booked. Now focussing on booking speakers, and editing call for abstracts flyer. The NNP, NNE, LRC, NDC SIGs have put forward suggested speakers and Karen is following up on them.
2. Breakfast session sponsorship by Nestle: ACNN policy now prohibits sponsorship from formula companies other than trade exhibition. However, they may donate an unrestricted education grant that does not allow them any influence over topic, speaker or venue. Karen has contacted the company and explained the conditions of the unrestricted education grant, and they will get back to her about this.
3. NNP SIG proposal for post conference workshop: the additional cost of \$15,000 for one day is prohibitive, not to be included in conference costs. Karen is approaching other suggested speakers for the NNP SIG.
4. ACNN and ACN Forum Aug 2020: suggestion put forward by Jennifer Dawson that ACNN members consider submitting an abstract. Karen noted that the ACN Forum is posted in the ACNN calendar and included in roundup emails.
5. Promotional items: required for ACNN promotion stands at other events. The Executive discussed the need for information that is up to date, especially about SIGs. Perhaps include a QR code if appropriate. The Executive agreed the posters should be designed professionally. Sarah will draft a new design for Executive to consider initially, but if necessary a graphic designer will be engaged.

11. New Business

1. Neonatal skin care SIG proposal: steering group have asked to initiate a call for EOI by email. The Executive agreed to this.
2. Neonatal Palliative Care SIG proposal: some problems identified from application, may be due to lack of information on steps to take before submitting a formal application to the Executive. These are an exploratory meeting, either at an ACNN conference or by an emailed EOI to all members, seeking interest in forming the SIG. The Executive noted that the application was for one site only rather than open to all ACNN members, and some of the proposed SIG members were not members of ACNN. A response is to be drafted by Shelley and approved by Executive before sending. Will include an offer to host an exploratory meeting at the conference.
3. WaterWipes request for conference trade sponsorship: still asking to be a conference exhibitor. Discussed by Executive, and it was agreed unanimously to decline sponsorship until scientific evidence upholds the safety of the their product for the preterm population.
4. Executive photos for social media posts: to be taken at the preconference meeting as a way to raise the profile of Executive.

Action Items

[047 Feedback on Palliative Care SIG application](#)

Due Date: Monday, 10 February 2020 **Assigned To:** Shelley Reid **Completed:** Thursday, 20 February 2020

[048 Final response to WaterWipes](#)

Due Date: Monday, 10 February 2020 **Assigned To:** Shelley Reid **Completed:** Thursday, 20 February 2020

12. Meeting Close

Meeting closed at 8:57 PM

Next Meeting

General Meeting

7:30 PM, Monday, 10 February 2020

Signature

Actions Summary

#	Title	Assigned To	Due Date	Completed
045	Acknowledgment of first peoples on ACNN homepage	Karen New	Monday, 10 February 2020	Tuesday, 10 March 2020
046	Redrafting of formal company policy for conference website	Shelley Reid	Monday, 10 February 2020	Thursday, 20 February 2020
047	Feedback on Palliative Care SIG application	Shelley Reid	Monday, 10 February 2020	Thursday, 20 February 2020
048	Final response to WaterWipes	Shelley Reid	Monday, 10 February 2020	Thursday, 20 February 2020

Motions Summary

#	Title	Mover	Seconder	Status
038	The minutes of the meeting held on 9 Dec 2019 were a true and accurate record.	Linda Ng	Megan Culell	Carried