



THE PEAK PROFESSIONAL BODY  
FOR NEONATAL NURSES IN AUSTRALIA

## Executive Face-to-Face Meeting Minutes Saturday & Sunday, 14-15 March 2020 Brisbane

### 1. Meeting Open, Saturday 14 March 2020

Meeting Opened By Anndrea Flint at 8:30 AM

This meeting commenced on Saturday 14 March and continued on Sunday 15 March 2020.

### 2. Attendance & Apologies

#### Attended

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

Deanne August and Sarah Neale representing Social Media Committee

### 3. Governance

The Executive reviewed governance compliance for all branches and SIGs. The three current requirements are attendance by a representative at bimonthly Executive meetings, contributions to the newsletter, and submission of an annual report based on calendar year. Findings determine the financial support provided to branch and SIG committees, as per the Sustainable Committees Plan, which currently specifies full attendance at the ACNN conference and welcoming reception.

1. Branch reviews: the NSW, Queensland and South Australian branches met all three requirements and are approved to support attendance at the ACNN conference for three committee members from their own funds. The ACT branch did not meet all requirements but were approved to support two committee members from their own funds. The Victorian branch did not meet criteria and is being supported by the Executive to define their terms of reference and formulate their strategic plan.
2. SIG reviews: SIGs receive financial support from ACNN funds. The NNP, LRC and NNR SIGs met all three requirements and will be supported for three members of each SIG committee to attend the ACNN conference. The other SIGs did not meet all requirements so their support is determined on a sliding scale. The NNE and NNL SIGs were approved to receive support for two of their committee members, and the NDC SIG was approved to receive support for one committee member to attend the ACNN conference.
3. Social Media Committee: this subcommittee operates at the same governance level as the branches and SIGs, with financial support from ACNN. The Executive approved financial support for two members of the SMC to attend the

- ACNN conference, as their presence is required to achieve social media coverage.
4. Executive Committee: agreed that all current Executive Committee members would receive financial support to attend the ACNN conference and the pre-conference Executive meeting, as provided in the Sustainable Committees Plan.
  5. Annual report and terms of reference review: all branches except Victoria submitted an annual report and all SIGs submitted an annual report. Not all branches and SIGs submitted terms of reference as these were not a specified requirement beyond the provisional year. The Executive agreed that TOR should be reviewed annually and updated if required. It was also noted that not all reports referred to the strategic plan set by each branch and SIG during their annual meeting, which is a specified requirement. Therefore the branches and SIGs will be advised that their annual report should be based on their activity plan set for the report year, and to include TOR even if those do not always require an update. Branch and SIG activity plans should follow the current ACNN national strategic plan wherever relevant to branches and SIGs.
  6. Governance documents: all ACNN governance documents are to be reviewed no later than five years. Documents for review in 2020 are the policies for advertising, appointment to the National (Executive) Committee, ACNN Conference, endorsement of clinical guidelines (external), IT governance, and AV photographic consent. Guidelines for review are the Executive position descriptions, acceptance and dissemination of advertising, position statements, development of clinical practice guidelines, treasurer role and succession, and the Mark New award. Members of the Executive volunteered to review specific documents and submit draft versions for approval over the next few months.
  7. Strategic plan for 2021-2025: current strategic plan expires at the end of 2020. This was reviewed and drafted for the next five year period. Karen will review for alignment with the current Neonatal Nursing Standards for Practice, and Dustylee will draft an acknowledgment of Aboriginal and Torres Strait Islander people, to be added. The Executive discussed how to keep branches and SIGs aware of their responsibilities; Shelley and Amy will review the To-do list established a while ago as an easy-reference guide.
  8. ACNN 2018 Year in Review: this edited annual reported was tabled. Next report for 2019 can be formatted once Shelley receives the President's report as presented at the 2019 AGM.

#### Action Items

##### Branch and SIG guidelines

Improve clarity on requirements for annual reporting by branches and SIGs

**Due Date:** Sunday, 12 April 2020      **Assigned To:** Shelley Reid

##### To-do list

Quick guide for branches and SIGs on their responsibilities

**Due Date:** Sunday, 12 April 2020      **Assigned To:** Shelley Reid, Amy Forbes-Coe

#### 4. Operations

1. Social Media Committee: recommended updates to the Social Media Policy owing to the recent update on social media use by healthcare professionals from the Nurses and Midwives Board of Australia. The updated document was reviewed and approved by the Executive. Another member, Natasha Good, has been recruited to the SMC team. The team is also considering the feasibility of presenting webinars for members and will report back.
2. NNE SIG: a report on the member survey undertaken by the NNE had been submitted to the Executive. There is an intention to submit this report for publication so the document will not be uploaded to the ACNN website. The Executive noted that the report should be submitted using an ACNN template and requested the document be reformatted. Linda will liaise with the NNE committee.
3. NNR SIG research proposal: a detailed document on the proposed research to establish how to measure neonatal nursing related outcomes was reviewed. The NNR SIG is requesting funding for phase 1 and 2 of the project. The Executive discussed the project and agreed to in-principle support. However, the SIG needs to clarify milestones,

where ethics application are to be lodged, and full budget. An Executive member needs to be part of the project team, providing financial oversight, and reporting progress back to the Executive. The Executive agreed further discussion with the NNR committee is required before financial support is agreed on. Anndrea will contact the NNR SIG; Deanne offered her assistance in discussions with the SIG committee.

4. NNP SIG proposal for STABLE training: Anndrea and Amy noted that STABLE courses are not easily available in Australia, with two sites in NSW (John Hunter Children's Hospital and Liverpool Hospital) and only one NNP, Jo Scott, is qualified to train. Training is only available in the USA thus is expensive. The NNP SIG proposal is for ACNN to financially support three more NNPs to undergo training in the USA so that they and Jo Scott could conduct STABLE workshops through ACNN to more neonatal nurses and midwives, particularly from private hospitals and in regional areas. The Executive discussed the proposal but asked for a more detailed plan and budget. It may be possible to roll over the NNP SIG scholarships to next year, which would allow sufficient funding to support the proposal.
5. SIG fact sheets: these were reviewed, need to be on appropriate SIG template and include SIG membership and SIG email. Committee member names should not be included. The Executive recommended adding QR codes to each for the convenience of delegates and to reduce printing costs for promotion.

#### Action Items

##### NNE Report

Should be formatted using the NNE template

**Due Date:** Sunday, 12 April 2020      **Assigned To:** Anndrea Flint, Linda Ng

##### NNR research request

**Due Date:** Sunday, 12 April 2020      **Assigned To:** Anndrea Flint

#### 5. Conference and Events

1. Annual conference 2020: Karen updated the Executive on the current program for the conference in September. It is unclear at this point if the conference can go ahead on the scheduled dates; Nikki, our PCO, is working on contingency plans. Specific codes will be issued for those who will receive a registration discount.
2. COVID-19 pandemic: the Executive discussed the impact of the pandemic on ACNN events other than the conference. There are already government restrictions on large gatherings imposed by Federal and State governments and further restrictions may yet eventuate. The Executive agreed to advise branches and SIGs that any upcoming event up until 17 May should be cancelled or deferred to later in the year, if possible, and if not clashing with the ACNN conference. Karen will issue this advice, and will provide updates to members as the situation unfolds. Anndrea is to advise members that there will be no international travel for ACNN business until further notice, so the May visit to PNG will not take place.

#### 6. New Business

1. ACNN Fellow nominations: Shelley noted that the Executive needs to identify members who qualify for the membership category of ACNN Fellow. Inaugural Fellows in 2018 were Kaye Spence AM and Carmel Collins. Shelley proposed that Jennifer Dawson meets the policy criteria and will submit a formal nomination to the Executive. Amy also proposed Karen Walker and will write that nomination.
2. Proposal for Lactation SIG: Shelley asked permission to start the process for establishing a new SIG for neonatal lactation. The Executive discussed this and agreed after specifying the name should be broadened to neonatal feeding, to cover all aspects that are encountered in neonatal care.
3. Review of November 2019 F2F action list: the Executive discussed and agreed that up to \$2,000 of the \$8,000 provided for SIGS could be used for presenter awards, or lucky draws to attend SIG professional development events. This SIGs are to be informed of this option. Feasibility of providing webinars is still ongoing. Promotional items: Deanne suggested pocketed phone covers with ACNN logo.

## Action Items

### ACNN Fellow nominations

**Due Date:** Sunday, 12 April 2020      **Assigned To:** Shelley Reid, Amy Forbes-Coe

### EOI for Neonatal Feeding SIG

**Due Date:** Sunday, 12 April 2020      **Assigned To:** Shelley Reid

## 7. Meeting Close, Sunday 15 March 2020

Meeting closed at 2:08 PM

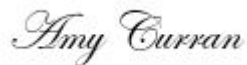
### Next Meeting

#### General Meeting

7:30 PM, Monday, 13 April 2020

## Actions Summary

#	Title	Assigned To	Due Date	Completed
	Branch and SIG guidelines	Shelley Reid	Sunday, 12 April 2020	
	To-do list	Shelley Reid, Amy Forbes-Coe	Sunday, 12 April 2020	
	NNE Report	Anndrea Flint, Linda Ng	Sunday, 12 April 2020	
	NNR research request	Anndrea Flint	Sunday, 12 April 2020	
	ACNN Fellow nominations	Shelley Reid, Amy Forbes-Coe	Sunday, 12 April 2020	
	EOI for Neonatal Feeding SIG	Shelley Reid	Sunday, 12 April 2020	



Amy Curran, Vice President and Meeting Chair 11/05/2020