



## Executive Meeting Minutes 7:30 PM Monday, 11 May 2020

### 1. Meeting open

Meeting Opened By Amy Curran at 7:34 PM

### 2. Attendance & Apologies

#### Attended

Amy Curran  
Karen New  
Linda Ng  
Megan Culell  
Samantha Lannan  
Shelley Reid

#### Apologies

Anndrea Flint  
Dustylee Williams

Social media representatives: Deanne August and Sarah Neale.

### 3. Confirmation of the minutes of the previous general meeting

#### Motions

041 The minutes of the meeting held on 13 Apr 2020 were a true and accurate record.

**Status:** Carried    **Mover:** Linda Ng    **Seconder:** Samantha Lannan

042 The minutes of the meeting held on 11 May 2020 were a true and accurate record.

**Status:** Unresolved

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

1. Confirmation letter of provisional year of operation sent to chair of Neo-Skin SIG by Shelley.
2. Vic branch committee meeting with Executive took place as scheduled.

#### Action Items

049 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

050 To-do list

Quick guide for branches and SIGs on their responsibilities

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

[051 NNE Report](#)

Should be formatted using the NNE template

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

[052 NNR research request](#)

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

[053 ACNN Fellow nominations](#)

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

[054 EOI for Neonatal Feeding SIG](#)

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

## 5. Correspondence

- Newsletter from CNMO
- Notice from Zoom on security enhancements
- Revised fact sheet from NNE SIG
- Revised fact sheet and TOR from NNR SIG
- Promotion offer from WaterWipes for International Midwives Day
- Notice from LRC SIG of donation from Rotary Club

## 6. Finance

1. Financial report: ACNN remains in good financial standing. Income from membership renewals coming in, with many opting for the longer renewal periods. Conference sponsorship stands at about \$9,000. Some refunds made to registrants for cancelled events.
2. Rotary Club grant: Gill Mibus notified the Executive that a grant of \$18,000 is available to the LRC SIG from July 2020 and up to 12 months thereafter, for the purpose of teaching the Helping Babies Breathe program in Papua New Guinea. These terms may change due to the COVID-19 pandemic.

## 7. Governance

1. Amendment to Branch and SIG guidelines: updated to reflect recent changes. Executive to review and approve at next meeting.
2. Nomination for life membership: submitted by Shelley for Robyn Richards. Discussed by the Executive and voted not to grant life membership as she had allowed her membership to lapse.
3. Vic Branch: Megan reported a meeting had been held and a new committee formed.

## 8. Legal

No actions required.

## 9. Operations

1. Professional Officer: ANZNN held a special meeting due to COVID-19. Will be collecting data on affected mothers and babies, to be shared with an international database. Singapore and Hong Kong to be admitted as associate members of ANZNN. ACNN SIG scholarships were awarded to members from the LRC, NDC and Leadership SIGs. Linda is considering bringing forward September deadline to 30 June from 2021 so that awards can be given at the conference. Three research requests were received and distributed.

2. Social Media Committee: content has been different due to lack of conference promotion but has proved popular. Will promote membership drives for NSW and Queensland.

## 10. Conference and events

1. Annual conference: Karen reported the recommendation from the conference committee was to postpone the conference until 8 - 10 September 2021, when all venues are available. The Executive agreed to this recommendation. Karen will inform members of the new arrangement.
2. Alternative event for AGM: suggestion to organise a virtual event on a shorter program, using presenters booked for this year. Karen is working on a proposal for this to be held on 4 September and will contact speakers to discuss participation. Agreed to call for 5-minute presentations from members. Karen will offer an option for abstracts to be held over to next year.
3. PCO contract: Karen New raised the issue of how the changes from COVID-19 affect the services provided under the current contract with Abercrombie Management. Discussion by Executive on how to proceed; agreed that Karen, Anndrea and Samantha should arrange a meeting with Nikki Abercrombie to discuss options.

## 11. New Business

1. EOI for Infant Feeding SIG: Shelley reported respondents are accumulating and a Zoom meeting will be held when the number reaches about 20.
2. Rotary Club Lower Blue Mountains grant: \$18,000 has been allocated to the LRC SIG for undertaking work in PNG, such as a visit to Wewak.
3. Governance: Amy reminded Executive members to update the documents reviewed at the March F2F meeting.
4. Message to members about benefits of membership: discussed making a short video message from the President (Anndrea), to be included in an email to members.

## 12. Meeting Close

Meeting closed at 8:53 PM



[Next Meeting](#)

**Branch and SIG Forum**

7:30 PM, Monday, 8 June 2020

Anndrea Flint, President, 13/7/2020

### Actions Summary

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

### Motions Summary

#	Title	Mover	Seconder	Status
041	The minutes of the meeting held on 13 Apr 2020 were a true and accurate record.	Linda Ng	Samantha Lannan	Carried
042	The minutes of the meeting held on 11 May 2020 were a true and accurate record.			Unresolved