



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

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

1. Meeting open

Meeting Opened By Anndrea Flint at 7:35 PM

2. Attendance & Apologies

Attended

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

Apologies

Megan Culell

SMC: Deanne August, Sarah Neale.

3. Confirmation of the minutes of the previous general meeting

Motions

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

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

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

See agenda.

5. Correspondence, for noting only

From 8 June 2020

- Enquiry to Executive on indigenous babies death rate from Patricia Bromley (see 11.3)
- Email from member regarding link to professional development webcast on CPAP, sent by Education SIG
- Request from Rose Boland regarding support for the Generation Victoria project (see 11.1)
- Proposed budget from Research SIG (see 7.1)
- Contact from Dr Kathryn Carrow regarding possible collaboration with NFP organisation, Taking Pediatrics Abroad (see 11.4)

6. Finance

1. Treasurer's report: funds across all accounts is \$460,000 currently. The second term deposit is maturing on 22 August; the Executive agreed to roll over the full amount for another year. Information on EOFY audit has been sent to the accountant. Samantha has started work on the proposed budget for presentation at the AGM. The Executive agreed that the Canberra flights booked for the 2020 conference are to be cancelled as it is unclear if they could be used in 2021. Samantha noted that the Low Resource Countries donations have PayPal fees deducted and proposed that these fees be replaced by ACNN funds. The Executive agreed at this point to replace fees for donations made in memory of Renee Collison; for further discussion about all donations.
2. Enquiry from member regarding discount membership for semi-retired but still active members: discussed by Executive and agreed in principle; for further discussion.
3. Enquiry from Patricia Bromley about paying postage for AWHONN skin care guidelines (donated for free) to current UTas students as she is concerned that funds for postage will not be available. The Executive considered this request and decided not to provide these funds, as this is a university responsibility. Shelley will inform Patricia of this decision.

7. Governance

1. Research SIG budget request: this was reviewed and discussed; requires further follow up with Margaret Broom. Anndrea will liaise further.
2. Strategic plan 2021-2025: reviewed and after minor amendments to be sent to the Executive for approval via email.
3. Policy updates: revised versions of the conference policy, IT policy, media consent policy, and the sustainable committees plan were reviewed and approved with minor amendments; for final editing by Shelley.
4. Guideline updates: SIG guidelines still under review.
5. Education SIG fact sheet: has been reviewed and returned to the SIG committee for follow up on Executive feedback.
6. Mark New Award: suggestion by Karen New to bring this award into the same category as the other awards - Neonatal Nurse Excellence and Family Appreciation - rather than retain its individual guideline. This was approved therefore Guideline 10 is superseded.

8. Legal

No actions required.

9. Operations

1. Professional officer report: nothing to report for this month.
2. Social Media Committee: requesting members to submit short videos for the virtual conference. Considering plans for NAIDOC week.
3. Executive meetings: more clarity to be provided in a guide for Executive meetings. Meetings on odd months to be Executive business only, and meetings on even months will be with branch and SIG committees, focusing on their activities. Face to face meetings to focus on governance and are for policy and guideline updates, and strategic planning. This is being edited into a document for later approval.

10. Conferences and Events

1. Virtual Annual Conference 2020: all arranged and registration is open.
2. Annual Conference 2021, Canberra: no report.
3. Annual Conference 2022: venue under consideration; possibly Barossa Valley in South Australia.

11. New Business

1. Generation Victoria Project: the Executive was contacted by Rose Boland with information on this project, asking ACNN to help raise awareness among members in Victorian neonatal units who may potentially be involved in

- recruitment.
2. Proposed Infant Feeding SIG: Shelley reported a second meeting will be called soon to prepare an application to establish the proposed SIG.
 3. Enquiry from Patricia Bromley on indigenous babies death rate and how ACNN might help: a response from the Executive was discussed and agreed before this meeting, and has been sent to Patricia.
 4. Taking Paediatrics Abroad: information from Dr Kathryn Carrow was reviewed and discussed. The Executive opted to refer this to the Low Resource Countries SIG for assessment; Shelley to contact Gill Mibus and forward the information.

12. Meeting Close

Meeting closed at 9:43 PM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 14 September 2020

Motions Summary

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



Anndrea Flint, Meeting Chair and President
14/09/2020