



THE PEAK PROFESSIONAL BODY  
FOR NEONATAL NURSES IN AUSTRALIA

## Executive Meeting Minutes 7:30 PM Monday, 14 September 2020

### 1. Meeting open

Meeting Opened By Anndrea Flint at 7:34 PM

### 2. Attendance & Apologies

#### Attended

Amy Curran  
Anndrea Flint  
Dustylee Williams  
Karen New  
Linda Ng  
Samantha Lannan  
Sarah Neale  
Shelley Reid

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

#### Motions

[The minutes of the meeting held on 13 Jul 2020 were a true and accurate record.](#)

**Status:** Carried    **Mover:** Samantha Lannan    **Seconder:** Amy Curran

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

1. Shelley has informed Patricia Bromley of the Executive's decision to not subsidise postage of the AWHONN skin care guidelines to University of Tasmania students.

### 5. Correspondence, for noting only

- Newsletter from CNMO
- Notice from WaterWipes that the Skin Health Alliance has validated the purity of this product
- Email from Dr Kathryn Carrow about Low Resource Country SIG participation in the Taking Paediatrics Abroad charity's activities
- Request from Prof Denise Harrison to share link to special issue Knowledge Mobilisation issue for neonatal pain

### 6. Finance

1. Treasurer's report: Samantha reported that the account holds \$460,000. The term deposit that matured in August has been rolled over for 12 months with added funds to make up \$200,000. Conference income is expected to be approximately \$5,000 but has not been finalised yet.
2. Request to subsidise the fee for 2021 Light it Purple in Hobart: this request from Samantha was discussed by the Executive, in particular around setting a precedent for branches to also request similar funding. The Executive

agreed to award the requested amount of \$100, to be deducted from the marketing budget. Samantha abstained from this vote. Further discussion occurred on how to engage other organisations to support this initiative, to better raise awareness of World Prematurity Day, and to have more focus on media releases and promotion of ACNN.

## 7. Governance

1. ACNN Strategic Plan 2021-2025: this document was formally approved by the Executive following review via email.
2. Guideline review: G4: *Writing position statements* was discovered to be the original version not the second one as issued in 2015. Shelley will provide the correct version for updating. G5: *Guideline for the development of clinical practice guidelines* was reviewed with further development required, for further review at the next Executive meeting in November. G8: *Treasurer role and succession* was reviewed and moved to editing before approval in November.
3. Policy review: P1: *Advertising - internal* was reviewed and moved to editing before approval in November. P2: *Advertising - external* was reviewed and moved to editing for approval in November. P3: *Appointment to National Executive* was reviewed and will be further developed by Anndrea and Shelley, to be reviewed again in November. P5: *Endorsement of clinical guidelines* was reviewed with further development required, to be reviewed again in November.
4. P13: Sustainable committees: this document was reviewed after final editing and was approved by the Executive.

## 8. Legal

1. Submission of annual financial summary to NSW Fair Trading: to be submitted.

## 9. Operations

1. Professional Officer: Linda reported that there will be a new person liaising from the University of Tasmania. She reported that the university has reviewed scholarships and will be providing the 50 per cent discount for the Graduate Certificate specialisation only, as that is the most popular course. Anndrea and Linda will meet with university staff, and will include Sarah to discuss ways of promoting the university in social media.
2. Social Media: Sarah asked the Executive for permission to trial free software as an alternative to Hoot-suite, required for efficient management of social media accounts. After comparison the Social Media Committee will inform the Executive of their preference. Sarah also asked for an EOI to join the Social Media Committee be sent to members; Karen will process this request.
3. Research SIG: updated project and budget not reviewed at this meeting, to be discussed via email.
4. Low resource countries SIG: thank-you and gift cards were approved for use. Shelley will inform Donna Hovey.
5. Education SIG fact-sheet: not reviewed at this meeting.
6. Dropbox usage: not addressed at this meeting due to lack of time.

## 10. Conference and events

1. Virtual conference 2020, review: good feedback from delegates, general agreement that the event went well with only minor glitches. The Executive agreed to offer invited speakers the opportunity to select a charity for a donation from ACNN, in lieu of speaker gifts. Each invited speaker is to be contacted by Anndrea to thank them for presenting and asking them for their preferred charity. Agreed amount for each donation is to be \$50, payments to be processed by Samantha.
2. Annual Conference 2021, Canberra: no report this meeting.
3. Annual Conference 2022: no report this meeting.

## 11. New Business

1. Generation V project: Anndrea spoke briefly to this study, nothing required of ACNN except endorsement of the research aims.
2. Taking Paediatrics Abroad: meeting with Dr Kathryn Carrow held recently, to discuss how ACNN could be involved

- in the work of this charity. Low Resource Countries SIG members may be invited to participate in online education.
3. Infant Feeding SIG application: the application to form this SIG was approved by the Executive with Shelley abstaining from the vote. Shelley will send a letter to the chairperson regarding the provisional year of operation from 15 September 2020 to 14 September 2021.
  4. Discounted member fees for specific categories: not discussed at this meeting.
  5. Scholarship naming: request from Low Resource Countries SIG to name a scholarship after Renee Collison was discussed. There was general agreement that this request can be granted, with the proviso that other SIGs be advised that they have the same opportunity to honour a member by giving their name to a scholarship. Agreed it was not necessary to develop a guideline; a formal letter giving details of why the person was selected should be submitted to the Executive for approval. This initiative will be discussed at the Branch and SIG Forum in October. Andrea will ask the Low Resource Countries SIG to send a formal request to name their scholarship.

## 12. Meeting Close

Meeting closed at 9:50 PM

[Next Meeting](#)

### General Meeting

7:30 PM, Monday, 9 November 2020

### Motions Summary

#	Title	Mover	Seconder	Status
	The minutes of the meeting held on 13 Jul 2020 were a true and accurate record.	Samantha Lannan	Amy Curran	Carried



Andrea Flint, Meeting Chair and President  
9/11/2020