



Executive Meeting Minutes 7:30 PM Monday, 9 November 2020

1. Meeting open

Meeting Opened By Anndrea Flint at 7:35 PM

2. Attendance & Apologies

Attended

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

Apologies

Dustylee Williams

3. Acknowledgement

The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander peoples across the nation as the traditional custodians of the lands on which we live, learn and work, and honour elders past and present.

4. Confirmation of the minutes of the previous general meeting

Motions

The minutes of the meeting held on 14 Sep 2020 were a true and accurate record.

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

5. Business arising from the minutes of the previous general meeting, completed

1. Financial summary submitted to NSW Fair Trading within one month of AGM.
2. EOI for the Social Media Committee sent to members.
3. Shelley informed Donna Hovey that the Executive approved the use of LRC thank-you and donation cards.
4. Guest speakers for 2020 virtual conference were contacted by Anndrea to give their preference for a donation to their preferred charity made in lieu of speaker gifts.
5. Shelley notified the provisional chairperson of the Infant Feeding SIG that the group was approved to commence operation according to application terms of reference.

6. Correspondence, for noting only

- Thank-you from Julianne Hite for ACNN initiative in hosting and recording SIG events.
- Thank-you to SA Branch from the Neonatal Unit at the Royal Children's Hospital Melbourne, for sending Fruchos

for staff.

7. Finance

1. Treasurer report: ACNN current balance across all accounts = \$466,308 (including \$4000 in PayPal). Recent activity includes payment of ACNN Scholarships as well as Branch activity covering catering costs at QLD and SA Branch events. New memberships continue to trickle in with over 30 in the last month. Virtual Conference total cost = \$9265.10, Virtual Conference income = \$4967.00 (non-member registration and sponsorship), therefore, total cost to ACNN = \$4298.10.

8. Governance

1. Guidelines for approval: G5 Guidelines for the development of clinical practice guidelines approved, for editing.
2. Guidelines for review: G4 Guidelines for ACNN position statements still under review.
3. Policies for review: P3 Appointment to the National Executive and P5 Endorsement of clinical guidelines are both still under review.
4. Important information/disclaimer slide for recorded events: discussed and approved for use after adding conflict of interest and permission for use of photos and videos.
5. Guide for virtual events to be distributed to Branches and SIGs.

9. Legal

No actions required.

10. Operations

1. Professional Officer: Linda recommended that a fee be applied to requests for members to participate in research if a second (or more) mail-out to members is required. This fee would not apply to requests from ACNN members. There was in-principle agreement for this with a written proposal by Linda to be put to the Executive for approval. Linda also suggested that SIG education scholarships be awarded to members in final year of study only.
2. Social Media Committee: Sarah reported on recent activity. The alphabet of neonatal topics has proved popular. There was no response to the EOI for joining this committee, Sarah and Natasha are coping with the workload but Sarah stressed that they require 7-days' notice to adequately prepare posts. Ready for World Prematurity Day on 17 November.
3. Website update: Karen reported slow progress due to competing work on SIG activities and virtual events.
4. Palliative Care SIG application: a formal application to recommence the palliative care SIG was received and is to be approved by the Executive within the next 2 weeks.
5. NNR SIG research project: this has been approved to commence with Linda to act as the Executive representative.
6. NDC request for use of scholarship funds: alternative uses for SIG scholarship funds were approved by the Executive. Karen is to liaise with the SIG committee.
7. Neo-Skin SIG and Skin Forum fact sheets: these were circulated to the Executive for approval to add ACNN endorsement. Decision by email was to accept this request after minor editing corrections. A decision on the future of the information sheets is required when they reach the 5-year expiry of currency.
8. VIC branch: Karen reported only a few registrations have been received for the 19 November event, which has not yet engaged a speaker in addition to holding a general meeting. The Executive agreed that if no improvement in registrations leading to cancellation then Anndrea is to speak with the VIC Branch Committee and suggest that the branch be closed due to lack of local committee activity.

11. New Business

1. Taking Paediatrics Abroad: this group is currently drafting an MOU to present to the Low Resource Countries SIG.
2. SIG scholarship naming: a request was submitted by the Low Resource Countries SIG to name their scholarship after Renee Collison. The Executive gave unanimous approval to this request and Shelley will formally notify the SIG Committee.

3. Formula company sponsorship: Karen clarified with the Executive that formula companies may only be offered a trade stand. Karen will ensure that Nikki (PCO) understands this limitation when seeking sponsors.

12. Meeting Close

Meeting closed at 9:06 PM

[Next Meeting](#)

General Meeting

9:00 AM, Saturday, 5 December 2020

Motions Summary

#	Title	Mover	Second	Status
	The minutes of the meeting held on 14 Sep 2020 were a true and accurate record.	Linda Ng	Samantha Lannan	Carried



Andrea Flint, Meeting Chair and President
11/1/2021