



THE PEAK PROFESSIONAL BODY  
FOR NEONATAL NURSES IN AUSTRALIA

## General Meeting MINUTES OF MEETING 10:00 AM Saturday, 6 March 2021

### 1. Meeting open

Meeting Opened By Anndrea Flint at 10:15 AM

This meeting extended over 2 days.

### 2. Acknowledgment

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.

### 3. Attendance & Apologies

#### Attended

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

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

#### Motions

078 The minutes of the meeting held on 11 Jan 2021 were a true and accurate record.

**Status:** Carried    **Mover:** Linda Ng    **Second:** Amy Curran

#### Attachments

[2021-01-11 Minutes - General Meeting](#)

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

See 8.1 and 8.2 below.

### 6. Governance and other business

#### 1. Strategic plan: fully reviewed and completed.

1.1 Decision for consistent use of neonate rather than newborn in this document.

1.2 Sarah is using Canva Pro for social media posts and does not yet require purchase of Hootsuite.

1.3 Karen is continuing to update the website and will arrange a meeting with Oncord to further develop website functions, including double ordering by registrants, restricting member rates for events to fully approved members and excluding those who have applied but not been approved.

1.4 Affiliations with other professional organisations: perceived benefits were for collaboration, cross-promotions, and branding. Possible organisations to target were discussed, such as Australian College of Nursing (ACN), Australian College of Midwives (ACM), Australian College of Nurse Practitioners (ACNP), Perinatal Society of Australia and New Zealand (PSANZ), Australian College of Critical Care Nursing (ACCCN). Management of this activity was assigned to the Vice President role; Amy will make contact over the next 6 months and explore mutual benefits. Agreement to target ACN, PSANZ and ACNP first. Discussion has already commenced with ACNP. Decision made at this meeting to apply for Bronze membership of ACN. Dustylee will explore the benefits of the Leadership courses offered by ACN. The topic of affiliations is to be added as an item to Executive agenda, with Amy providing updates on the activity of other organisations that may offer collaborative opportunities for ACNN.

1.5 Membership: number is dynamic but tends to revolve around 900. This topic is to be added as a standing item on the Executive agenda, with Samantha to present current membership statistics. Discussed a proposal for the Executive to conduct a national lucky draw (prize \$1,000) for renewing members, and new members who have joined by end of June. This incentive to start in May (after call for renewals of membership is launched in April) and to be set up by Karen.

1.6 Further discussion on retention of members, why some choose not to renew, or rejoin. Karen volunteered to form a group by EOI to members, for the purpose of surveying members on their reasons for remaining as members, what the perceived benefits are, and why lapsed members were choosing to leave. These results could inform future membership drives. Proposal for survey to include a draw for participating members (\$100 for five members) and a draw for one free year of membership to 5 lapsed members who participate. Results of the surveys could be presented at the AGM.

1.7 Executive assistance to Branches and SIGs: agreed attendance at bimonthly forum is generally good. Noted that some Executive members also serve on Branch or SIG committees, however an Executive member needs to have contact with those committees that do not, to offer assistance and inform of available resources such as social media. Best time to offer this assistance would be when new committees are elected annually.

1.8 Succession planning: members interested in joining the Executive could attend meetings as observers, to gain an understanding of the commitment required for each role. Suggestion to create resources that present the roles and work of the Executive.

2. Constitution review plan: 5-year review due in 2022. Anndrea, Shelley and Karen are to meet and discuss possible changes. Noted that legislation has not changed but may require adjustment for governance aspects that have developed since 2017. Review to be completed and any updates agreed by the Executive in time for special resolution voting by members at the 2022 AGM.

3. Research application process: noted that members were contacting Secretary not Professional Officer as required. There should be only one point of contact, the Professional Officer, who manages the process, so the contact email address on the Research Requests webpage is now linked to the Professional Officer. Linda is to review the process, circulate to the Executive for comment by 31 March, for approval by 12 April.

4. Endorsement of ACNP statement in response to MBS Taskforce review of Nurse Practitioners: the supporting statement from ACNN was added to the Position Statements webpage.

5. Review of policies and guidelines

5.1 P3: Appointment to National Executive: requires updated role descriptions for Assistant Treasurer and Assistant

Secretary. Karen will look for old versions.

5.2 P5: Endorsement of clinical guidelines: approved and moved to editing folder.

5.3 P16: Scholarships: Linda noted that most applicants do not submit complete applications and may not be ready for approval until amended. To expedite approval any applications meeting all requirements will be assessed every 2 months (even month) with panel to consist of Professional Officer, SIG committee member (as relevant) and a member of the Executive.

5.4 G1: Executive position descriptions: this was reviewed and approved.

5.5 G4: Guidelines for ACNN Position Statements: this was reviewed and approved.

6. Professional Officer recruitment: Linda has completed the updating of documentation for this role and an EOI is to be issued in April with a closing date on 31 May. Applicants will be interviewed no later than end of June.

7. International Neonatal Nurses Day promotion: discussion on ways to celebrate this day in 2021. To be discussed at the April forum to encourage participation across workplaces. Sarah to investigate ways to raise awareness and celebrate the day in social media, such as use of profile frame templates and selfie tag notice.

8. Low Resource Countries SIG: use of project funds of \$18,000 from Rotary was interrupted by the pandemic. However, some of the money is being used in order to prevent the fund being withdrawn altogether (Pul Win LRC project). Karen is also seeking an extension of the deadline.

9. Role of ESO: Karen's role was discussed by the Executive on Sunday morning before she joined the meeting. There was acknowledgment that the role had grown over time and agreement that additional paid hours were to be discussed and negotiated with Karen. Samantha recommended increasing from 8 to 10 hours per week with a review in 3 months to assess with Karen whether this is adequate for the workload, and to review her contract.

10. Following on from report on POS devices, Shelley reported that the ABN Register look-up has inaccurate and out of date details, including categorizing ACNN as an other unincorporated entity. Incorrect details can be updated except for status as unincorporated body, which must be done by ASIC. An alternative is to apply for a new ABN and correct all details. Samantha is to discuss this issue with the accountant and report back.

11. PO Box: mail to the ACNN PO Box has dwindled considerably and a large box is no longer necessary. Shelley had investigated whether a small box was available at Silverwater Business Centre (near her home) but they only have medium or large boxes. Shelley will return to Camperdown Post Office and change to a small box if one is available there, before 31 March.

12. Term deposit: Samantha reported that one of the term deposits was due for renewal by 4 April. Interest rates remain low. After discussion the Executive approved renewing the term for another 12 months. The second term deposit matures in August.

13. Branch annual review

ACT: report not submitted on correct template, did not submit terms of reference or information sheet.

NSW: combined activity report with terms of reference, did not submit an information sheet.

QLD: submitted activity report, terms of reference and information sheet.

SA: submitted activity report and terms of reference, did not submit information sheet.

14. SIG annual review

Education: submitted activity report, terms of reference (planned activity for 2021 not well detailed) and information sheet.

Infant Feeding: submitted an interim report on progress, not yet developed information sheet or scholarship terms.

Leadership: submitted activity report and information sheet but not terms of reference.

Low Resource Countries: submitted activity report, terms of reference and information sheet.

Neurodevelopmental Care: submitted activity report and terms of reference but not an updated information sheet.

Neo-Skin: submitted an interim report on progress with activities, terms of reference and information sheet.

Neonatal Nurse Practitioners: submitted activity report, terms of reference and information sheet.

Neonatal Research: submitted activity report, terms of reference and information sheet.

15. Sustainable Committees conference funding: all branches are to support their committee members for attendance at the annual conference, if required. SIGs are to be funded variously according to compliance with Sustainable Committees Policy. Full compliance is submission of an annual activity report, terms of reference with new activity plan and updated information sheet, attendance by representative at bimonthly forums and contributions to quarterly newsletters.

Outcome of assessments to be communicated to SIG committees. SIGs are to be informed of their eligibility for funding by the treasurer.

16. Social Media: Sarah presented a draft of the promotional membership flyer for discussion. Karen discussed the use of infographics and Sarah will explore templates of these available in Canva Pro and present a draft the April forum.

17. Other governance documents

17.1 Subcommittee quick reference to include guide for annual reports. Discussion on presentation with agreement that the annual report is to consist of 2 documents, one reporting on activity for past year, and the other setting out the terms of reference and planned activity for the next year. Anndrea, Shelley and Karen to work on this guide, to be finished in time to be presented at the AGM.

17.2 Neonatal Nurse Excellence Award: this is to be opened in May, for review of nominations in July, with winner announced on 15 August, International Neonatal Nurses Day. All nominees receive a certificate, the winner receives \$1,000 and the nominator receives \$500. Branches will be asked to promote this initiative. The Professional Officer will liaise with the winner's workplace on hosting a presentation event such as a morning tea. A decision was made for ACNN to host an event in any workplace where there is more than one nomination. This proposal is to be discussed at the next forum in April.

17.3 Family Appreciation Award: all applications to be sent to Professional Officer. This award is to be presented at the annual conference therefore in addition to a certificate the prize is free conference registration, travel and accommodation costs. All nominees will receive a certificate and NUMs will be advised of nominations for any of their staff. If there is more than one nominee in a workplace, ACNN will sponsor a presentation event as for the NNE award (see above). This award needs to be promoted by parent support groups as well as in workplaces. The call for nominees is throughout the year but is reviewed in June so that there is sufficient time to make arrangements for the winner to attend the conference. Flyer for this year's call for nominations is to be developed by Sarah and approved for release ASAP. Judging panel should include at least one parent group representative.

17.4 Mark New Award: this will have one annual call-out for nominations in May, with selection of winner by June. Winner to be announced at annual conference. This award is a cash prize of \$1,000 only, and a plaque. Judging panel to consist of the Professional Officer, a member of the New family and one other person.

17.5 ACNN presenter award: conditions for these awards were reviewed. Agreed to remove postgraduate

qualifications from eligibility requirements. The 3 awards are for Best New Presenter (oral or poster), Best Oral Presenter, and Best Poster. The prize is \$700 for attendance at a conference, within 2 years of receiving the award. A standard judging criteria form is to be added to the process. Karen will review and update the current version for Executive approval.

18. Membership secretary proposal: Shelley put forward a proposal to split the Secretary role so that membership application processing is separated into a distinct role for an Executive member, either named as Membership Secretary or Assistant Secretary. Shelley noted that in the absence of this role being filled it would revert to the Secretary as it remains their responsibility under legislation even if delegated, thus anyone considering taking up the Secretary role should be experienced at processing new memberships. Further consideration is required for how this role is to be introduced and recruitment into the role. An understanding of how the Executive operates and the workload of the role is required.

19. Nominations for ACNN Fellow: Shelley tabled a nomination for awarding ACNN Fellow status (FACNN) to Jennifer Dawson. After reference to the policy for eligibility this nomination was approved. Karen is to organise the plaque for presentation at the AGM.

20. Consumer participation: Dustylee enquired about accepting non-neonatal nurses as members. They can only be admitted as affiliate members without full member rights, as set out in the constitution.

21. Dustylee enquired about consumer representatives contributing to ACNN activity and is to draft an EOI to parent support groups.

#### Action Items

##### 072 ACN Bronze membership

**Due Date:** 10/05/2021    **Assigned To:** Amy Curran    **Completed:** 10/05/2021

##### 073 PO Box change to small size

**Due Date:** 10/05/2021    **Assigned To:** Shelley Reid    **Completed:** 10/05/2021

#### 7. To-do list

- Report on affiliations to be added as an item to Executive agenda (Amy) see 1.4
- Membership to be a standing item on the Executive agenda, with current membership statistics (Samantha)
- National lucky draw for members (Karen) see 1.5
- Membership survey (Karen) see 1.6
- Review of constitution (Anndrea, Shelley, Karen) see item 2
- Research application process (Linda) see item 3
- P3 update (Anndrea, Shelley, Karen)
- ACNN Presenters Awards judging form (Karen) see 5.7
- EOI for Professional Officer (Linda, Karen) see item 6
- ESO hours and contract (Karen, Samantha) see item 9
- Correction of ABN Register details (Samantha) see item 10
- Posters for membership promotion (Sarah) see item 16
- Guide for branch and SIG annual reports (Anndrea, Shelley, Karen) see 17.1
- Flyer for Family Appreciation Award (Sarah) see 17.3
- ACNN Presenters Awards judging form (Karen) see 17.5
- FACNN plaque for Jennifer Dawson (Karen) see item 19
- EOI for parent support groups to contribute consumer input (Dustylee) see item 21

#### 8. Conferences and events

1. Annual Conference 2021, Canberra: Karen reported on current arrangements. The maximum number for the venue is 170, which includes delegates, guest speakers and trade representatives. Numbers for welcome cocktails should be acceptable. Break-out rooms will hold 30-40 people. No issues with buffet catering or the conference dinner. All invited speakers are confirmed, including a pre-conference workshop by Carmen Betteridge. Dinner theme is 'Sparkle and Shine'. Anndrea and Margaret Broom are to present opening and closing videos. A COVID checklist is required for Hotel Realm - to be developed closer to time.
2. 30th Anniversary Annual Conference, 2022: two potential locations, Adelaide or somewhere in regional NSW (funding potential). Karen has visited the SA venue and identified two possible venues, a city venue (Pullman) and the Stamford at Glenelg. Decision to be made once outcome of NSW funding bid is known.
3. COVID-safe checklists: any ACNN event held during the pandemic must adhere to the gazetted restrictions provided by each state or territory health department, and ensure delegates are aware of the requirements before attending.
4. Tablecloths, podium banner: have already purchased 5 tablecloths, 6 more tablecloths to be purchased by Samantha. Agreed that tables for SIGs are to use the same tablecloth but may add other colours using table decorations. Also looking for a podium banner, in the same colour scheme as tablecloths.

#### Action Items

[074 Podium banner and tablecloths](#)

**Due Date:** 10/05/2021    **Assigned To:** Samantha Lannan    **Completed:** 19/07/2021

## 9. General business

1. POS payment device: Dustylee had investigated these devices but ACNN was not eligible for discount. Discussion on using PayPal but this would require frequent change of password, after each use. Outcome was to promote pre-registration and only use the PayPal option if required. Shelley noted that the ABN look-up register incorrectly listed ACNN as an unincorporated entity, with other incorrect details that have not been updated. Samantha is to check this with the accountant.
2. Membership: VIC Branch is to be formally closed when Anndrea and Jennifer Dawson compose and send a message to the Victorian members advising them of the branch closure with continuance of membership in ACNN unaffected.
3. As some Executive members may wish to attend the pre-conference workshop, the Executive will meet via Zoom 2 weeks prior, on 28-29 August. Any new incoming Executive members, including the new Professional Officer, may be invited to this meeting.

#### Action Items

[075 Closing of VIC Branch](#)

**Due Date:** 12/04/2021    **Assigned To:** Anndrea Flint    **Completed:** 10/05/2021

## 10. Meeting Close

Meeting closed on 7 March.

Meeting closed at 5:00 PM

#### Next Meeting

##### General Meeting

7:30 PM, Monday, 10 May 2021

### Actions Summary

#	Title	Assigned To	Due Date	Completed
072	ACN Bronze membership	Amy Curran	10/05/2021	10/05/2021
073	PO Box change to small size	Shelley Reid	10/05/2021	10/05/2021
074	Podium banner and tablecloths	Samantha Lannan	10/05/2021	19/07/2021
075	Closing of VIC Branch	Anndrea Flint	12/04/2021	10/05/2021

### Motions Summary

#	Title	Mover	Secunder	Status
078	The minutes of the meeting held on 11 Jan 2021 were a true and accurate record.	Linda Ng	Amy Curran	Carried

*Amy Curran*

**Amy Curran (Meeting Chair and Vice President)**  
10 May 2021