



THE PEAK PROFESSIONAL BODY  
FOR NEONATAL NURSES IN AUSTRALIA

## General Meeting MINUTES OF MEETING 7:30 PM Monday, 10 May 2021

### 1. Meeting open

Meeting Opened By Amy Curran at 7:35 PM

### 2. Attendance & Apologies

#### Attended

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

#### Apologies

Anndrea Flint

Margaret Broom joined the meeting for the first 5 minutes to update the Executive on the progress of Research SIG project, see item 8.

### 3. Acknowledgment

The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait 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 6 Mar 2021 were a true and accurate record.

**Status:** Carried    **Mover:** Linda Ng    **Seconder:** Dustylee Williams

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

To-do list from March 2021:

1. Report on affiliations to be added as an item to Executive agenda - see 10.2
2. Membership to be a standing item on the Executive agenda, with current membership statistics - see 10.1
3. National lucky draw for members
4. Membership survey
5. Review of constitution
6. Research application process
7. P3 update

8. ACNN Presenters Awards judging form
9. EOI for Professional Officer
10. ESO hours and contract - completed
11. Correction of ABN Register details
12. Posters for membership promotion
13. Guide for annual Branch and SIG reports
14. Flyer for Family Appreciation Award
15. ACNN plaque for Jennifer Dawson
16. EOI for parent support groups to contribute consumer input

## 6. Correspondence, for noting only

Email from Melissah Burnett informing of resignation from commercial company employment, status able to be restored to full membership (previously affiliate).

## 7. Finance

1. Treasurer's report: Samantha reported the current balance across all accounts including term deposits = \$465,307. Term deposit rolled over in April for another 12 months with a rate of 0.26%; interest earned = \$2687.
2. Income activity: Conference trade sponsorship = \$4900. Membership renewals = \$11,500. Branch and SIG income approx. \$13,000 (inc \$6000 education scholarship donation to ACT).
3. Expense activity: Leadership scholarship, tablecloths, monthly costs including website, ESO and Xero and some yearly expenses including Process PA renewal and insurance.
4. ABN: Samantha reported on her progress with updating details for the current ABN. This is proving difficult and onerous, and may not be successful in the end. Discussion on whether to simply apply for a new ABN. Agreed that it would be better to do so, and agreed that committee members to be on the application are to be Samantha as Treasurer and Shelley as Secretary and Public Officer, and if a third is required then Anndrea Flint as President. Samantha will go back to the accountant to discuss this decision and prepare an application. As Anndrea is not present, this decision will be confirmed by circular motion before the next general meeting.
5. Website payment gateway: there is an opportunity to change from PayPal to another gateway that may integrate with the website, such as E-way or Stripe. Need to check interaction with Westpac accounts and Xero as well as transaction fees.

## 8. Governance

1. Margaret Broom updated the Executive on progress with the NNOM project. An EOI for a research assistant to conduct a literature review has closed with several applicants. Interviews to commence soon. Sorting out a contract with Western Sydney University to pay the successful candidate.
2. Neonatal Palliative Care SIG: Karen has been liaising with the provisional committee. The chairperson role has not been filled and the group is not progressing with their terms of reference. A circular motion will be sent to the Executive as Anndrea is not present at this meeting, recommending that this SIG cease to operate as it will not meet the required standard of operation within the provisional year.

## 9. Legal

No action required.

## 10. Operations and Reports

1. Membership: Samantha reported between 90 - 100 renewals since 1 April. Currently have around 939 financial members. Renewal notices are issued by the ESO every 2 weeks until the end of the grace period in September.
2. Affiliations: now a Bronze member of the Australian College of Nursing, however affiliation status not yet appearing on ACN website. The MOU with the Australian College of Nurse Practitioners is to be reviewed again by the NNP SIG.

3. Professional Officer: Linda reported on a meeting with UTAs. There has been a small drop in student applications from 2018 to 2020. The current contract completes at the end of 2021. In the new contract, partnership fees for members enrolling in graduate certificate or diploma courses will be \$1,000 each.
4. Social Media: Sarah reported a new member of the committee, Hannah Skelton, is now active. Focussing on membership and conference promotion. Need to get consumer feedback from parents in regard to the Family Appreciation Award flyer. Infographic for promoting ACNN discussed, Shelley will send some suggested text amendments to Sarah.
5. SIGs: support for conference attendance to be checked against the strategic plan by Anndrea before notification goes to the SIG committees.
6. Website: Karen briefly discussed some options for updating website, to be further discussed at the July meeting.

## 11. Conference and Events

Discussion on venue for 30th Anniversary Conference in 2022: funding available from NSW Government is restricted to regional venues. Two that were proposed by PCO Nikki were at Dubbo or Coffs Harbour. It was agreed that Dubbo had insufficient infrastructure and that Coffs Harbour would be the better destination. Karen will follow up with SA contacts to see if the offer for a venue there could be held over to 2023.

## 12. New Business

None.

## 13. Meeting Close

Meeting closed at 9:15 PM

[Next Meeting](#)

### General Meeting

7:30 PM, Monday, 12 July 2021

### Motions Summary

#	Title	Mover	Seconder	Status
	The minutes of the meeting held on 6 Mar 2021 were a true and accurate record.	Linda Ng	Dustylee Williams	Carried

Accepted as a true and accurate record of the meeting  
 Anndrea Flint  
 12/07/2021

