



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting Minutes

7:30 PM Monday, 12 July 2021

1. Meeting open

Meeting Opened By Anndrea Flint at 7:34 PM

2. Attendance & Apologies

Attended

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

Apologies

Amy Curran

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 10 May 2021 were a true and accurate record.

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

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

To-do list from March 2021:

- Non-member (lapsed, not joined) survey (August)
- Review of constitution (for AGM 2022)
- Research application process: for final review by Executive then for transfer to new Professional Officer
- ACNN Presenters Awards judging form: all versions (Executive, Branch, SIG) now using same criteria
- Correction of ABN Register details
- Posters for membership promotion: completed
- Guide for annual Branch and SIG reports: in review
- Flyer for Family Appreciation Award: consumer review completed
- ACNN plaque for Jennifer Dawson: Karen New

- EOI for parent support groups to contribute consumer input: held over

6. Correspondence, for noting

18/5 Request from Nadine Griffiths for ACNN to endorse new e-learning FINE program. Response from Anndrea 16/6 in support, logo supplied.

19/5 Request from staff at Westmead Hospital NICU in NSW sent to Professional Officer, asking for information from NeoSkin about incubator use.

3/6 Letter of support to HREC at UTS for Patricia Lowe to distribute a survey to members via ACNN as part of her doctoral studies. Letter supplied.

14/6 Letter to SA Convention Bureau, accepting their offer of funds for holding the ACNN conference in Adelaide in 2023.

17/6 Update from Neo-Skin SIG on changes in committee following resignation of Deanne August as chairperson.

22/6 Request from ANMF to profile a neonatal nurse in their quarterly publication. Executive agreed to nominate Melissah Burnett, who accepted the invitation.

7. Finance

1. Current balance across all accounts (including PayPal) = \$526,260.
2. Income activity: Conference trade sponsorship - \$11,000, Membership - \$38,000, Destination NSW Grant - \$20,625, Branches and SIGs - \$3,000.
3. Expense activity: membership prizes; NDC and NNP Scholarship; regular monthly expenses such as website, ESO and Xero; allocation of annual funds to SIGs.
4. Term Deposit: matures in August. Executive supported the recommendation to not roll over, instead to withdraw funds with treasurer to look at other investment options.

8. Governance

1. Resignation of Executive member: Dustylee Williams stepped down from the Executive on 8 June, for personal reasons. This leaves her position as an ordinary member a casual vacancy, to be filled at the AGM.
2. Neo-Skin SIG end of provisional year: approval for continuation of this SIG was determined by a circular motion, carried by 6 votes in favour. Letter sent to SIG Committee to inform them of ongoing status.

9. Legal

1. Issuing of AGM notice: minimum time is 2 weeks before time of scheduled meeting. Agreed to send early with call for Executive nominations.
2. Call for Executive nominations: discussion on timing of call, agreed to start 6 weeks out from 25 July, and repeat call on 13 August (4 weeks out).

10. Operations

1. Membership: Samantha reported 994 members currently, including 67 new members since May meeting. There have been 720 renewals for 2021/2022, and 182 current members have not yet renewed (includes 2021 half-year members).
2. Professional Officer: Linda noted that the next MOU with UTAs will include a flat fee of \$1,000 for any certificate or diploma course, not restricted to neonatal. She also negotiated that these rates should start in the second half of the year. Karen will require a new link for the website.
3. Social Media: Sarah reported focusing mostly on the conference. Hannah is helpful, especially with Instagram. Creating promotion for International Neonatal Nurses Day.
4. Branches: no issues.
5. SIGs: Neo-Skin SIG committee has re-organised after Deanne August stepped down, and will continue to operate

- with fewer meetings.
6. Affiliations: ACN National Nursing Forum 2021 - Kristen Bennie was selected to take up the free registration for the event.
 7. Website: Karen continuing to update.
 8. Zoom education sessions: Karen noted that there seems to be more care being taken to avoid clashing and over-scheduling of sessions.
 9. 2021 Conference: discussion around increasing need to prepare for another virtual event, due to the current outbreak in NSW. Karen has requested costings from Nikki, with a plan to charge a fee this year. A decision is to be made at the next conference meeting on 2 August.

11. New Business

1. ACNN mobile phone: Shelley reported that the phone still receives calls but will not connect for calls or texting, and does not connect to WiFi to update. The Executive agreed to the cost of a replacement phone. Shelley will organise this when able (currently in lock-down).
2. Miracle Babies Foundation: CEO Kylie Pussell had requested to discuss how MBF could sponsor ACNN in some way. Anndrea and Shelley are to arrange a time with her to discuss this.
3. ACNP MOU: a draft was sent by the ACNP CEO following a recent meeting. Anndrea, Amy and Shelley are to review this and make recommendations to the Executive.
4. Nurse Excellence and Family Appreciation Awards: terms and conditions for these awards were briefly reviewed, as information on website not matching decisions made at March F2F meeting. Agreement to make the NNE award \$1,000 for the winner, and \$100 for the winner's nominator. The Family Appreciation Award prize consists of conference registration, accommodation and travel expenses only, no cash. Decision to review the forms for nominations into one simple document. Karen is to draft these for review, and to update website information on prizes.

12. Meeting Close

Meeting closed at 9:03 PM

[Next Meeting](#)

General Meeting

9:00 AM, Saturday, 28 August 2021

Motions Summary

#	Title	Mover	Seconder	Status
	The minutes of the meeting held on 10 May 2021 were a true and accurate record.	Samantha Lannan	Linda Ng	Carried

Accepted as a true and accurate record of the meeting

Anndrea Flint

28/08/2021

