



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 7:30 PM Monday, 8 November 2021

1. Meeting open

Meeting Opened By Anndrea Flint at 7:33 PM

2. Attendance and Apologies

Attended

Amy Curran
Anndrea Flint
Karen New (ESO)
Kristin Hughes
Linda Ng
Melissah Burnett
Nicol Franz
Samantha Lannan
Sarah Neale
Shelley Reid

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

Confirmed by Samantha Lannan and Linda Ng.

Motions

[The minutes of the meeting held on 28 Aug 2021 were a true and accurate record.](#)

Status: Carried **Mover:** Linda Ng **Second:** Anndrea Flint

Attachments

[2021-08-28 Minutes - General Meeting](#)

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

To-do list from March 2021:

- Non-member (lapsed, not joined) survey
- Review of constitution (14 November)
- Correction of ABN Register details - pending
- ACNN plaque for new ACNN Fellow: Karen New to arrange for 2022

- EOI for parent support groups to contribute consumer input

6. Correspondence, for noting only

30/08: CNMO newsletter

30/08: Renewal of ACNN website domain name

01/09: Executive update sent to Branches by Anndrea

21/09: Invitation to comment on 2 draft modules for the NHMRC Guideline for Guidelines

25/09: Letter from GIO re commercial insurance policy

04/10: Invitation to attend ACN National Summit on the Nursing Workforce

06/10: Thank-you from Melissa Blake for being awarded Best Oral Presentation at ACNN Conference

15/10: Request from Clinical Research Engineers for volunteer with neonatal and clinical trial experience

15/10: Request from Nadine Griffiths for an Executive member to work on the Light it Purple campaign

7. Finance

1. Treasurer report: need to ask Nikki to transfer registration fees monthly in future. In future if an event changes to virtual then better to refund all money rather than rollover. Final reconciliation from Nikki shows total income was \$51,550, total expenses were \$67,558, creating a loss of \$16,008.
2. Membership: Currently have 939 financial members (including honorary members), plus 1,244 non-member contacts and 30 new members since last reported at September meeting.
3. ABN: No update. Samantha has contacted the accountant for a time frame on when his workload will ease post EOFY.

8. Governance

1. ACNP MoU: feedback from ACNP just in last week, Amy will circulate to the Executive for comment.
2. NDC SIG ToR: required amendment, not yet received.
3. NNOM project: Denise reported progress is very delayed, due to COVID-19 outbreak in the ACT. RA appointed but deployed elsewhere, unclear on what has been achieved so far. Planned Steering Committee meeting 28 October did not take place. May need to revise contract due to delays, will not meet deadline and timeline will no longer apply. Denise to follow up with Margaret Broom and Jann Foster.
4. Branch information sheets: Anndrea to inform branches that information sheets are required.
5. Research requests: Denise to update flow sheet for external requests.

9. Legal

1. Financial summary for 2020-2021 was submitted to NSW Fair Trading within one month of AGM.

10. Operations

1. Professional Officer
 - 1.1. UTas - Denise received an email promoting courses for 2022, Denise will work with Sarah to advertise on social media, promoting relevant courses.
 - 1.2. Process for determining members are financial needs to be clarified by UTas.
 - 1.3. ANZNN - subcommittee is pursuing funding for high flow therapy, we may be asked for clinical input and nursing ratios.
 - 1.4. Denise attended the ACN National Summit on Workforce Planning - discussion on areas that are understaffed. Denise asked about critical care workforce. Discussion on paid pathways to education and

qualifications.

- 1.5. Scholarships - NDC scholarship awarded, Leadership scholarship applicant was eligible but requesting more than \$10,000. Leadership SIG committee agreed to fund units relating to leadership. Need to keep track of how funds are awarded, especially if number of applications increase. Denise will discuss applications with SIG committees.
- 1.6. Family Appreciation award - this has closed. Denise has formed a judging panel (Denise, Linda Ng, and Tina Parker from Miracle Babies Foundation). Also would like to acknowledge the two units that were nominated; suggestion for highly commended certificate discussed.
2. Social Media: Sarah reported on planned posts for November, not as much activity this year.
3. Branches: nothing to report.
4. SIGs: nothing to report.
5. Affiliations: nothing to report.
6. Website: continues to be developed.
7. ESO: no issues to report.

11. Conferences and Events

1. Annual Conference 2021: agreed the event went well, better virtual platform this year. Made a loss again but less than in 2020.
2. Annual Conference 2022, Coffs Harbour: Conference committee met last week, considering potential speakers. Need to engage the regional representative for input.
3. Annual Conference 2023, Adelaide: nothing to report.

12. New Business

1. Members (lapsed) survey: Karen had been waiting for end of financial year and plans to issue a survey early next year.
2. ACN free membership: all agreed to award to Kristen Bennie. Shelley will inform Kristen but need to follow up on affiliate material from ACN, still not received. Amy will contact the ACN affiliates manager.
3. Consumer ToR: Denise, Melissah and Anndrea to work on this.
4. Pain survey: Denise asked this to be deferred to next meeting.
5. Tasmania: Samantha reported that members in Tasmania are interested in establishing a branch. Suggestion for an EOI and survey to Tasmanian members and non-members to gauge interest. Samantha and Karen to work on this.
6. Purchase of polo shirts: Karen suggested purchasing a supply for use by committee members. Discussion on whether to provide funds for an order (12 shirts minimum order), decided to order a batch and charge \$20 per shirt for those wishing to wear them. Branches and SIGs to place orders if they want them.
7. Light it Purple campaign: Mel reported that her input will be for next year, as this year already organised.
8. Australian Nursing and Midwifery Journal interview: interview with Melissah Burnett has been published in the ANMF journal, link to be made available to members.
9. Parent groups: need to collect information on all groups nationally, review and discuss how to work with various ones.
10. Next face to face meeting will be 2-3 April 2022, by Zoom.

13. Meeting Close

Meeting closed at 9:12 PM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 10 January 2022

Motions Summary

Last modified: 3/07/2022 8:20 PM

#	Title	Mover	Seconder	Status
	The minutes of the meeting held on 28 Aug 2021 were a true and accurate record.	Linda Ng	Anndrea Flint	Carried

Accepted as a true and accurate record of the meeting
Anndrea Flint
10/01/2022

