



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 7:30 PM Monday, 10 January 2022

1. Meeting open

Meeting Opened By Anndrea Flint at 7:32 PM

2. Attendance & Apologies

Attended

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

Apologies

Denise Harrison

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

078 The minutes of the meeting held on 8 Nov 2021 were a true and accurate record.

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

Attachments

[2021-11-08 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 (ongoing)
- 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

1. Nov 15: Notification of FAA winner to Executive by Denise.
2. Nov 17: Request from member for part refund of membership due to unexpected change in circumstances.
3. Nov 26: Received updated ToR for NDC SIG.
4. Nov 26: PSANZ Conference Sponsorship brochure.
5. Nov 30: Request from Carmen Betteridge for ACNN to support application for Suicide Prevention Leadership Grant 2022, affirmative response sent 14 Dec.
6. Dec 3: First NNOM project report.
7. Dec 6: Sponsorship agreement from Adelaide Convention Bureau.
8. Dec 13: EOI for PSANZ Local Organising Committee, Melbourne 2023, deadline 6 Jan 2022.

2022

1. Jan 6: Notification of free CPD course for RNs, 'Every Nurse's Business'.
2. Jan 6: Notification from Nadine Griffiths that a discount for ACNN members is available for the eFINE course.

7. Finance

1. Treasurer report: Current balance across all accounts, including PayPal, is \$523,686. Recent activity includes first payment for the Research SIG's NNOM Project, payment of the 2021 NNE Award and regular monthly outgoings. Also received \$1500 income from Medela – trade sponsorship payment for Coffs Harbour 2022.
2. Membership: Current membership is 929. New members since reporting at September meeting = 20. Karen raised the issue of half-yearly payments meaning some people still pay the full year fee for just over 6 months. Shelley explained that renewals based on anniversary dates were possible on the Oncord website but would incur an added fee per member. Samantha will look into this option and consider if viable for ACNN.
3. New ABN: Samantha emailed the accountant who has this on his priority list and will liaise with Karen New, as acting treasurer, to progress.

8. Governance

1. ACNP MoU: discussion on what still needs clarification. ACNP has still not clarified their objection to paying costs for ACNN speakers. Karen noted that these costs could be covered by the NNP SIG allocated funds; to be discussed by the NNP SIG committee. Amy will contact the ACNP CEO again to seek clarification and prepare the MoU for a final decision.
2. NDC ToR: tabled for the Executive, no action required.
3. NNOM project: first report was received, reviewed by Executive. Agreed it was of poor quality, confusing, and did not meet expected level of detail for reporting requirements. Second milestone of revised schedule falls on 24 January. The Executive agreed the next payment will depend on a more comprehensive report, including the provision of measurable outcomes arising from the literature review. Anndrea will contact Margaret Broom to discuss this issue.
4. Branch information sheets: Anndrea has contacted those branches without an information sheet and advised that these are required items.
5. Research requests: Denise had sent a revised version of the research request process. Reviewed by the Executive and accepted following minor changes. A flat fee of \$10 was added to requests for subsequent email blasts following initial mail-out.
6. Objects of constitution: the four objects of the current constitution were discussed. Object a) now considered irrelevant. Object b) needs a change in wording to reflect ACNN members as subject experts. Object c) needs a broader focus due to ACNN's professional growth. Object d) still relevant, may not require change. Further work required to update all objects.

9. Legal

No action required.

10. Operations

1. Professional Officer: Denise sent a report by email.

1.1 There have been no scholarship applications at all since the last ones processed (Leadership Alyson Smith \$2,390.00 and NDC 2021 Arnie Krishnan \$591.80).

1.2 NNOM: Progress report uploaded to Dropbox in 2021 folder.

1.3 Discuss Neonatal Nurse Excellence Award processes/call for nominations etc. before next meeting.

1.4 I received a request from Trish Lowe (will forward to exec), re a reminder to be sent for her research. However over the Christmas/New Year leave period, I missed this email. I will make sure for future research requests, that the reminders and their dates requested, are specified in the original request.

1.5 Denise sent a request from PSANZ LOC for 2023 conference in Melbourne; deadline (6 Jan) has passed.

2. Social media: Sarah reported preparing content now festive season is over. Will focus on conference in Coffs Harbour.

3. Branches: Anndrea will email branch committees about the annual report.

4. SIGs: nothing to report.

5. Website: nothing to report.

6. Executive support: nothing to report.

11. Conferences and Events

1. Annual conference 2022 Coffs Harbour: Karen updated the Executive. Two international speakers are secured and SIGs have been asked to suggest other speakers. Available dinner venues not suitable for a formal Pearls of Wisdom theme, therefore the dinner will be themed 'Party like it's 1992' to reflect the 30-year celebration.
2. Annual conference 2023 Adelaide: a contract was received and has been reviewed by Karen. The conditions are perceived as onerous and beyond our capacity to undertake. Karen noted a similar contract from the NSW Government was more straightforward and within our capacity for compliance. The Executive discussed whether the SA grant was worth the considerable effort required, and agreed that unless conditions were simplified the grant would be declined. Karen will discuss this with the Adelaide Convention Bureau. Decision to hold the conference in Adelaide is unchanged. Karen also discussed the position of conference committee chair, with planning for 2023 being an opportunity for someone else to share this role with her to learn how it is done.

12. New Business

1. Membership survey: Karen reported no progress; Melissa offered to help.
2. ACN free membership: Shelley asked if this was being followed up as the welcome package (including the one free membership) has not been received. Amy reported that the person responsible has resigned and will follow up.
3. Consumer TOR: no report.
4. Pain survey: no report.
5. Proposed Tasmanian branch: no report.
6. Polo shirts order: last call for orders. Kristin has the required minimum of 12 so will place the order now.
7. Parent groups: Melissa will contact Nadine Griffiths to discuss.
8. Free CPD course for RNs: 'Every Nurse's Business': reviewed by the Executive, deemed not relevant to neonatal nurses as it focuses on older children with disabilities.
9. Daisy Foundation: discussion on whether ACNN should support this. Samantha and Shelley noted that their hospitals were involved already. Agreed that this is a matter for COINN.

13. Meeting Close

Meeting closed at 9:15 PM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 14 March 2022

Amy Curran

**Amy Curran (Vice
President)** 31 May
2024 03:04

Motions Summary

#	Title	Mover	Seconder	Status
078	The minutes of the meeting held on 8 Nov 2021 were a true and accurate record.	Amy Curran	Linda Ng	Carried