



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Planning Meeting MINUTES OF MEETING 9:30 AM Saturday, 2 April 2022

1. Meeting Open

Meeting Opened By Anndrea Flint at 9:33 AM

This meeting extended over two days from 2 to 3 April.

2. Attendance & Apologies

Attended

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

3. Acknowledgment delivered by Anndrea Flint

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. Previous minutes August 2021

Motion to accept by Linda Ng and Anndrea Flint.

5. Governance

1. Strategic plan review: fully reviewed with changes made.
 - 1.1. Intentions removed and goal added, required extra section under Directions.
 - 1.2. Discussion on promoting the Standards more, at the conference, sending posters with QR code to neonatal units to reach non-members, include in Welcome pack, send copies to smaller units.
 - 1.3. Welcome message for new members - add information on Standards and Social Media Policy.
2. Sustainable committees: annual reports for 2021 from Branches and SIGs were reviewed. Noted that correct templates not always used, with new versions created ad hoc.
 - 2.1. Branch reports received from ACT, NSW, QLD and SA. Reviewed and accepted, noting that ACT did not submit an information sheet. Anndrea will communicate the outcome with each branch committee.
 - 2.2. SIG reports received from all groups and reviewed. Level of achievement calculated to decide on number of

conference registrations to be allocated to each SIG committee. Anndrea will communicate the outcome to each SIG.

3. Constitution review: updated according to latest version of model constitution. Some points require checking, for further review at next Executive meeting in May with a view to circulating to members in time for the AGM (minimum of 4 weeks required). Noted that any ordinary member position may be assigned to a specific role or task, on a short or long term basis, as determined by the Executive.
4. Anndrea spoke to the issue of not all relevant Executive members being included in emails, so that some of the Executive are excluded when they need to be informed. Generally, the President and Secretary should be included where appropriate.
5. NNOM: Anndrea reported issues with payments made via Western Sydney University and proposed that the remaining payments for the NNOM research grant be made in full, in one transfer, without waiting for milestones. The project is well in train and is expected to meet the proposed timeline of milestones. The Executive agreed to this proposal unanimously. Anndrea will inform the Research SIG committee.
6. Student members: suggested inclusion in constitution reviewed, will require policy for further details once constitution changes are voted in and registered with NSW Office of Fair Trading.
7. Consumer terms of reference: further discussion required on what these should be, what we are asking them to do. Hold over to May general meeting.
8. ACN affiliation: Due for renewal. Discussed by Executive on whether to continue at same level of membership, or not at all. Agreement that given the delay in communication around membership that would be beneficial to consider another 12 month's membership at the Bronze level. Amy to contact ACN about renewal and discuss issues arising in first year of membership.

6. Special Business

1. Conference 2022
 - 1.1. Budget review: Karen reviewed the registration, welcome, and dinner costs to show how registration fees were calculated. The Executive agreed to the proposed schedule of fees. Discussion on gala dinner, maximum of 150 at the Surf Club venue. Considering options for a band at the dinner.
 - 1.2. Trades and exhibitors: Karen reviewed the list of sponsors so far, with more being suggested for follow up by those present.
 - 1.3. Program review: not reviewed. Abstracts close 27 April.
 - 1.4. Promotions, travel grants: discussion on providing 30 travel grants to the conference, with proportional allocations to states and territories with scaling for number of members and travel distance. Karen New reviewed this proposal and proposed providing 30 travel grants, and 30 conference registrations.
 - 1.5. Risk management plan, vaccination status: discussion on risk management, agreed delegates to be informed when registering that up to date vaccination is required, and proof will be necessary at registration check-in. Proof of vaccine waiver also required if relevant. Plan will require review and updating closer to time.
2. Conference 2023
 - 2.1. Destination SA contract: not discussed.
 - 2.2. Marketing plan: not discussed.
 - 2.3. Themes: not discussed.
 - 2.4. Contract with venue: not discussed.
3. Marketing
 - 3.1. Welcome pack: The Neo-Skin SIG Committee proposed putting together a welcome pack, to include a hard copy of the AWHONN neonatal skin care guidelines. Sarah agreed to take the lead on this project and would ask the SIGs at the next forum meeting for volunteers to be a part of a working group to develop this.
4. Scholarships and awards
 - 4.1. Review Policy 16: policy updated.
 - 4.2. Review of assessment process, forms, and funding: discussion on issues arising from scholarship applications, process reviewed by Linda and Denise with consensus on how this should be conducted by the

Professional Officer.

- 4.3. Marketing of awards, plan for 2022: to be highlighted by social media.
- 4.4. Fellow Award: one to be presented at the conference this year after being deferred due to virtual conference. Denise asked about the selection process, Shelley will forward a copy of the most recent nomination to her as this was made before she joined the Executive.
- 4.5. Student members: not discussed here.
5. MOUs and contracts
 - 5.1. ACNP V 7.1: reviewed by the Executive, agreed to conditions. Anndrea will sign and Amy will send to ACNP.
 - 5.2. PCO tender finalisation: Karen presented the tender document for review and asked for suggestions on PCOs to send it to for consideration. Will be asked to submit an EOI with a proposed plan for the 2024 annual conference, in Victoria. Closing date for EOI in December this year.
6. Membership
 - 6.1. Promotions: via social media. Sarah reported on the workload, shared between herself on Facebook and Hannah on Instagram. Require someone to promote via Twitter; Denise volunteered to undertake this. Executive agreed to repeat May Madness campaign as conducted in 2021 - Sarah will coordinate this again.
 - 6.2. Member survey: not discussed.
 - 6.3. Student membership fee: not discussed.
7. Subcommittee event contracts: Karen spoke to the issue of branch or SIG committees lacking experience in negotiating contracts with venues and suppliers. This issue to be discussed at the next Forum so that assistance can be offered.

7. Meeting Close

Meeting closed at 5:00 PM

[Next Meeting](#)

Executive Meeting

9 May 2022

Accepted as a true and accurate record of the Executive planning meeting

Anndea Flint

9 May 2022

