



Executive Meeting Minutes 7:30 PM Monday, 9 May 2022

1. Meeting open

Meeting Opened By Anndrea Flint at 7:32 PM

2. Attendance & Apologies

Attended

Anndrea Flint
Denise Harrison
Karen New (ESO)
Kristin Hughes
Linda Ng
Melissah Burnett
Nicol Franz
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, present and emerging.

4. Confirmation of the minutes of the previous general meeting

Motions

077 The minutes of the meeting held on 14 Mar 2022 were a true and accurate record.

Status: Carried **Mover:** Linda Ng **Second:** Kristin Hughes

Attachments

[2022-03-14 Minutes - General Meeting](#)

078 The minutes of the meeting held on 11 Apr 2022 were a true and accurate record.

Status: Carried **Mover:** Samantha Lannan **Second:** Kristin Hughes

Attachments

[2022-04-11 Minutes - Forum](#)

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

Motions

042 [The minutes of the meeting held on 11 May 2020 were a true and accurate record.](#)

Status: Unresolved

6. Correspondence, for noting only

- 14 Mar: Research SIG annual report documents
- 15 Mar: Signed Supportive Association Agreement sent to Daisy Foundation
- 16 Mar: UTas survey submitted by Education SIG; signed agreement for 2023 Conference sent to Adelaide Convention Bureau
- 18 Mar: Co-signed agreement received from Adelaide Convention Bureau
- 01 Apr: CNMO newsletter
- 02 Apr: NNOM report for March
- 05 Apr: Information on Women's Leadership Australia development scholarships
- 08 Apr: Notice from Carmen Betteridge of unsuccessful Suicide Prevention Leadership grant application
- 13 Apr: Request to renew affiliation with ACN
- 14 Apr: Link to survey for proposed national guideline on health and development follow up for the very preterm
- 14 Apr: Request from Prof Kei Lui for an Australian neonatal nurse representative on the International FiCare Steering committee

7. Finance

1. Treasurer's report: Total funds across all accounts including PayPal and Term Deposit = \$488,832. Income has been received from membership renewals, Branch and SIG events and the first transfer of 2022 Conference registration payments from PCO (\$8000). Expenses have been ACNN's usual monthly costs as well as quarterly payment to PCO, Branch and SIG events, ACN Bronze affiliation renewal, final payment for the NNOM Project and payment of 2 of the scholarships that have recently been awarded.
2. Membership: currently have 1022 members, half of whom have renewed.
3. ABN registration: on 28 April Samantha, Amy and Shelley met with Sandie Richmond from Wimmera Mallee Accounting, to discuss updating the ACNN ABN and to discuss transferring our business to Sandie's firm. Sandie confirmed that updating the ABN would be simple and cost about \$480.
4. Quote from accountant: Sandie discussed the accounting requirements of ACNN and how her firm could manage these, in particular that her firm was much in favour of using Xero software. The estimate provided for preparing the financials for year-end was \$1,800+GST.

Motions

079 [Update of ACNN ABN to be undertaken by Wimmera Mallee Accounting.](#)

Accountant would apply for a new ABN and correct business register details at the same time.

Status: Carried **Mover:** Anndrea Flint **Seconder:** Samantha Lannan

080 [Transfer to new firm, Wimmera Mallee Accounting](#)

Engage Wimmera Mallee Accounting to prepare end of year financial statements.

Status: Carried **Mover:** Anndrea Flint **Seconder:** Samantha Lannan

8. Governance

1. ACNP MOU: final version to be signed by Anndrea and sent to ACNP.
2. NNOM project: no written report since April, however the group intends to present preliminary findings at the Annual Conference in Coffs Harbour.

3. Constitution review: Executive review to be completed by end of May. Shelley will then move to preparing a version for voting at the AGM. Minimum of 4 weeks required for sending notice of special resolution and draft of revised constitution to members; aim to send no later than 6 weeks.
4. Annual report reviews for Branches and SIGs: feedback on all annual reports has been emailed to the Branches and SIGs, and Anndrea is following up on those groups that required changes to their documents.

9. Legal

No action required.

10. Operations

1. Professional Officer: Denise received a request from Professor Kei Lui to nominate a neonatal nurse to join the International FiCare Steering Committee. Linda Ng's name was put forward to Kei, however the Executive agreed an EOI should go out to all members as this is an opportunity for any members who are interested and qualified to contribute. Karen will arrange this.
2. Scholarship reports: Denise reported that she received 12 applications, 5 of which were ineligible. She found it difficult to get SIG committee members to review the applications, and asked Executive members to assist. Denise also noted an unequal distribution among SIGs as some were more popular. Agreed to continue alignment with SIGs but not set limits, while staying within total funds allowance, which is drawn from general funds. Denise noted that two Leadership scholarship applicants missed out on receiving full amount requested. Decision to 1) review applications at EOFY and consider topping up some partially funded scholarships, and 2) make payments based on an itemised budget, provided by the applicant, rather than wait for receipts. Denise will forward 2 applications for Executive to review and decide whether to award full amount. Karen New is to send notice to members of next round of SIG scholarship applications.
3. Social Media Committee: Sarah reported on activity being focused on May Madness. The four mandatory posts for Destination NSW have been made.
4. ACN affiliation: circular motion to continue affiliation with ACN for a further year was carried by majority vote of 8 Executive members. Need to select the member to receive the free individual membership once ACNN has renewed affiliation. Suggestion to ask the Leadership SIG to make the selection.
5. NC19CET: Melissah Burnett reported her activity is not much related to neonates and pregnancy, which go to the Maternal and Newborn Committee, as more relevant.

11. Conferences and events

1. 2022 Conference, Coffs Harbour: Karen New reported that 37 abstracts were received and are under review. Speaker flights have been booked.
2. 2023 Conference, Adelaide: Nikki Abercrombie has started working on this contract.
3. PCO tender: Executive to review draft tender document before July meeting. Proposal to interview applicants at the first Executive extended meeting in 2023.

12. New Business

1. Non-member survey: this item to be moved to governance.
2. Consumer TOR: available for Executive review in Dropbox.
3. Daisy Foundation: agreed primary contact is to be the Vice President. Need to consider how the activity of this foundation fits with ACNN, as it is usually located at individual hospitals.

13. Meeting Close

Meeting closed at 9:06 PM

[Next Meeting](#)

Last modified: 26/08/2024 2:20 PM

Page 3 of 4

Executive Meeting

7:30 PM, Monday, 11 July 2022

Motions Summary

#	Title	Mover	Second	Status
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078	The minutes of the meeting held on 11 Apr 2022 were a true and accurate record.	Samantha Lannan	Kristin Hughes	Carried
079	Update of ACNN ABN to be undertaken by Wimmera Mallee Accounting.	Anndrea Flint	Samantha Lannan	Carried
080	Transfer to new firm, Wimmera Mallee Accounting	Anndrea Flint	Samantha Lannan	Carried

Accepted as a true and accurate record of the meeting.
Anndea Flint, meeting chair and President
11 July 2022

