



Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 11 July 2022

1. Meeting open

Meeting Opened by Amy Curran at 7:30 PM

2. Attendance & Apologies

Attended

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

Apologies

Andrea Flint

3. Acknowledgment

The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander 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

[073 Executive meeting 9 May 2022](#)

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

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

1. Registration of new ABN: this action is complete. Karen New is updating the ABN on all documents and on the website. Karen asked this be mentioned at the next Forum.
2. Transfer to new accountant at Wimmera Mallee Accounting: action completed.
3. Signing and submission of MOU to ACNP: action completed.

Motions

[074](#)

Status: Carried

6. Correspondence, for noting

May 9 - July 10

- 9/5: Notification from ACN that Bronze affiliation renewal is due
- 9/5: Notification from Denise Harrison of applications for SIG scholarships to be reviewed, 2 from Leadership and one from Neurodevelopmental Care
- 10/5: Amended flyer from Leadership SIG
- 11/5: Revised documents from NDC SIG
- 11/5: Advice from Karen New as Chair of the Conference Committee to NDC SIG on arrangements for conference speakers and use of funds allocated to the SIG
- 11/5: SIG scholarship assessment for 3 applicants by Samantha Lannan, Anndrea Flint and Kristin Hughes
- 12/5: Agreement for Amy Curran on assessments of scholarship applications
- 12/5: Initiation of services with Wimmera Mallee Accounting by Samantha Lannan
- 12/5: Invitation to Infant Feeding SIG from Annabel Doolan, Senior Dietitian Research Fellow, Adjunct Fellow, University of Queensland, School of Medicine, Queensland Children's Hospital Paediatric Nutrition Delphi study that aims to define multidisciplinary paediatric nutrition research priorities in Australia
- 13/5: Outcome sent to conference abstract reviewer team by Karen New
- 14/5: Proposal for awarding additional funding to three scholarship recipients as discussed by the Executive at meeting on 9 June 2022 was put to a circular motion
- 15/5: Request from President for SIGs to return documents with requested amendments
- 16/5: Communication from Denise Harrison regarding decisions made on scholarship outcomes and FICare representative
- 16/5: Request from Karen New (Conference Chair) to approve a breakfast session with sponsorship from GE, supported by majority Executive vote (7 members)
- 22/5: Enquiry from pharmaceutical research company, responded with the link to the ACNN research requests page.
- 23/5: Request from ANZNN via Denise Harrison for comment on revised ACSQHC Sepsis Clinical Care Standard, supported by 4 Executive members
- 25/5: Final signed MOU with ACNP sent to Executive by Amy Curran
- 26/5: Tax-time toolkit leaflet from ATO
- 27/5: Request from Denise Harrison for a letter of support from ACNN regarding a proposed pain project
- 27/5: Notification to Executive by Denise Harrison that the scholarship funding request from Deanne August has been re-assessed and notification to Deanne of the outcome being full awarding of requested funds
- 29/5: Notification to scholarship recipients by Denise Harrison that previous decisions on funding have been reviewed with the outcome that recipients will receive the full amount, where this was not awarded originally
- 31/5: Notification from Samantha Lannan that ACNN has been registered with a new ABN
- 03/6: Notification from Anndrea Flint to the Executive that Renee Muirhead has been selected to represent neonatal nurses on the International FICare Steering Committee, and other applicants informed
- 07/6: Notification by Karen New of Executive decision to Sarah Neale as successful applicant for free one-year membership of ACN, and notification to unsuccessful applicant
- 07/6: Response from Denise Harrison to Annie Chang regarding NDC SIG scholarship application
- 08/6: Request from Karen New (Conference chair) to Branch and SIG committees to consider chairing sessions at the Annual Conference
- 08/6: Request to Samantha Lannan from May Madness recipient Sharlene Collier to defer prize to 2023, agreed by Anndrea Flint and Amy Curran on 21 June
- 09/6: Notification by Denise Harrison to Kei Lui that Renee Muirhead was selected to join the International FICare Steering Committee
- 14/6: Notification from Denise Harrison of a nomination for the Mark New Award

- 21/6: Request via Rose Boland for a letter of support from ACNN for the Australian Collaborative Group for Optimal Cord Clamping to seek in principle support of their application to the MRFF for the WAMM trial was supported by Executive
- 23/6: Email from Corp Comm regarding sponsorship opportunities for PSANZ 2023.
- 24/6: Request from ANMFSA for information on staff-patient ratios in neonatal unit, advised ACNN does not collect this data, and that it varies from state to state
- 24/6: Request from Education SIG to hold an educational event in Broken Hill, requiring additional funding from ACNN
- 25/6: Request from Education SIG to conduct research into education in neonatal units during the pandemic, with ethics approval, and under the auspices of ACNN
- 26/6: Letter of support for MRFF application sent to Rose Boland by Anndrea Flint
- 28/6: Notification that the LRC SIG is going to sponsor 3 attendees (2 full registrations shared) from the Aboriginal Midwifery Infant health services in Coffs Harbour
- 28/6 Karen New notified the Executive of the 3 May Madness winners as Alyson Smith, Donna Hovey and Annie Chang, who are to be informed by Anndrea Flint
- 28/6: Notification to Anndrea Flint by Karen New of the 2 EOI for the free registration to the ACN National Nursing Forum in Darwin 2022
- 29/6: Reminder via Denise Harrison that the ANZNN CPI event will be held in Sydney in the week prior to the ACNN Conference
- 01/7: Notification from Denise Harrison that a second nomination for the Mark New award was submitted
- 01/7: Discussion between Karen New, Denise Harrison and Sarah Neale to promote ACNN NNE award
- 01/7: Advised by Denise Harrison that 2 nominations for NNE were received
- 04/7: Agreement by Executive to support pain project, Anndrea Flint to sign the letter of support and send to Denise Harrison
- 05/7: Notification by Karen New in the change in Qantas flights from Melbourne, and possible impact on conference arrangements
- 08/7: Notification by Denise Harrison of an application for the ACNN Professional Scholarship, and another for the NNP SIG scholarship
- 10/7: Request from Prof William Tarnow-Mordi for ACNN members to complete a short survey about larger, faster, simpler perinatal trials

7. Finance

1. Treasurer's report: **Current balance** across all accounts (including term deposit and PayPal) is \$504,000. **Income** activity includes membership renewals and conference income in the form of registrations and trade sponsorship. **Expense** activity includes regular monthly outgoings as well as scholarship payments and conference costs including speakers' airfares and PCO fees. **Xero Subscription** changed over to sit with the accountant as per circular motion – total cost through until June 2023 is \$138 (instead of \$704). All end of year financial reports have been sent to the Branches and SIGs. All reporting data and financial information has been sent to the accountant for the 2021/2022 financial report to be completed. Proposed budget for 2022/2023 is in draft form and will be finalised after a meeting with Anndrea, Amy and Karen next week.
2. Membership: current financial members = 1056. There are 236 members are yet to renew (as noted by Karen, this does not include the 49 half-year members). Of note 86 joined a year ago and have not yet renewed. There have been about 30 new members since the last meeting in May 2022.
3. Offer from Wimmera Mallee Accounting to provide their lower Xero fees for ACNN: carried by circular motion on 18 June 2022.

8. Governance

1. NNOM project: Denise to follow up on reports. Linda Ng reported identifying 18 interventions, which have been matched to several sets of standards. Project is on track. A report will be prepared for the Executive.
2. Constitution review: reviewed by Anndrea Flint, Amy Curran, Shelley Reid and suggested changes confirmed for

- voting. Members to be notified of special resolution to amend the constitution - minimum of 28 days notice, will distribute at the beginning of August. Discussed process if any member wishes to change any amendments but will not be present at AGM - these will be discussed at the AGM with those members present.
3. Branch and SIG annual reports: incomplete resubmission from some groups. Follow-up requests have had some results but still some groups outstanding. Re-submissions being sent to Anndrea (not present at this meeting). Leadership SIG info sheet reviewed and approved. QLD Branch info sheet reviewed and noted that not on official template, however approved in time for QLD Branch event coming up soon. LRC SIG info sheet only had to add a reference for a quote - approved. NNP info sheet updated, new photo - approved (Sam noted QR is disabled). Research SIG sent older version, Karen spoke to Margaret Broom then reverted to 2021 version with updates, will need to correct spelling error. NDC SIG sent info sheet as PDF so unable to update with new ABN and PO Box number. Sarah and Samantha offered to help if required.
 4. PCO tender: draft document formatted, required review by Executive by this meeting. Plan to send tender to prospective clients before August, so that potential companies could visit the 2022 conference. Viewed latest version (3). Shelley noted Associations Forum website lists PCO advertisements, and suggested asking CoNNMO members for recommendations. The group was asked to look for other potential companies and send details to Karen by 1 August.
 5. Consumer TOR: Karen has combined all comments in document, which appears to focus on family centred care. ACNN has strategic directions rather than strategic visions. Incentive for this project was getting consumer feedback on family appreciation award advertisement. Discussion on whether ACNN as a professional association for nurses and midwives actually needs formal input from parents, would be more relevant at the clinical unit level. Kristin suggested exploring how NNCA managed consumer input. Noted that the Family Appreciation Award call for nominations is to be launched in September. Melissah also noted that consumers providing feedback are required to be paid. Agreed that a small subcommittee is required to progress this item. Melissah, Denise and Kristin volunteered to assist Anndrea in this initiative. Amy will email Anndrea about this outcome.
 6. Non-member survey: held over.

9. Legal

No action required.

10. Operations

1. Professional Officer: **NNE Award** Denise noted this closes at the end of this week. Two nominations so far (on one nomination form), names supplied, and Denise asked for more volunteers to be on the judging panel - Amy and Samantha volunteered after declaring no conflict of interest. **Professional Development Scholarship** has one application, from Samantha Best. **Mark New Award**: winner has been selected - Lyn Chapple, to be announced at the AGM. **UTas**: Denise is meeting with a university representative on Thursday, to discuss course names. Denise will discuss processes as well, and inform the Executive of outcomes.
2. Scholarships: **NNP SIG** has one application from Karen Hose. **Professional Development Scholarship** has one application, from Samantha Best. Closing dates still a few weeks away, Denise will advise if more applications are submitted.
3. Social Media: Sarah has focussed on conference, breakfast sessions, close of early bird registration. Noted that UTas had contacted her with social media material but this was out of date. Also noted input from QLD Branch.
4. ACN affiliation: Sarah received the free membership for ACN Bronze membership. Karen noted that despite an EOI, free ACN conference registration has not been conferred on an ACNN member. Two members had sent in an EOI. Karen noted that the voucher appears to be valid through to 2023. Decision is required on whether to award conference registration for the 2023 event. Amy will follow up on this with Anndrea.
5. NC19CET: Melissah reported on low level evidence for complications in newborns with Covid-19 affected mothers, so the taskforce is planning to broaden its scope. Linda reported the steering committee is still reviewing Covid-19 medications for paediatrics and neonates, due to new data to be reviewed, but will move on to non-pharmacological treatments. Denise noted her group has not met for a while.
6. Daisy Foundation: Amy met with this group via Zoom, and will be sent some material for release on our social

media. Will include material on Australian recipients.

11. Conferences and Events

1. Annual Conference 2022, Coffs Harbour: proposal for travel grants (30) were not developed following March meeting decision for this. Karen asked the Executive to decide on this matter. At this point there are 118 full registrations. Suggestion to blitz via social media (Sarah has prepared material, just requires final details) over the next 2 weeks before early bird closing (29 July). Karen suggested that all registrations by close of early bird would go into a draw for 30 travel grants (calculated on a sliding scale adjusted for distance from destination, from \$100 up to \$850). No refund if cancelling registration after 14 August so make the draw on 1 August. Agreed to exclude 2022 May Madness winners as 2 out of 3 have already received free registration and \$300 for travel to attend the conference and will be excluded - Amy to ask Anndrea to contact the third person in case they also wish to register. Karen is finalizing new arrangements required after change in flights to Coffs Harbour required a later start time on the first afternoon. Karen also reported on numbers for breakfast sessions, most getting good numbers. Thermoregulation session needs more delegates. A few areas need some focus in regards to session attendance. Samantha asked about costs for Executive: accommodation to be \$159 per night for 2 nights. For those travelling by road, agreed that these members would be refunded according to distance: \$300 from Townsville, \$200 from Sydney, \$150 from Brisbane.
2. Annual Conference 2023, Adelaide: Karen reported on a good meeting last week but will be discussed at later meetings.

12. New Business

1. Request from Prof William Tarnow-Mordi to complete a research survey: agreed that not directly addressed to ACNN and not relevant for circulation to members. Seems to be aimed at parents as consumers rather than healthcare professionals.
2. Neonatal Pain Study: Denise reported that Anndrea had sent a response, agreeing that ACNN would be an MMRF partner, and agreeing to distribute survey to members.

13. Meeting Close

Meeting closed at 9:38 PM

[Next Meeting](#)

Executive Meeting

8:00 AM, Wednesday, 14 September 2022

Coffs Harbour



Amy Curran (Meeting Chair and Vice President)

14 September 2022.

Motions Summary

#	Title	Mover	Seconder	Status
073	Executive meeting 9 May 2022	Kristin Hughes	Samantha Lannan	Carried
074				Carried

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

Page 5 of 5