



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 14 November 2022

1. Meeting Open

Meeting Opened By Amy Curran at 7:35 PM

2. Attendance & Apologies

Attended

Amy Curran
Denise Harrison
Karen New (ESO)
Kristin Hughes
Linda Ng
Margaret Broom
Melissah Burnett
Nicol Franz
Samantha Lannan
Shelley Reid

Apologies

Sarah Neale

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 previous minutes

Motions

085 Confirmation of previous minutes

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

5. Business Arising from Previous Minutes

See agenda below.

6. Correspondence, for noting only

Correspondence 13 September to 13 November 2022

18/09/22 Meeting notes and current enrolment information from UTAs, as received by PO

19/09/22 Thank-you messages sent to conference sponsors by ESO (as Conference Chair)

20/09/22 Thank-you messages sent to international conference speakers Linda Frank and Barbara Cormack by ESO (as Conference Chair)

29/09/22 Newsletter from CNMO

30/09/22 Notice re new international Aster Guardians Global Nursing Award; nomination for FAA to PO; agreement from LLT representative to judge FFA

04/10/22 Two nominations for FAA to PO

05/10/22 Nomination for FAA to PO

06/10/22 Nomination for FAA to PO

07/10/22 Enquiry from UK nurse about neonatal training requirements for employment in Australia; nomination for FAA to PO

09/10/22 Four FAA nominations to PO

09/10/22 Electronic lodgement of Financial Summary and application to change constitution by treasurer

12/10/22 Response to Nadine Griffiths regarding an ACNN scholarship for First Nations people to enter neonatal nursing; two nominations for FAA to PO

13/10/22 Three nominations for FAA to PO

14/10/22 Nomination for FAA to PO

15/10/22 Six nominations for FAA to PO; proposal from Rose Boland to survey ACNN members about research on preterm babies, directed to contact PO; nomination for FAA to PO

16/10/22 Research request from Research SIG NNOM project sent to PO

17/10/22 Certificate of appreciation from Dandelion Support Network; application for N&F SIG scholarship

19/10/22 Request to distribute research survey, 'Partnering to reduce neonatal pain'

20/10/22 Newsletter from CNMO; approval and registration of constitution by NSW OFT

21/10/22 Request from Federation University to be included on ACNN website as offering neonatal courses

24/10/22 'Partnering to reduce neonatal pain' survey assessed and approved for distribution to members

26/10/22 Enquiry about facilities that offer NNP internship, referred to NNP SIG

27/10/22 Application for membership received from NZ nurse practitioner, advised not eligible and referred to NNCA and joining fee refunded; reimbursement of conference costs to 5 Executive members by treasurer

28/10/22 Enquiry from EarlyBirds organisation about offering support to ACNN from their fundraising

31/10/22 Selection of FAA winner, Keryn Hutchinson from Mercy Hospital for Women, Melbourne

01/11/22 Received final draft of the documents the QLD Branch have developed to help with organising and running seminars and workshops for review

04/11/22 Official notification to FAA winner by PO

05/11/22 Request from SA-based A/Prof Rumbold to ask for interest from Nutrition and Feeding SIG members with research experience

06/11/22 Offer from EarlyBirds for sponsorship, TBD

07/11/22 Notification by PO to family that nominated the winner of the Family Appreciation Award for 2022

10/11/22 Contact from HeartKids Congenital Heart Disease Directory regarding a national, publicly accessible directory of qualified health care professionals and local and national support groups.

13/11/22 Last call from PSANZ for abstracts.

7. Finance

1. Treasurer's report: total balance across all accounts is \$442,734. Recent activity mostly related to finalising conference expenses and income. Nikki is still in the process of completing final conference reconciliation. The budget indicates a profit of close to \$50,000 with final PCO management fees to be calculated. The final report has been submitted to Destination NSW and as a result, the second and final payment of the grant from Destination NSW (Milestone 2) has been approved (\$7562.50).
2. GST registration: Samantha has been working with ACNN accountant, Sandie, and ACNN is now registered for GST. The Registration Advice from the ATO is saved in Dropbox. The Xero file has also been updated to include GST Cashbook which has increased the monthly fee to \$23 per month. Karen New has been working on the website to update invoice details and website information to include GST. First BAS for the October - December quarter is not due until the end Feb 2023. Samantha will draft an email to be sent to all members informing them that ACNN is now registered for GST.
3. Membership: Samantha reported current financial members = 927. There have been 27 new members since the 30 September 2022.

8. Governance

1. NNOM: Margaret had sent a report last week, which noted that the project has completed all but one focus group with a family, probably in December. Mapping has been completed and a draft completed, now under review. On track to complete and submit two publications next year.
2. Constitution: revised version registered by NSW OFT and has been uploaded on website.
3. PCO tender: Karen New reported that the tender closes in December; need to discuss how and when to interview any applicants.
4. Consumer TOR: to be followed up by Denise Harrison and Melissah Burnett; need to discuss what exactly is intended.
5. UTas: Denise Harrison met representative at the annual conference. No longer required to have formal MOUs since agreement in June 2021, to continue process as established. Denise recommended removing list of universities on the ACNN website. Karen New clarified that the listed universities are ones that approached ACNN to be listed, not an exhaustive list and given as a guide to nurses seeking information. Following discussion, the Executive voted on the motion to leave information on this webpage unchanged, carried unanimously.

9. Legal

1. Submission of annual financial summary to NSW Office of Fair Trading: this was submitted within a month of the AGM.
2. Registration of constitution amendments by NSW Office of Fair Trading: confirmation received that updated constitution has been registered.

10. Operations

1. Professional Officer report: Denise two new items since September.

1.1. One was the Family Appreciation Award that received 25 nominations. These were scored by a panel of 3

and compiled by Denise with Keryn Hutchison declared the winner. Denise has contacted Keryn's workplace regarding arrangements to award the recipient during a morning tea at Mercy Hospital in Melbourne. Karen asked for a photo of the winner's presentation for posting on social media on the day. Denise has contacted Miracle Babies Foundation and Life's Little Treasures to seek ways of broadening the range of parents who nominate. All nominees are to receive a certificate; Denise will start notifying those for whom she has email addresses.

- 1.2. The second item concerned 3 research requests. One was for Denise's research project on neonatal pain, another for research led by Patricia Lowe. The third request was external, Through the Unexpected, a survey of nurses who support parents receiving unexpected news of their baby during pregnancy. Denise asked the Executive to approve this request. Karen New discussed number of requests being sent, and timing of reminders if required. Waiting for Executive agreement was identified as an issue. Proposed that requests sent to the Executive for approval must have a week's deadline, with no response taken as agreement. Agreed to expedite the third request. Nothing new to report for research requests. Incomplete/inappropriate applications still being received.
2. Scholarships: no report.
3. Social Media: Sarah asked for more 'reels' rather than a single photo to increase interest. Mel reminded the Executive of the rules around privacy and appropriateness.
4. Face to face meetings 2023: proposed for 25-26 March or 1-2 April. Discussion on whether to hold in person rather than virtual with agreement that there is more benefit to meeting face to face and is the preferred option, agreed to hold in Sydney. Earlier dates in March not suitable due to PSANZ being held in the first week and some Executive members unavailable in the second week. The Executive agreed to meet in Sydney, to determine dates of venue availability for the two options above before deciding on final dates. Samantha and Karen to review costing and expedite bookings.

11. Affiliations and Representatives

1. ACN: no report as Sarah Neale not present. Linda Ng as Vice President is to be second representative.
2. CoNNMO: Shelley reported attending recent online meeting as inadequate notice (2 weeks) meant Denise was unavailable. Date for next meeting in 2023 sent to Denise who will represent ACNN as part of the PO role.
3. Daisy Foundation: Linda reported sending an email but no response as yet. Amy noted that Daisy Foundation was promoted at the ACNN annual conference, about awards to Australian nurses.
4. NC19CET: representatives are Melissah Burnett, Linda Ng and Karen Hose. Linda reported the taskforce steering committee is undergoing a rebranding due to change in focus, to normalise Covid-19. Continue to meet every 2 weeks to review guidelines and updated treatments. Also looking at outcomes for newborns of Covid-positive mothers. Melissah reported stepping down as no longer relevant as decision-making transferred to another committee.
5. EarlyBirds: contact from business that produces clothing for newborn babies with proposal to donate funds from sales of a newly released charm for the benefit of neonatal nurses. Amy reported the proposal that EarlyBirds would donate \$250 to the Family Appreciation Award but not how this would be achieved. Donations could be accepted but if business promotion involved an MOU should be set up. Further discussion required.
6. COINN AGM 1 Dec: Amy received an email from Karen Walker notifying of arrangements for the COINN AGM. Amy plans to attend.
7. Future affiliations e.g., ACM: Linda will reach out to ACM. Melissah noted that she had joined ACM as an affiliate member. Karen noted that there may be an issue with formula companies sponsoring at events. Karen also suggested Executive to be strategic about which groups are targeted for affiliation, looking at strategic benefits for members. Amy asked Linda to contact ACM about possible benefits for an affiliation and report back.

12. Conference and Events

1. Annual Conference 2022: Karen New reported all activity completed for this event; no further reporting required.
2. Annual Conference 2023: Karen reported that some SIGs are asking about holding preconference workshops. Includes Neo-Skin SIG, the Research SIG also proposing a workshop to be run by the Joanna Briggs Institute. To be

discussed with venue to determine viability. Margaret Broom suggested spreading out workshops throughout the year to increase opportunities for members; to be discussed at next Forum.

3. ACNN as exhibitor at external events: suggestion to discuss this with Branches that have events running in their state, at the Forum.

13. New Business

1. Neonatal Pain study: no further action required.
2. Timeline (Gant chart): Karen New demonstrated a chart she had compiled. Preliminary discussion on timelines and various activities. Executive to provide Karen with feedback.
3. Consumer Plan: Denise Harrison will follow up.
4. INPRES - priority setting partnership. Yet to be reviewed; Amy to send to Executive for review.
5. ANZNN CPI - ACNN representative: asking for Neonatal CNC only. Executive agreed to nominate Denise as representative, with Margaret Broom as back-up.
6. QLD Branch documents for review: sent to President, Secretary and ESO so far. To be circulated to Executive for approval and presented at next Forum.
7. OCNMO Connect: Nicol noted that other groups' events are featured in this newsletter. ACN also another avenue for promoting ACNN events. Suggestion for an Executive member to work with OCNMO and ACN about providing input from ACNN; Nicol volunteered for this activity.

14. Meeting Close

Meeting closed at 8:30 PM

[Next Meeting](#)

Executive Meeting

7:30 PM, Monday, 9 January 2023



Amy Curran (Meeting Chair and President)
9 January 2023

Motions Summary

#	Title	Mover	Seconder	Status
085	Confirmation of previous minutes	Kristin Hughes	Samantha Lannan	Carried