



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 9 January 2023

1. Meeting Open

Meeting Opened By Amy Curran at 7:38 PM

2. Attendance & Apologies

Attended

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

Apologies

Samantha Lannan

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 Acceptance of previous minutes

Status: Carried **Mover:** Linda Ng **Seconder:** Margaret Broom

5. Business Arising from Previous Minutes

1. Representative on ANZNN CPI: Denise will be representing ACNN, as she is the representative for AZNN generally.
2. Event guides from QLD Branch: these were sent to every SIG and Branch by Kristen Hughes to use if they wished, rather than replicating this work unnecessarily.

6. Finance

1. Treasurer's report: presented in brief by Karen New as Samantha Lannan remains unavailable for family reasons. Funds are just under \$500,000 distributed among all accounts including main cheque, term deposit and debit card. Initial deposit payment for the Stamford Grand venue was made and the contract is signed. AV costs not yet included in budget. Few transactions over holiday season, except for NNP workshop in March.
2. Membership report: current financial membership is 942. Several new applications since 1 January. Discussion on

long term renewal options deferred to the March Executive meeting.

3. Annual financial report to NSW OFT: no contact from accountant yet.

7. Governance

1. NNOM: Update from Margaret. Meeting on Friday, currently writing results and discussion. Focus group will take place later in January.
2. PCO tender: sent to 5 companies but only one application received, from Nikki Abercrombie, on 5 December. An enquiry from another company did not result in a follow up EOI. Karen noted there may be fewer companies operating due to the effects of the pandemic and staff issues. All agreed that having a PCO is necessary. Karen noted that overall Nikki is efficient and responds to directions. Nikki's proposal was shared on screen and reviewed with discussion on proposed venues in regional areas, and the considerable increase in fees and new costs. Melissah suggested exploring options, on social media and the PCO association. Need to discuss the EOI proposal with Nikki and negotiate before deciding. Executive voted that the tender should be re-issued, however this would mean Nikki would be advised her proposal was not successful. Further discussion by Executive with agreement that explanations from Nikki were required so the vote decision was suspended. Amy and Karen to review EOI with Nikki and present back to the Executive.

8. Legal

No business arising.

9. Operations

1. Professional Officer report: Denise reported a research request to email members, about care of care of pregnant women who use marijuana during pregnancy. Denise has reviewed and recommended changes that were accepted by researcher with agreement for a reminder at one month. Executive agreed with recommendation to distribute.
2. Scholarships: no report. Next call in March, to be posted at end of January.
3. Social Media: Sarah will start more active posting about the conference and other events. An interested member from Tasmania will be assisting Sarah and Melissah. Sarah noted that videos increased likes and comments.
4. F2F meeting 25 - 26 March 2023: all arranged (flights, accommodation) to take place in Sydney.

10. Affiliations and Representatives

1. ACN: Linda has informed of change in contact to Denise Harrison, which was acknowledged.
2. CoNNMO: no report. Next meeting will be in May.
3. Daisy Foundation: Linda and Karen met with Melissa Barnes of Daisy Foundation on 9 December. To summarise, the Daisy International Award is to be awarded on International Midwives Day (5 May) and International Nurses Day (12 May), depending on the recipient. Will also involve ACNN's affiliations with ACN, ACNP and possibly ACM. The tentative plan was to advertise mid-February and March, and close on 5 April. ACNN is to set up a judging panel and invite affiliation representatives as appropriate and complete business within 3 weeks. The Daisy Foundation will supply an example of the scoring rubric, to be adapted to the Australian context. The Foundation will provide a certificate with portfolio, an honouree pin and a Healer's Touch Sculpture. The Foundation requested that any celebration event should include cinnamon rolls as part of catering. This collaboration is on a trial basis and continuation will be decided after this first event.
4. NC19ET: Linda reported that the Federal Government was considering ceasing funding. However, there is more to determine on long-term outcomes and effects on babies whose mothers were infected by Covid-19 during pregnancy. A letter requesting continuation of the committee has been sent to the government in late December. Meetings not yet booked for 2023, awaiting outcome of letter.
5. EarlyBirds: initially made a donation of \$250 for 2022 Family Appreciation award. Discussion on what this group requires from ACNN, considering ACNN is not a charity. Agreed that ACNN could only accept donations but not promote EarlyBirds.
6. Potential affiliations: Linda contacted ACM, discussed potential affiliation, especially providing education on

neonatal issues.

11. Conference and Events

1. 2023 Annual conference, Adelaide: Karen reported needing to calculate pricing, revisit in March meeting. Also decision not yet made on preconference event, to be discussed at next Forum. Options are the Cube, or Hanhdorf but SA representative has not reviewed these options to provide a recommendation - should be decided at February forum. Karen noted that the Cube would not accommodate the numbers, whereas Hahndorf offers more variety. Decision to be made in February.
2. 2024 Conference: no report.

12. New Business

1. INPRES: Denise has not received any more information from Rose Boland and will follow up.
2. ACNN content in external newsletters: suggestion that notices for upcoming events be sent for inclusion in other newsletters. Need to check if our ACN affiliation allows any postings.
3. Karen noted that she had distributed annual report documents / templates to all Branches and SIGs to be completed by 28 February, in time for the March F2F meeting.

13. Appendix: Correspondence, for noting only

Correspondence 14 November to 9 January 2023

14/11/22 Copy of final report submitted to Destinations NSW

14/11/22 QLD Branch events governance documents for review by Executive

15/11/22 Request for reimbursement of QLD Branch WPD celebration, redirected to Karen New

15/11/22 Research recruitment request from Jessica Dantaz, advised to contact Professional Officer

15/11/22 Acceptance from 2 of Families in Recovery team, Vancouver to speak on ESC in Adelaide

15/11/22 Notification to researchers that invitation to participate was sent to members

15/11/22 Request from PO for further information from scholarship applicant

15/11/22 Request from Karen New for Executive to consider options for Canadian guest speakers

15/11/22 Distribution of certificates Family Appreciation Award nominees by Professional Officer

17/11/22 Acknowledgment and thanks from Madeline Kallista for her Family Appreciation certificate

17/11/22 Inquiry about conference attendance certificate, redirected to Nikki Abercrombie

18/11/22 Request from NSW Fair Trading to supply additional documents to financial summary

20/11/22 Request to Nutrition and Feeding SIG from SAHMRI to be involved in research

21/11/22 Request from HeartKids for their directory to be advertised to ACNN members

21/11/22 Request from Priority Setting Partnerships to participate in surveys on preterm infants

23/11/22 Engagement of financial auditor to produce report as requested by NSW Fair Trading

24/11/22 Copy for advertising HeartKids directory

01/12/22 Notification by PO to Jo Scott that scholarship application is being deferred to March 2023

06/12/22 Request for proof of membership letter, supplied

07/12/22 Request from ACM to join the tender bid for pregnancy and postnatal care guidelines

07/12/22 Request for proof of membership letter, supplied

08/12/22 Purchase of advertising from Calvary Hospital, ACT

08/12/22 Engagement of team from ACRA – SAHMRI to provide speakers for 2023 conference

09/12/22 Request for discount code for FINE training, supplied

09/12/22 Report from meeting with Daisy Foundation, see minutes

13/12/22 Update from Chief nursing and Midwifery Officer, forwarded to Executive

13/12/22 Request for discount code for FINE training, supplied

15/12/22 Notification of success to Professional Development scholarship applicant by PO

16/12/22 Notification of success to SIG scholarship applicants by Professional Officer

19/12/22 PSANZ newsletter

21/12/22 Inquiry regarding length of membership and eligibility for ACNN scholarships, reply sent

14/12/22 Inquiry about further education on skin integrity and care following December newsletter

20/12/22 Notification to Secretary of changes in QLD Branch committee

31/12/22 Inquiry from neonatal nurse in USA about working in Australia, advised to contact AHPRA

09/01/23 Research from Jessica Dantaz request, response by Professional Officer

is and continuation will be decided after this first event.

14. Meeting Close

Meeting closed at 9:09 PM

[Next Meeting](#)

Executive Meeting

7:30 PM, Monday, 13 March 2023



Amy Curran (President)

28 Apr 2024 04:14

[Motions Summary](#)

#	Title	Mover	Seconder	Status
085	Acceptance of previous minutes	Linda Ng	Margaret Broom	Carried