



Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 13 March 2023

1. Meeting Open

Meeting Opened By Amy Curran at 7:31 PM

2. Attendance & Apologies

Attended

Amy Curran
Denise Harrison
Karen New (ESO)
Kristin Hughes
Linda Ng
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. Previous Minutes

The minutes for the Executive meeting on 9 January 2023 were accepted as true by Amy Curran and Margaret Broom.

5. Business Arising

None.

6. Finance

1. Treasurer report: acting treasurer Karen New reported that ACNN remains in good financial standing. Largest cost so far has been the travel expenses for the 2 invited speakers from Vancouver, more than expected due to higher costs for flights. Karen noted that the term deposit was approaching maturity and a decision is required on what to do next. This matter deferred to the F2F meeting in Sydney later in the month when more discussion can take place.

7. Governance

1. NNOM project update: Margaret Broom reported that a systematic review was underway, a second article is being written and interview data is being collected. Margaret will report more fully at the F2F meeting.
2. PCO tender: Amy had received a revised proposal with Nikki Abercrombie. No other proposals were submitted. For

further discussion at F2F meeting - revised tender in Dropbox.

8. Legal

1. NSW Office of Fair Trading: Shelley Reid reported that the requested extra documents for the ACNN financial summary 2022 to NSW Office of Fair Trading were submitted. An acknowledgment has not yet been received but these generally take several weeks.

9. Operations

1. Professional Officer: Denise reported only one scholarship application was received for the current round, which has been reviewed by 2 people and recommended for funding. Still time for more to be submitted. There was a research request that Denise will send to the Executive; approved in principle.
2. Karen New reported that an aunt of Renee Collison wishes to donate \$500 to ACNN. Given that Renee was a passionate supporter of helping low resource countries, it was agreed that the LRC SIG would decide how this donation would be used.
3. Social Media: Sarah reported that not much happening at the moment. Jeewan Jyoti has volunteered, has discussed what she can do with Facebook and Twitter. Sarah noted that Instagram is more popular with members and is focussing more on this medium.

10. Affiliations and Representatives

1. Linda Ng reported she had made approaches to the Australian College of Midwives but had not heard back as yet.
2. Daisy Foundation award: Linda noted this requires more discussion on how to this is to be implemented, possibly associating it with International Midwives Day and International Nurses Day, in May. Need to contact ACN and ACM.
3. ANZNN CPI - Shelley attended last week but Denise will attend the next meeting and report back. ANZNN CPI seeking to set up as a Company Limited by Guarantee.

11. Conference and Events

1. ACNN 2023, Adelaide: Karen updated the Executive on arrangements, working towards opening up the call for abstracts and registration. Planning to wait for abstracts before finalising the program speakers. A First Nations elder has agreed to give welcome to country. Discussed request from Miracle Babies Foundation to present their recent initiatives in the program. Possibility is to offer them a breakfast session focussing on parents and families. Noted that the NDC SIG has already confirmed their program. For further discussion at the F2F. Denise suggested this was a good opportunity to consider engaging with consumers.
2. ACNN 2024, Victoria: an application for government grant application was submitted. Discussion on various venues and suitability for interest and access. General agreement that being in or near Melbourne would be more convenient for delegates.
3. COINN 2024: noted this is to be held in Denmark, probably in May.
4. Miracle Babies Foundation notified ACNN that they are supporting the Butterfly Initiative (UK) by funding places for ACNN members in the online training program (4 hours CPD). To be advertised to members.

12. New Business

1. Suggestion to sign an e-card from the Executive to send to Samantha Lannan, whose father recently passed in the UK. Melissa agreed to set this up for everyone to sign and add messages.
2. Karen New reported that an aunt of Renee Collison wishes to donate \$500 to ACNN. Given that Renee was a passionate supporter of helping low resource countries, it was agreed that the LRC SIG would decide how this donation would be used. Suggestions were using it for an award or contributing to costs for conference attendance for someone from a low resource country. For further discussion by LRC SIG. Also noted that the Renee Collison scholarship has not been utilised, probably due to the timing of the pandemic.
3. COINN request for a report on the NNOM to be included in the COINN section in the JNN: Linda discussed this

request with the Research SIG. Karen and Denise noted that care need is to be taken about premature release of results. Must be approved by Executive.

4. ACNN SIG or Branch face to face workshops/events: Karen noted that more of these should be located in the first 6 months. Noted that only PSANZ takes place early in the year. Other events such as Babes in the Vines are in June or later.
5. F2F meeting: Karen noted that most documents are available for prereading. Shelley will update the governance register for documents that are due for review.

13. Correspondence

Correspondence 9 January to 13 March 2023

09/01/23 Research proposal from Jessica Dantz forwarded to Professional Officer

09/01/23 Education SIG annual report documents

13/01/23 Inquiry regarding nurse-patient ratios, responded

13/01/23 Sponsorship prospectus from Corp Comm for PSANZ 2023 conference

16/01/23 Inquiry from NZ neonatal nurses about ACNN 2023 conference, forwarded to Karen New

16/01/23 Request for discount code for FINE training, supplied

16/01/23 Acknowledgment of scholarship application by Professional Officer

17/01/23 Acknowledgment of second scholarship application by Professional Officer

20/01/23 Updated audited accounts from accountant as approved by auditor

23/01/23 Education SIG contribution to March newsletter

23/01/23 Research SIG annual report documents

24/01/23 NFP insurance notice from GIO for policy renewal

25/01/23 LRC SIG contribution to March newsletter

25/01/23 Signed letter sent to financial auditor

27/01/23 Signed financial statements sent to auditor

31/01/23 Notice from Women & Leadership Australia about scholarship opportunities

31/01/23 NDC SIG contribution to March newsletter

03/02/23 Agreement with AMSL signed

03/02/23 NNP SIG contribution for March newsletter from Jane Jones and Mariann Hennessy

07/02/23 QLD Branch contribution to the March newsletter

08/02/23 QLD Branch annual report documents

14/02/23 Further contribution from LRC SIG for March newsletter

15/02/23 Neo-Skin SIG contribution to March Newsletter

22/02/23 President's report for March newsletter

Last modified: 24/04/2024 2:27 PM

23/02/23 Neo-Skin SIG annual report documents

27/02/23 Amended PCO proposal from Nikki Abercrombie

27/02/23 NDC SIG annual report documents

02/03/23 Leadership SIG contribution to March newsletter

02/03/23 Nutrition and Feeding SIG annual report documents

03/03/23 NSW CNC group contribution to March newsletter

06/03/23 Offer from Gail Barclay to make a financial donation to the Renee Collison scholarship, forwarded to LRC SIG

06/03/23 ACT Branch annual report documents

10/03/23 Notice from Miracle Babies Foundation that they are sponsoring places for the NICU Butterfly Initiative

12/03/23 Social media annual report documents

13/03/23 Confirmation of First Nations representative for welcome to country at 2023 conference

14. Meeting Close

Meeting closed at 8:30 PM

[Next Meeting](#)

Executive Meeting

8:00 AM, Saturday, 25 March 2023

Sydney

Amy Curran

Karen New (ESO) (Executive Support Officer)

24 Apr 2024 04:27