



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting MINUTES OF MEETING 8:00 AM Saturday, 25 March 2023 Sydney

1. Meeting Open

Meeting Opened By Amy Curran at 8:30 AM

This meeting extended to 1pm 26 March 2023.

2. Attendance & Apologies

Attended

Amy Curran
Denise Harrison
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. Previous minutes

The minutes for the Executive meeting on 13 March 2023 were accepted as true by Margaret Broom and Melissah Burnett.

5. Business arising from previous minutes

1. Miracle Babies Foundation: request for a place in the program was further discussed. Would need to submit an abstract to be included in the program. Alternative options are to offer a breakfast session or stay with option for booth with information available.
2. Interest from Puremedic Health (probiotic company) to engage with ACNN. Agreed to accept as a sponsor only.
3. Suggestion to make trade passport conditional on getting answers from each trade booth.

6. Branch reports

Annual report documents were submitted from the ACT, NSW, QLD and SA branches. All were reviewed for completeness and relevance. Discussion on how to reward/support Branches with decision to offer support in a similar way to what is offered to SIGs.

1. ACT: the Branch Committee did not fulfil the requirements to be awarded any complimentary conference registrations for 2023.
2. NSW: the Branch Committee did not fulfil the requirements to be awarded any complimentary conference registrations for 2023.
3. QLD: the Branch Committee fulfilled the requirements to be awarded 3 complimentary conference registrations for 2023.
4. SA: the Branch Committee did not fulfil the requirements to be awarded any complimentary conference registrations for 2023.

Action Items

[060 Annual report feedback](#)

President to collate report assessments and distribute to each branch.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

[061 Complimentary registrations](#)

Treasurer and Conference Committee to liaise with QLD Branch committee for allocation of free registration.

Due Date: 30/07/2023 **Assigned To:** Karen New (ESO), Samantha Lannan

7. SIG reports

Annual documents were submitted from the Education, Low Resource Countries, Neurodevelopmental Care, Neonatal Skin, Neonatal Nurse Practitioner, Nutrition and Feeding, Research, and Leadership SIGs. All were reviewed for completeness and relevance.

While each committee decides how this registration is offered to members of the committee, the Executive supports a number of options including offering the registration to 1 person or the value can be divided between committee members.

1. Education: awarded 1 welcome reception and conference package to the value of \$415.
2. Leadership: did not fulfil the requirements to be awarded any complimentary conference registrations for 2023.
3. Low Resource Countries: awarded 3 welcome reception and conference registration packages to the total value of \$1245.
4. Neonatal Skin: awarded 3 welcome reception and conference registration packages to the total value of \$1245.
5. Neonatal Nurse Practitioner: awarded 3 welcome reception and conference registration packages to the total value of \$1245.
6. Neurodevelopmental Care: awarded 3 welcome reception and conference registration packages to the total value of \$1245.
7. Nutrition and Feeding: did not fulfil the requirements to be awarded any complimentary conference registrations for 2023.
8. Research: awarded 1 welcome reception and conference package to the value of \$415.

Action Items

[062 Annual report feedback](#)

President to collate report assessments and distribute to each SIG.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

Treasurer and Conference Committee to liaise with SIGs that were granted conference registration benefits.

Due Date: 30/07/2023 **Assigned To:** Karen New (ESO), Samantha Lannan

8. Other business

1. Branch and SIGs: discussion on the way committee changeovers can impact on reporting. Suggestion to change timing of reports to EOFY, introduce a handover form to transfer information, record information throughout the year, and present at AGM with 1-2 slides.
2. Social media: Sarah Neale presented her report. Facebook and Instagram are the most popular media. Sarah would like 2-minute videos as they attract more reviews. Suggestion for Leadership SIG to set up and manage LinkedIn.
3. Promotions: **EarlyBirds**: a \$250 donation from sales was given to ACNN towards International Nurses Day 2022. There was follow-up from Earlybirds asking for further engagement of a commercial nature. Due to concerns about efforts by the company to contact the recipient of the prize at her place of work, the Executive agreed to discontinue engagement with this company. **Daisy Foundation**: contact this group for promotional materials, target International Neonatal Nurses Day.
4. Year in Review: discussed and agreed to compile in first 6 months of each year, as all reports should be available at the Executive planning meeting.
5. Events timeline: the GANTT chart compiled by Karen New was reviewed. Discussion on how to get events automatically inserted into Outlook calendars. Significant dates list to be updated - add World Prematurity Day, International Neonatal Nurses Day, May Madness. Other conferences such as PSANZ or COINN to be added to the chart. Zoom bookings spreadsheet to be reformatted horizontally and in 3-month blocks.
6. Denise Harrison informed the Executive she will be stepping down from the role of Professional Officer in September, as she is unable to commit time to the role. The Executive agreed the role has become more demanding due to the management of scholarships and the decision was to provide support to the Professional Officer by appointing an Assistant Secretary. Kristin Hughes volunteered to take on this role, which will involve tracking of applications and reports. Discussion on the continued value of a Professional Officer, which is a position created in the early years of ACNN. No decision made as need to review the current position description.
7. Consumer input: Denise Harrison and Melissah Burnet will start discussions on consumer input. A budget is required. Focus to be on the Family Appreciation Award and the neonatal standards.
8. RANZCOG document for review: the timeframe for this request was too short for any members to respond.
9. ESO: Karen raised the issue of being included in emails that she did not need to read and increasing her workload unnecessarily. The Executive was asked to target emails to those who needed to receive them and consider other ways of making decisions.
10. Governance register: noted that only 3 required review this year. They can be reviewed one at a time during the next few months. Shelley noted that there were only 2 due in 2024 but 13 were due in 2025. A start is to be made on the 2024 documents by adding them to the Executive agenda so they can be worked through for a better balance of workload. One of the 2024 documents is the Neonatal Standards; this will require advance planning to form a working group and prepare a budget.
11. PCO: Amy Curran, Margaret Broom and Karen New met with PCO Nikki Abercrombie to review her proposed contract. Marketing aspects, numbers and some costs were reduced. Karen recommended reducing abstract numbers also. Need transparency on costs and the contract should improve reporting. The contract is for 3 years with an option to renew for a further 3 years. Amy will contact Nikki about the contract and the conference budget is to be added to the Executive agenda as a standard item.
12. NNOM project: Margaret Broom updated the Executive on progress. Expecting to publish 3 articles soon and hoping to roll out pilot project in 2024.

Action Items

Approach Leadership SIG to set up and manage a LinkedIn account.

Due Date: 30/04/2023 **Assigned To:** Melissah Burnett

[065 Response to EarlyBird](#)

ACNN to decline any further engagement with this company.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

[066 Year in Review 2022](#)

Compile and edit content for annual report.

Due Date: 30/06/2023 **Assigned To:** Shelley Reid

[067 GANTT chart progress](#)

Updated GANTT chart to be added to agenda and reviewed at each Executive meeting.

Due Date: 30/04/2023 **Assigned To:** Shelley Reid, Karen New (ESO)

[068 Governance documents review](#)

Documents for review to be initiated by Karen New and placed in Dropbox for Executive to review and sign off.

Due Date: 1/09/2023

[069 PCO contract](#)

Revised version to be accepted.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

[070 LinkedIn account](#)

Sarah Neale to liaise with Leadership SIG on managing a LinkedIn account

Due Date: 1/09/2023 **Assigned To:** Sarah Neale

[071 Award promotion](#)

Linda to organise promotional material, Sarah to promote on social media

Due Date: 31/07/2023

9. Financial report

1. Karen New presented a brief update in the absence of the Treasurer. GST needs to be incorporated into fees now that ACNN is registered for GST so the option for 5-year membership renewal is to be dropped due to low uptake and increased work required for calculating GST on a yearly basis for financial auditing.
2. Term deposit: this is due for renewal. Discussion on investing smaller amounts for shorter terms to take advantage of higher interest rates. Agreement to reinvest \$100,000 then reinvest smaller amounts sequentially so that they attract higher interest rates but are not made inaccessible for too long.
3. GST: Karen recommended adding GST to some payments rather than incorporating them in the price. PayPal must now be reconciled monthly.
4. Other revenue: suggestion to raise advertising rates by \$50 plus GST. Discussion on increasing sponsorship fees and including options such as ads in the program book.
5. Noted that Karen New's contract expires in June. To be reviewed by the Executive.

[Action Items](#)

072 Financial decisions

Karen New to report to Samantha Lannan on her return and hand over action items.

Due Date: 30/04/2023

073 ESO contract

Executive to review contract with Treasurer.

Due Date: 31/05/2023 **Assigned To:** Samantha Lannan

10. Scholarships

1. Discussion on streamlining process for scholarship applications includes establishing a specific email (scholarships@acnn.org.au), providing more information and detaching scholarships from SIGs while still asking applicants to nominate relevant categories.
2. Denise noted that many recipients had failed to submit a report to the newsletter, as required. Shelley noted a report is included in the March 2023 issue, not yet released, and will undertake to keep the Professional Officer informed when these reports are submitted. There was discussion on selecting reviewers for applications, with agreement that the Executive would provide a team for scholarship reviews and allocate other activities as appropriate. Margaret Broom, Kristin Hughes and Nicol Franz volunteered for this team.

Action Items

074 Changes to scholarship processes

Present changes at next forum in April.

Due Date: 10/04/2023 **Assigned To:** Amy Curran

075 Assistant Secretary

Appointed to assist the Professional Officer in managing the scholarship processes.

Due Date: 10/04/2023 **Assigned To:** Kristin Hughes

11. Governance review

The Executive reviewed the **Strategic Plan**, see comments below.

- 1.1.1 Using non-branded conference bags, suggestion to buy luggage tags. Agreed that pens are always popular.
- 1.1.2 Website needs updating, collect items for updating.
- Member profiles - noted not many received.
- 1.1.3 Leadership SIG workshop - focus on first 6 months to spread events more evenly. Possibility for collaboration between Leadership and Research SIGs.
- Next award is the Mark New award, opening in May. To be discussed at April Forum.
- Provide support for Branch members to attend external events to promote ACNN.
- Promote membership by locating one champion in each unit. Karen and Melissah to filter locations of members. Reward with a year's membership (added to current membership if paid beyond EOFY). Karen and Melissah to filter locations of members.
- Remove 5-year renewal option.
- Invite members to attend Executive meetings as an observer. Also
- Add application for grant to hold 2024 conference in Melbourne.
- Promote standards, Melissah suggested starting a comms plan; include in GANTT chart.
- Promotional items at conference Branch and SIG tables.
- Engage with First Nations people, and multicultural themes for conference.

- Review and adjust Professional Officer role.

The Executive reviewed the **Sustainable Committees** policy (#13), see comments below.

- Include welcome reception committee if offsite (usually at conference venue and included in fees).
- Amy raised the issue of Executive members also holding office-bearing roles on Branch or SIG committees and asked that those Executive members step back to ordinary members if they wish to remain on the committee. This is consistent with succession planning whereby an Executive member would be available to give advice while allowing members to gain experience as office-bearers.
- COINN 2024 will be in Denmark. While the ACNN President is not required to attend, there was discussion on the attendance of an ACNN representative. Also agreed to provide support for members with accepted abstracts. Requires further discussion.

Action Items

076 Mark New Award

Amy to remind delegates at April Forum that this opens in May

Due Date: 10/04/2023 **Assigned To:** Amy Curran

12. Meeting Close

Closed on 26 March 2023

Meeting closed at 2:00 PM

Next Meeting

Executive Meeting

7:30 PM, Monday, 8 May 2023



Amy Curran (President)

28 Apr 2024 04:17

Actions Summary

#	Title	Assigned To	Due Date	Completed
060	Annual report feedback	Amy Curran	30/04/2023	
061	Complimentary registrations	Karen New (ESO), Samantha Lannan	30/07/2023	
062	Annual report feedback	Amy Curran	30/04/2023	
063	Complimentary conference registration	Karen New (ESO), Samantha Lannan	30/07/2023	
064	LinkedIn account for ACNN	Melissah Burnett	30/04/2023	
065	Response to EarlyBird	Amy Curran	30/04/2023	
066	Year in Review 2022	Shelley Reid	30/06/2023	
067	GANTT chart progress	Shelley Reid, Karen New (ESO)	30/04/2023	
068	Governance documents review		1/09/2023	
069	PCO contract	Amy Curran	30/04/2023	
070	LinkedIn account	Sarah Neale	1/09/2023	
071	Award promotion		31/07/2023	
072	Financial decisions		30/04/2023	
073	ESO contract	Samantha Lannan	31/05/2023	

#	Title	Assigned To	Due Date	Completed
074	Changes to scholarship processes	Amy Curran	10/04/2023	
075	Assistant Secretary	Kristin Hughes	10/04/2023	
076	Mark New Award	Amy Curran	10/04/2023	