



## Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 8 May 2023

### 1. Meeting Open

Meeting Opened By Linda Ng at 7:35 PM

Amy Curran on leave.

### 2. Attendance & Apologies

#### Attended

Denise Harrison  
Karen New (ex officio)  
Kristin Hughes  
Linda Ng  
Margaret Broom  
Melissah Burnett  
Nicol Franz  
Samantha Lannan  
Sarah Neale

#### Apologies

Amy Curran  
Shelley Reid

Shelley unable to attend due to internet connection issues.

### 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. Business arising

See agenda.

### 5. Finance

1. Treasurer's report: Samantha reported that currently have \$390,233 across all accounts. Term deposit matured in April and \$100,000 was reinvested for another year with the balance of \$58,000 returned to the cash reserve account. The interest rate has increased from 0.25% to 4.35%. Plan to watch interest rates and if remain higher then consider setting up another term deposit. Second BAS was completed by accountant for Jan to Mar, resulting in a refund. Accountant estimated fee for completing BAS for ACNN would be from \$350 up to \$500 per quarter, depending on the number of transactions through bank accounts and into Xero. Discussed the difficulties with Samantha completing BAS would include involvement of public officer each quarter. Possible difficulties if treasurer and public officer change. Sam noted she needs to focus on checking ACNN transactions in Xero and ask accountant to complete BAS. Additional cost this year was for audit requirement, may not be required this year. Agreement by majority vote by Executive that the accountant is to undertake the BAS and this cost is to be

included in future budgets. Consider whether to add GST to membership fees or continue to absorb within the fee. Samantha noted refunds from GST can vary from hundreds to thousands of dollars, depending on activity.

2. Membership: Samantha reported the current membership is 1016, with 28 new members since 1 April and 75 renewals so far.
3. Conference budget: Samantha still does not have links to the registration site to check numbers but at this point estimates that currently ACNN will break even. More sponsors would help.

## 6. Governance

1. NNOM: Margaret reported that the steering committee is meeting soon to plan the next part of the project, focussing on the audit tool and neonatal care bundle in the next 6 months, considering sources of funding. Preparing publications for submission.
2. Feedback to Branches and SIGs: feedback sent to Branches and SIGs by Amy, Karen still receiving amendments. Sarah has prepared branch flyer templates, not yet released.
3. Assistant secretary report: Kristen has set up a system for assessing scholarships but not the awards (not part of her role). Will be working with other scholarship committee members, Margaret Broom and Nicol Franz, when applications require assessment.
4. GANTT chart: this is a work in progress.
5. Leadership SIG name change: Melissah spoke to the request to change the SIG name to Clinical and Professional Leadership SIG, to encompass a more general focus on leadership without needing to change email addresses. Noted that SIG information would need to be updated to reflect the general leadership focus of the SIG, that it is not restricted to managers. Discussed issues such as length of name, which is problematic if viewed on a smartphone. Suggestion to stay with Leadership SIG but add the words in information under the name. Noted that the SIG scholarship is named as leadership and management scholarship so may need to also change the name to reflect SIG focus, such as Clinical and Professional Leadership scholarship. Suggestion to stay with Leadership SIG but add more information under the name, including the words clinical and professional. This matter to be discussed further by the SIG committee.
6. Sustainable Committees document: reviewed and updated by Karen New. Reviewed by Executive members before this meeting, changes accepted.
7. Professional Officer role: Denise will be stepping down from the role in September. Position description was circulated by Karen to the Executive to review post the March meeting in anticipation of reviewing this and deciding if the role is still required. Denise noted that representatives on external bodies could be distributed to different members with back-up people. However, all need to be channelled through one email. Denise noted the research requests are not a lot of work but most require follow up so need to be allocated to one person. Scholarships applications are now handled by a subcommittee, and the awards process is also assisted by Karen and Samantha. UTas is well organised and does not require much work. Conference committee, no issues. Karen suggested research requests could be reviewed initially according to a checklist, perhaps by secretary, to check applications are complete before sending to Research SIG to review. Margaret agreed the Research SIG could review requests. Margaret suggested the policy subcommittee could review the Professional Officer role and recommend how to divide the responsibilities for allocation to other roles or members; this suggestion was accepted, Margaret to report back.
8. ACNN fellow policy: Karen noted that this policy did not include whether the recipient receives honorary membership if this was not already in place. Sarah, Margaret and Karen will review P6, P7 and P14 and report back to the Executive.
9. Honorary membership policy: see 6.8 above.

## 7. Legal

1. PCO contract: Nikki Abercrombie has sent a draft contract for review, this item held over as Amy is on leave.
2. ESO contract: Samantha reported the contract has been reviewed, also awaiting Amy's return from leave.

## 8. Operations

## 1. Professional Officer:

1.1 Awards: Denise spoke about the three awards, one for Neonatal Nurse Excellence, the Mark New award and the Family Appreciation award. The Mark New award was advertised in May member email roundups and is to be promoted through to 30 June and assessed in July. Denise will relook at the nomination form. Karen New confirmed this award was promoted in the last member roundup. Discussed distinction between scholarships and awards as the role of Kristen Hughes is allocated to scholarships only, not awards. Denise will work with the scholarship committee (includes Kristen, Margaret Broom and Nicol Franz) but this was for scholarships not awards. Kristen has set up a system for assessing scholarships but not the awards. Executive to consider how to deal with both awards and scholarships after Denise steps down from the Professional Officer role. Will need a separate email address for scholarships and awards if Professional Officer address is not to be used for applications; need to decide whether a combined email or separate ones are required. Denise will work with the scholarship committee (includes Kristen, Margaret Broom and Nicol Franz). Kristen has set up a system for assessing scholarships but not the awards as this could become confusing. Kristen clarified that the scholarship committee would be asked to review applications. Awards can be dealt with by Denise in her remaining time as Professional Officer, except for Family Appreciation. The Mark New award is earlier than the Nurses Excellence award so can be closed 15 June to allow the recipient to arrange attendance the conference to receive the trophy. Agreed that the award should be given at the conference. This would reduce overlap with Nurse Excellence award nominations, to be promoted from 1 June and close 30 June.

1.2 Family Appreciation: Denise and Melissah met with Life's Little Treasures, PIPPA and the WA parents' group to discuss how to administer the award process. Feedback from parents consisted of using online survey forms and QR codes rather than accessing Word documents. Also to focus on qualities and use of language, such as 'understanding' instead of 'empathy' and to provide examples. Scoring also needs to be clear and space provided for comments. Agreed to use Survey Monkey as it will be free and has the required features, account to be set up by Melissah. Parent support groups are happy to help parents complete the form. Need to pilot test the survey before releasing. Current award guidelines are in Dropbox Scholarships and Awards folder and includes the draft survey; Denise asked the Executive for comments within the next 2 weeks. Discussed allowing parent groups to tag ACNN social media announcements rather than send directly, so that parents find out the results, subject to permission from parents.

2. Executive Support Officer: nothing to report except noted that Executive are to book their conference accommodation in Adelaide with reimbursement for 3 nights only (Tues, Wed, Thu). Agreed that Executive members are to book and pay their own accommodation with subsequent reimbursement.

3. Social Media: Sarah shared screen to demonstrate a new membership flyer for May Madness. She will send it around for feedback before releasing.

## 4. Affiliations and representatives

4.1 ACN: nothing to report.

4.2 Daisy Foundation: no further contact.

4.3 ANZNN: reviewed some data requests, not much activity.

4.4 CoNNMO: Denise attended last week, nothing to report in particular as broad topics around workforce and professional issues were the main topics.

## 9. Conferences and events

1. Annual conference 2023, Adelaide: nothing further to report.
2. Annual Conference 2024, Melbourne: nothing further to report.

## 10. New business

1. Letter from QLD Branch re committee membership: this was held over to the next meeting when Amy is present.

## 11. Correspondence

- 10/03/23 Email from Miracle Babies Foundation regarding the Butterfly Group shared with Executive.
- 15/03/23 Response to Miracle Babies regarding participation at ACNN conference.
- 15/03/23 Request from Earlybirds for information on Family Appreciation award winner.
- 16/03/23 Message from Miracle Babies Foundation regarding good response from members to the Butterfly Group initiative, seeking funding for more applications.
- 16/03/23 Report from Rose Boland for research scholarship to attend ALIGNN 2022.
- 17/03/23 Enquiry to ESO from recruitment agency regarding advertising.
- 20/03/23 Draft of NNOM report for COINN newsletter for review before submission.
- 20/03/23 Notification to Executive by Denise Harrison of UQ research request, approved.
- 22/03/23 Notification from Women in Leadership that scholarships are open until 14 April.
- 27/03/23 Update from Chief Nursing and Midwifery Officer.
- 27/03/23 AV quote for ACNN Conference at Stamford Grand, Adelaide.
- 30/03/23 Notification from NDC SIG of unexpected vacancy for treasurer liaison role.
- 06/04/23 Notification by Denise Harrison to 4 successful and 2 unsuccessful scholarship applicants.
- 13/04/23 Invitation sent by Denise Harrison to parent support groups requesting a meeting to discuss the Family Appreciation Award process.
- 17/04/23 Request from NZ neonatal nurse Deborah Harris to promote the Pacific babies study.
- 21/04/23 Notification by Denise Harrison to Executive and SIGs of 4 successful applicants for the March round.
- 25/04/23 Request for UTas confirmation of membership letter.
- 27/04/23 Enquiry about staffing standards for neonatal units from NSWNMA.
- 03/05/23 Letter from QLD Branch in response to committee membership changes as directed by Executive.
- 03/05/23 Response sent by Amy Curran to Stillbirth Alliance on their FGR guideline.
- 07/05/23 EOI to be ACNN champions received from Alice Eames.

## 12. Meeting Close

Meeting closed at 9:00 PM

[Next Meeting](#)

### **Executive Meeting**

7:30 PM, Monday, 10 July 2023

Amy Curran  
President of ACNN  
28th Jan 2025