



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 10 July 2023

1. Meeting Open

Meeting Opened By Amy Curran at 7:30 PM

2. Attendance & Apologies

Attended

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

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

Minutes for meeting on 8 May 2023 were accepted as true by Samantha Lannan and Kristin Hughes.

5. Business arising from previous minutes

1. PO role review - Margaret Broom has reviewed the role on behalf of the Executive and will act as interim Professional Officer when Denise steps down in September and until the role description is finalised. The review identified shared responsibilities with the Executive, such as external representation on various committees. Some parts of the role were not specific, such as attending conference committee meetings or advocacy, and are shared by other Executive members. Reviewed structure of ACN, ACM and ACCCN and found none of them had a role for Professional Officer. ACN had professional development directors and ACM had Clinical Leads. For ACNN, recommended requiring not less than 5 years to allow time for experience on committees such as education or policy development, and capable of advocacy. Suggested adding aspects such as the ACNN Fellowship program to the role. Other items were updated and retained. Need to clarify difference in roles for Professional Officer and Assistant Secretary (Scholarships). Noted the Professional Officer role is deemed to be an Executive ordinary member role in order to have the right to vote. Further discussion and planning to be undertaken at the Executive

F2F meeting in September with some consultation with other groups within ACNN as required.

6. Finance

1. Treasurer's report: current balance across all accounts is just over \$448,000. Recent activity is around conference registration and sponsorship, small amounts from Branch and SIG income. Expenses also relate to the annual conference and allocation of annual funding to SIGs, and ongoing monthly operating costs. EOFY Branch and SIG reports have been finalised and distributed. Completed financial reports for Westpac, PayPal and Xero and forwarded to accountant to prepare annual financial report for the AGM. Needs to clarify with accountant if will be Tier 1 or Tier 2 for Office of Fair Trading as this will determine whether a full audited is required, as it was last financial year. Term deposit was discussed, and whether to invest a smaller amount (\$100,000) at the current higher rate. Samantha has been investigating the use of a POS device (Square) but would require disabling of 2-factor authentication but noted money only goes into the ACNN account, cannot be taken out via the device. Discussed how to use, perhaps one device per branch, linked to the ACNN account. Branches could purchase their own device and be responsible for it. This initiative requires further development, and discussion with all Branches and SIGs on what raffles could be run using the device, at the next Forum.
2. Membership: currently 1,076 members but more than 200 have not yet renewed their membership.
3. Conference budget: reviewed by the Executive. Registrations are about 125 at this point, plus company sponsorship (approx. \$41,000). Profit/loss estimate shows profit but will likely break closer to even by completion. Karen explained that she and Samantha are tracking registrations and funds coming in and numbers overall.

7. Governance

1. NNOM: Margaret reported the project is going well. Starting to plan feasibility study, will be ready for reporting at the conference.
2. Branches and SIGs: Amy, Linda and Karen met as a working party to discuss the matrix for calculating SIG and branch activity performance as presented in annual reports. Discussed the development of the matrix with reference to the governance documents (Sustainable Committees Document, Strategic Plan) that underpin it. Amy would like to present this as a way of improving performance rather than focussing on scores. Thus, annual reports should highlight the achievements of the SIG or Branch. Noted that the 3-minute presentation at the AGM at the Annual Conference is not included (half an hour is allocated for this). Also, that the handover document is the annual report is handed over to the new committee, completed up to that point. Karen has developed a version of the matrix to send to Branches and SIGs that provides clarity on references to the governance documents. Will need to update the Quick Reference Guide. Margaret Broom raised the issue of bias against small groups; Amy explained the minimum requirements are achievable by all groups. Points are aimed at acknowledging those groups that perform well, without omitting any group from rewards. Working party will continue to work on this issue and will report back to the Executive.
3. Assistant Secretary (Scholarships) report: Kristin reported on applications, most of which were of poor quality and required rewriting. Only one was declined from 6 applications. Samantha reported funds from last year were not used and can be accessed for this round. Kristin described the poor quality of most of the applications. Suggestion to elect a newsletter item or a presentation to comply with scholarship conditions. If not meeting conditions, should not be awarded another scholarship. Noted that applicants are experienced members, yet quality of report writing is very poor for some recipients. Kristin has also designed a rubric on scholarship assessment. Clarified that feedback not given, unless applicant requests information of reasons for not receiving the scholarship. Kristin asked if there was a minimum score, but Denise had not set one. Agreed that there should be minimum score of 50% for applications.
4. GANTT update: nothing to report at this point.
5. Leadership SIG name: SIG committee decided to add extra words into the SIG documents (leadership plus management) to be seen as differentiating between them, without changing the SIG name.
6. Policies in review: P6, P7 and P14 reviewed, for finalisation after 17 July.
7. Year in Review: Amy discussed the content of the 2022 document. Includes President's report, Treasurer's report, and Branch and SIG reports. Discussed timing of release, given difference in time between AGM and annual report

deadline in February. SIGs can commence their report at the conference and handover to the incoming committee. Discussed whether an Executive report should substitute for the President and Treasurer reports, which are included in the AGM minutes already, and can report on Executive activity that was planned and achieved. Aim to release in April or May, following the Executive planning meeting. Excluding financial information allows the document to be publicly available on the website. Agreed to present Year in Review with President's report plus reports from Branches and SIGs.

8. Legal

1. PCO contract: new contract 2024- 2026 signed with Nikki Abercrombie.
2. ESO contract: new contract signed with Karen New.

9. Operations

1. Professional Officer report
 - 1.1. NNE Award: Denise reported 13 nominations, some of which were brief. Denise and Margaret Broom will create a shortlist then will set up a judging panel from Executive following COI declarations.
 - 1.2. Family Appreciation Award: Denise reported that an electronic version of the nomination form has been created by Melissah Burnett, includes QR code. To be launched in time for World Prematurity Day. Samantha noted that ACNN to consider creating online versions of the nomination forms.
2. ESO report: noted F2F action list needs to be included in these meetings. Karen is working on the list. Need to consider the 2024 F2F meeting, in conjunction with Research and Leadership SIGs. Linda and Margaret to report back after next meeting of workshop organising committee. Shelley asked for clarification on what the workshop is trying to achieve. Linda reported that the main aim and outcomes are still being considered. Karen New reported the Holiday Inn was the preferred venue and is tentatively booked to include the workshop. Amy asked for the workshop organisers to confirm arrangements by Friday.
3. Social media: nothing to report.
4. Affiliations and representatives: Linda still seeking contact with First Nations organisations to invite them to the annual conference.
 - 4.1. ACN: agreed to renew affiliation. Sarah reported that the online webinars were useful, should be directed to Leadership SIG members. Single member recipient to be selected; Sarah Neale reported that this was useful.
 - 4.2. Daisy Foundation: nothing to report.
 - 4.3. ANZNN: nothing to report.
 - 4.4. CoNNMO: nothing to report.

10. Conferences and Events

1. Adelaide 2023: Executive meeting on Tuesday rather than Wednesday as attending the ESC workshop. Chairing of sessions arranged.
2. Melbourne 2024: Melissah reported the MCG is the selected venue, very spacious. Welcome Reception to be in the National Sports Museum. Theme to be 'Game on' with sporting themes for promotional purposes. Contract due by 31 July. Melissah requested that a speaker theme be on 'champions'. Will ask Prof Linda Johnston to be the invited international speaker, if available. Will focus on high achievers among neonatal nurses and other professions. Themes to draw on local expertise. Promotional items reviewed, including a stress ball shaped as a football. To decide on labels on these. Welcome reception will have members wearing their favourite team's jersey, and some games.

11. New business

1. Letter from QLD Branch: not addressed at this meeting.
2. Broken Hill event: organisers asked by ABC Rural for an interview, organising committee asked for guidelines. Provided a file on how to promote ACNN that was developed by ACT Branch. Need to develop media guidelines.
3. EOI for Executive members: please advise if staying on or leaving when call is circulated.

4. ACNN Neonatal Standards: due to be reviewed in 2024. EOI to go out to all members.

12. Correspondence

Correspondence 7 May to 9 July 2023

11/05/23 Newsletter item from QLD Branch.

12/05/23 Thank-you from Megan Weller for ACNN endorsement of FGR Position Statement, and request for further information to add to content in the neonatal section.

15/05/23 Newsletter item from ACT Branch.

16/05/23 Invitation via NCET to contribute to National Living Guidelines for Pregnancy and Postnatal Care.

16/05/23 Notification of successful funding application from Melbourne Convention Bureau.

16/05/23 Notification of retirement from Patricia Bromley.

19/05/23 Update from CNMO.

19/05/23 Enquiry from Kylie Pussell (MBF) regarding presenting at ACNN conference.

22/05/23 Updated program received from ACCYPN for their September conference.

23/05/23 Thank-you letter from Prof William Tarnow-Mordi for ACNN support in successful grant from MRFF for WAMM study.

23/05/23 Response from Amy Curran to QLD Branch committee to clarify Executive decision for non-office bearing roles of Executive members on subcommittees.

23/05/23 Notification from ESO to Executive of ACNN champion volunteers: Alice Eames and Cheryl Bushney from WA.

24/05/23 Newsletter item from Neo-Skin SIG.

25/05/23 Acknowledgement of retirement and thanks to Patricia Bromley from Amy Curran.

25/05/23 Notice for renewal of affiliation with ACN.

25/05/23 Notification from ESO to ACNN Champions, including third volunteer, Rebecca Headon from QLD.

29/05/23 Newsletter item from Leadership SIG.

31/05/23 Proposal from Miriam Long for ACNN to manage pre-conference STABLE workshops.

01/06/23 Newsletter item from NDC SIG.

01/06/23 Fourth champion accepted, Ashleigh Schneider from VIC.

02/06/23 Nomination for NNE received by Denise Harrison.

05/06/23 Notification from ESO that Melissah Burnett has submitted EOI for conference committee chair role.

06/06/23 Notification to Executive of 3 May Madness winners.

06/06/23 President's report for newsletter from Amy Curran.

06/06/23 Professional scholarship report for newsletter from Karen Walker.

07/06/23 Second nomination for NNE to Denise Harrison.

09/06/23 Request from Prof William Tarnow-Mordi for ACNN support in grant application for project on creating a training course and global register of parent-professional partners in large scale perinatal trials.

12/06/23 Letter of support for training course (see 9 June above) sent and acknowledged by Prof William Tarnow-Mordi.

13/06/23 Notification by treasurer to May Madness winners.

14/06/23 Preview of FAA online nomination form from Melissah Burnett.

14/06/23 EOI from Sil Sissing (VIC) to join conference organising committee.

15/06/23 Nomination for Mark New Award received by Denise Harrison.

16/06/23 Approval by Denise Harrison for distribution of research proposal on neonatal and paediatric extravasation injury by UQ research team.

16/06/23 EOI from Gemma Willey (VIC) to join conference organising committee.

16/06/23 List of volunteers for Conference Committee sent by ESO to Amy Curran.

17/06/23 Daisy Foundation newsletter, forwarded to Executive.

17/06/23 Second nomination for Mark New Award received by Denise Harrison.

22/06/23 Third nomination for NNE award to Denise Harrison.

23/06/23 Fourth nomination for NNE award to Denise Harrison.

23/06/23 Fifth nomination for NNE award to Denise Harrison.

23/06/23 Barbara Monk sent EOI and was appointed by Amy Curran to represent ACNN on the Living Evidence for Australian Pregnancy and Postnatal care (LEAPP) guidelines group (no other volunteers).

27/06/23 Thank-you letter from Pacific Babies Study group for assisting with recruitment in PNG.

28/06/23 Sixth and seventh nominations for NNE award to Denise Harrison.

29/06/23 Enquiry from Jennifer Dawson (Education SIG) regarding media interviews for Broken Hill event.

29/06/23 New signed contract with PCO (Abercrombie Management).

29/06/23 Margaret Broom appointed by Amy Curran as interim Professional Officer.

29/06/23 Eighth nomination for NNE award to Denise Harrison.

30/06/23 Ninth and tenth nominations for NNE award to Denise Harrison.

01/07/23 Update from CNMO.

13. Meeting Close

Meeting closed at 10:09 PM

[Next Meeting](#)

Executive Meeting

12:00 PM, Tuesday, 5 September 2023

Adelaide

Last modified: 28/04/2024 2:23 PM

Amy Curran

Amy Curran (President)

28 Apr 2024 04:23