THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting
MINUTES OF MEETING
12:00 PM Tuesday, 5 September 2023
Adelaide

1. Meeting Open

Meeting Opened By Amy Curran at 12:00 PM

Hindmarsh Boardroom 12pm - 5pm

2. Attendance & Apologies

Attended

Amy Curran
Karen New (ex officio)
Kristin Hughes
Linda Ng
Margaret Broom
Melissah Burnett
Nicol Franz
Samantha Lannan (part of meeting)
Sarah Neale
Shelley Reid

3. Acknowledgment

The Australian Collage of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander people across the nation as the traditional owners of the lands on which we live, learn, and work, and honour the elders past and present.

4. Business arising

1. Review action list from March 2023: Executive reviewed progress of various items. Question on whether to continue with Daisy Foundation as there has not been much engagement, so Linda will contact them to discuss. Planning to update website. COINN conference in Denmark may not proceed, awaiting decision.
2. Policies and guidelines for review

2.1 P6 and P14 - complete.

2.2 P7 Affiliates and sponsorship - Raised that currently subcommittees have exhibitors but there is no committement to the ACNN sponsorship policy. Decision made to include that all subcommittee events in which exhibitors attend - the committee must get the exhibitor to sign the sponsorship form. The form will be included within the reference guide and a word document copy placed on the website for subcommittees to access or contact the ESO for a copy subcommittee sponsorship contract to be included with the Reference guide not just for Executive activity (conference). Amended to apply to internal and external docs.

2.3 P13 Sustainable committees Policy, see 2.5 below.

2.4 P12 - reviewed and updated. Policy 11 to be reviewed by Sarah Neale and Karen New

2.5 Subcommittee reference guide - suggestion to revise formal acknowledgment on website when updating.
Add item on repayment of expenses by Treasurer.

2.6 P15 update - to be reviewed by Melissah Burnett and Karen New.

3. F2F March 2024 - add 2025 reviews to this meeting's agenda. Reviewed proposal from Research and Leadership SIGs to hold a workshop on workforce issues. Agreed the proposal is too ambitious although an important issue. Margaret will discuss Executive concerns with both groups. Also described the process of gathering information from experts. Need to generate a clear EOI to select members to participate. Amy, Shelley and Karen to meet with both SIG committees in early October.

4. Sustainability of Executive

4.1 Secretary role - Shelley informed the Executive that she will be planning a gradual stepping down from the role of Executive Secretary, with the intention to mentor the next candidate (to be confirmed) over the next 2 years. Based on her experience Shelley noted that the role requires fairly constant access for members and others to expedite new member applications and inquiries from various sources. Recommended splitting the role into 2 roles, the main one for communication/record keeping/governance, and the other lesser one focusing on processing member applications.

4.2 Assistant secretary role - currently held by Kristin Hughes and agreed this role would include taking minutes for forum meetings.

4.3 Professional Officer role, transition role: Denise Harrison stepped down from this role at this meeting and Margaret Broom will transition into it. Denise and Margaret agreed the role was like being a referee. Margaret suggested the PO promote membership and have a member focus. Denise discussed her experience as PO, with increased work from awards work such as Family Appreciation Award, which will now be available online next year. Recommended forming an awards committee. Receives approximately 5 research requests per year. Judging of posters at conference to trial QR code access but will retain personal judging for oral presentations. Poster judging to be done again by sticky notes added to them by those voting. PO representations now to be forwarded to Margaret Broom to represent ACNN. Research requests may take several iterations before meeting criteria, also increasing workload.

5. Strategic Plan review: this item held over.

6. Proposed budget review

6.1 Marketing budget including table clothes and name badges - discussion on whether to buy more tablecloths as only purchased 7 initially; decision that no need to purchase more although subcommittees could purchase them using funds from their budget. Discussion on who has the subcommittee badges distributed in 2019.
6.2 Confirmation of Charity for 2023 conference - confirmed to be Treasure Boxes and Village Co.

7. Subcommittee annual reports and presentations

7.1 Leadership documents submitted July 2023 for approval - minor amendments accepted. Amy to feedback.

7.2 NSW Branch: reviewed, similar information to be included in Sustainable Committees Policy after adaptation. Add subheading to annual report for details on expenditure of funds.

8. Affiliations - see also 2.2 above. Follow up on ACN free conference allocation. Amy to follow up with NNCA regarding an affiliation.

9. NNOM Project - preparing to launch pilot study in 2024. Will need further funding, applying for external grants.

10. Annual Conference 2024

10.1 Marketing and contract obligations - requirements for government involvement as speakers.

10.2 Trade prospectus - held over.

11. Website update

11.1 Functionality of website to be fully reviewed, including a member survey, and updated for improved functionality.

11.2 Consider logo update (last done in 2014) - general agreement that current logo is still appropriate

Affiliate logo is available but not used.

12. New Business

12.1 Year in Review document 2023

12.2 Dropbox files (Scholarship applications) - Executive scholarship applications to be separate from other members. 12.3 EOI for ACNN Standards 5th Edition - open this to members in the next few months and call for EOI from members.

12.4 Executive table – attendance required throughout breaks, Executive members volunteered.

12.5 NSW Branch finance policy - reviewed and discussed by Executive with suggestion for this to be included in the Subcommittee Reference Guide.

12.6 Awards and Scholarships - suggestions on introducing new awards next year.

12.7 Innovation or Transformation in Practice as QI project - not discussed but to be considered by Margaret Broom and put to the Executive at later meetings.

12.8 Early Career Researcher - not discussed.

5. Meeting Close

Meeting closed at 4:30 PM

Next Meeting

Executive Meeting
7:30 PM, Monday, 13 November 2023

Amy Curran
President of ACNN
28th Jan 2025