THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

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

1. Meeting Open

Meeting Opened By Amy Curran at 7:30 PM

2. Attendance & Apologies

Attended

Amy Curran
Karen New (ex officio)
Linda Ng
Margaret Broom
Melissah Burnett
Nicol Franz
Samantha Lannan
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 their elders past and present.

4. Previous minutes and business arising

Interim meeting on 8 November between Amy Curran, Shelley Reid, Margaret Broom, Nicol Franz, Samantha Lannan, Linda Ng and Karen New to discuss matters concerning the scholarship program. Decisions were to inform scholarship recipients that full payment includes meeting the condition of a report being published in the ACNN newsletter, to issue an EOI for a scholarships application assessment panel that would meet 3 times per year, and for the Scholarship subcommittee to revise the wording around the scholarship application information. Agreed that applications requesting funds for COINN attendance are paid upfront in part only on a case-by-case basis then remainder reimbursed after a scholarship report has been published in the newsletter. Claims for other associated costs to be reimbursed on return from the COINN conference. Scholarship reports will not be designated or counted as SIG contributions to the newsletter.

5. Finance

1. Treasurer's report: Samantha reported on the successful use of the Square by NSW Branch. Other branches may purchase this device. Current balance across all account including term deposits and PayPal = $383,864. Second term deposit created in September so ACNN now has two term deposits of $100,000 each. Recent financial activity has involved final payments for the conference; reimbursement to Executive and SIG and Branch members for support under the Sustainable Committees Plan; booking of airfares for the face-to-face meeting in Sydney in March 2024; usual monthly running costs. The 2023 conference reconciliation is completed. Total income from

registrations, trade sponsorship and SA grant = $146,815. Total expenses from venue, speakers travel and accommodation, PCO and marketing = $136,792. Total profit = $10,023. Question from Margaret Broom regarding total PCO cost = $27,067 (due to significantly higher delegate numbers than the 150 budgeted for).

2. Discussion regarding increasing membership rates. From 2014 half-year new membership was set at $49, full year new membership was $98 and annual renewal was $88, so rates have increased by about $2 in 10 years. Acknowledged that ACNN has been in a good financial position for several years, however, need to consider sustainability moving forward. A review of other professional nursing bodies shows an annual membership rate of $55 to $402 with an average around $200. ACNN does not need to increase rates this much but the Executive should consider some increase. Amy suggested more of a difference in price between new and renewing to encourage members to renew rather than letting their membership lapse and then rejoin. Discussion around changing payment gateway provider from PayPal to Stripe to facilitate automatic payment renewals on the anniversary of joining rather than by financial year. This would require a change to the Constitution.
3. Purchase of Square Reader: approved for ACT Branch, Samantha will purchase and send straight to Margaret Broom for an ACT event on 28 November.

6. Governance

1. Position statement on sustainability and reducing carbon footprint: request to introduce this was submitted to the Executive by NSW Branch chair Justine Parsons. Agreed this was an important issue and a statement should be generated.
2. Membership report: Nicol Franz has taken on the role of Membership Secretary for the processing of membership applications. This function has been separated from the role of Secretary. Nicol reported overall membership is currently 959, with 35 new members since 1 September and one further application requiring payment of joining fee. An inquiry external to Australia raised the issue of whether ACNN may accept members not resident and working in Australia. Shelley confirmed this was not possible without changing the constitution. Only members who moved overseas may retain their membership but if allowed to lapse would need to be living and working in Australia to rejoin. Discussion on whether to make an exception for neonatal nurses in New Zealand.

7. Legal

1. Financial summary to NSW Office of Fair Trading: to be lodged within 6 months of AGM to incur lowest fee. Samantha will provide data for Shelley to complete form for lodgment.

8. Operations

1. ESO report: Kristin Hughes has stepped down from the Executive for personal reasons and Karen New will be undertaking her Assistant Secretary scholarship duties for the time being.
2. Leadership and Research SIGs workshop: Karen New reported that there are 16 people attending the Executive meeting taking place in March 2024 who are also attending the workshop although can take up to 24. Karen is liaising with Trish Lowe on filling spare places at the Leadership and Research SIG workshop.
3. F2F meeting 2024: Samantha reported that one airflight is still to be booked, for Wendy Carlish. Karen reported that the SA Branch is not planning to send a representative. Professional Officer's report: reported on ANZNN meetings
4. where discussion focused on writing a new constitution that is required for their Company Limited by Guarantee application to the Australian Securities and Investment Commission. The Miracle Babies Foundation has invited Margaret to accompany them to Federal Parliament regarding extra paid leave for parents with babies in neonatal units. Family appreciation award received 34 applications. Margaret Broom has contacted all but 3, needs name and contacts for them.
5. Scholarships and awards: Karen New reported that 3 members were successful in receiving scholarships to attend COINN conference in Denmark, attend a Jo Kent Biggs Seminar and undertake FINE training.
6. Social media report: Sarah reported work leading up to World Prematurity Day, and Life's Little Treasures has used ACNN tiles to rebrand their social media posts for this event. Also working on content with Melissha Burnett and Karen New regarding the 2024 conference.
7. Conference 2024: noted Executive meeting will likely be held on the Tuesday afternoon rather than Wednesday.

Melissah reported on progress with invited speakers. Prof Linda Johnston is the invited international speaker and will give 2 presentations. A cohort of local neonatal nurses will showcase their successful initiatives in neonatal nursing. Jeannie Cheong, Simone Huntington and Rose Boland will be focussing on long term outcomes. Respiratory plenary planned, also suggestions to include an indigenous health session covering the early days of life and a panel session within a plenary session on neonatal and infant mental health care models. Wednesday afternoon session will focus on workforce strategies, possibly including a discussion on the nursing and midwifery workforce. Also seeking a politician to speak at the conference. Call for abstracts to go out early next year. Discussion regarding time of AGM as the session may be too long. May be possible to arrange Branch and SIG reports at a different time. Friday afternoon program still in development.

8. COINN 2024: nothing further to report.
9. Affiliation: Linda Ng asked that support for attendance of indigenous speakers at ACNN conferences is to be supported by the Executive rather than the LRC SIG. Amy asked for a proposal on this matter for consideration. Need to follow up with Australian College of Nursing regarding affiliation benefits.
10. Branch and SIG reports, VIC Branch: Shelley had directed Victorian members to the guidelines for setting up a branch but has not heard anything further. Karen New reported there will be an exploratory meeting by this group within a few days and Melissah is also meeting with them to provide advice.
11. ACNN champions: to be included in Forum meetings.
12. EOI for Standard working party 2024: survey results presented by Nicol provided a list of 17 members interested in being part of this activity. Shelley will follow up with all of them to confirm availability and how this activity will proceed, after conferring with co-editor Jane Davey.

9. New business

1. Action list 2023
    1.1. Policies under review: P11 and P15 currently under review.
    1.2. Policies to be updated: none outstanding.

2. Request for individual SIG banners for email correspondence, to be discussed.

3. Education position statement: Linda Ng reported that this was reviewed by Education SIG to update references. Amy to follow up with Education SIG.

4. Website upgrade: the Executive agreed that upgrades and a fresh look were required. Karen New to discuss with Oncord and report back to Executive.

10. Meeting Close

Meeting closed at 10:00 PM

Next Meeting

Executive Meeting
7:30 PM, Monday, 8 January 2024

Amy Curran
President of ACNN
28th Jan 2025