THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting
MINUTES OF MEETING
7:30 PM Monday, 8 January 2024

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

Minutes for Executive meeting 13 November were to be accepted after amendments, mostly due to late start of recording. Amy clarified that Karen New is managing scholarships until a replacement for Kristin Hughes is found. Planning meeting for the workshop not the F2F meeting. Need to report that 6 members successfully received scholarships. Other amendments made as agreed, to be approved at next meeting.

5. Meeting Business

1. **Financial report:** Samantha reported current balance as $377,323.00 without much recent activity apart from usual monthly running costs and lodgment of financial summary with NSW Office of Fair Trading, payment of COINN scholarships and COINN fees. Received payment from first annual conference trade display. Square purchased by ACT and used for an event. Karen New noted that changes need to be discussed at the F2F for member payments using a Stripe account that allows membership renewals to occur on anniversary of last payment. This would eliminate part payment of membership during the financial year. Requires further discussion by the Executive with a policy to be written and a clarification in the constitution. Samantha to investigate further, when setting up Stripe to replace PayPal and to explore options for using Stripe, such as recurring payments, and for more than one year.

2. **Membership**: Nicol presented current membership numbers (990 currently), including outcomes for Family Appreciation winners (32); see attachment for details.

Branches and SIGs

- Update on SA Branch: no report, have missed 2 forum meetings. Amy recommended waiting for annual report before reviewing function of this branch. Still have a committee.
- Update on Victorian Branch: in process of reforming. Waiting for update of planned activities.
- Education SIG - rural workshop proposal: Linda further reported that there were requests for education workshops in regional areas; Amy clarified that Jennifer had been in contact; Amy requested a written proposal from Jennifer, not yet received.
- NAF SIG: Shelley reported that Rachel Jones is the new chair of the SIG.

3. Position statements

3.1 Sustainability and reducing carbon footprint: work has started on the position statement. Karen reported on documents she has discovered or been sent by Nicol. Amy and Karen recommended setting up a working group, to be discussed with Justine Parsons. Noted that sustainability work is being done by government and other groups and this could be the focus of the group. Also noted that Justine is presenting on this topic on 30 January, which may generate interest in forming a working group. Sarah noted there is a global green health organisation that has produced information that can be used by members.

3.2 Neonatal nurse education: Linda confirmed that the document was updated not rewritten. Clarity required on endorsement, agreed that would be best from both SIG and ACNN Executive. Discussion on attributes of neonatal nursing courses, with distinction between intensive care and special care units. Amy noted that Jennifer Dawson has yet to contact her for further discussion. May need updating on terminology such as levels of care, Linda will follow up on this matter.

4. Policies under review

4.1 social media - P11- Sarah reported that she has been working on the social media policy, including instructions on creating posts and timing. Noted some parts of the policy may not be required, such as terms of reference, and moving information on creating posts to the new quick reference guide. (not reviewed at this meeting)

4.2 P15 – still under review. Needs further discussion at March F2F meeting.

5. Standard items for Executive meetings

5.1 Website update: Karen reported that the quote for updating the website is going ahead, reported on reviewing the website and updating information. Noted that links to university links were broken due to frequent changes so decision made to list the institutions that ran neonatal courses without linking.

5.2 Scholarships Assistant Secretary: Amy reported that Kristin Hughes has now officially resigned from the Executive for personal reasons. Her role as assistant secretary included managing scholarships and awards; this work is currently being undertaken by Karen New until another Assistant Secretary is appointed.

5.3 March F2F meeting: Karen reported on what is being offered to attendees at the F2F in March, working with Samantha on costs.

5.4 Professional Officer: Margaret Broom reported on a request from a company to participate in a 45-minute interview on a neonatal feeding product. Motion followed discussion 'an email to be sent out to members if an introduction drafted by Margaret B and Karen N if approved by the executive and agreed by the research company'. Yes = 6, No = 2. Motion carried.

5.5 Social media: a quick tip sheet has been created that can be quickly updated as required. Recommended adding information on what works, and what won't work such as media file size and word count. Sarah has set up a LinkedIn account for the Leadership group, which has not yet used it. Sarah spoke to the need for assistance at events to collect material for social media, including engaging someone to be an official photographer, perhaps in exchange

for free conference attendance.

5.6 Conference 2024: Melissah reported on planning so far. Draft program now on website, close to finalising. Careers expo taking place on Wednesday afternoon, considering number of exhibitors to be invited, Melissah has been contacting neonatal units. Delegate fees are being finalised, call for abstracts coming out in February. Melissah is proposing to invite Matt Levy, born preterm and now a para-Olympian, to attend for a book signing. Amy noted that the Executive meeting pre-conference will commence at 12MD to 5pm on the Tuesday before the conference.

5.7 Conference 2025: discussion on whether to hold in Qld (Townsville, Cairns or Gold Coast) or ACT. Karen to investigate available grants in proposed sites.

5.8 Affiliations: Linda reported no contact with the Daisy Foundation apart from an email that was forwarded to by Shelley. No-one has taken up the annual free membership to ACN. Amy will speak to the Leadership SIG for any takers. Also discussed the value of ACN affiliation and whether it is worth the fee. PSANZ has offered ACNN the opportunity to sponsor a prize at the annual congress for naming rights to the prize. Margaret suggested increasing ACNN conference prizes to match PSANZ ($1,000), however the total ACNN prize money is more than PSANZ. Following discussion agreed to review pricing and judging for ACNN conference prizes, including for new members.

5.9 Standards working group: Shelley reported on confirming group membership and plans for the meetings, which will be on Thursday evenings, to be blocked in Zoom by Karen. Executive invited to attend meetings and will have final approval. Shelley will make arrangements to initiate the meetings and circulate dates and times.

5.10 Observers on Executive: Amy spoke to inviting new members to join the Executive, for succession planning. Plan to send out EOI for Executive in July. Suggestion for extra roles such as Assistant Secretary or Treasurer, and tap members for future conference planning, Professional Officer, and ESO.

5.11 Meetings: Amy asked for the following items to be listed on agendas for all meetings.

- Zoom calendar
- Roles of Executive members
- New observers/Ordinary members
- Face to face program
- Conference 2024
  - Executive meeting Tuesday 12MD to 5pm
  - Program
  - Accommodation
  - Conference merchandise, lectern banner
- Conference 2025
  - Cairns
  - Sunshine Coast
  - Gold Coast
- Business without notice

6. Meeting Close

Meeting closed at 8:30 PM

Accepted as a true and accurate record.



3 March 2024