



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 11 March 2024 Zoom

1. Meeting Open

Meeting Opened By Amy Curran at 6:30 PM

2. Attendance & Apologies

Attended

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

Jennifer Middleton, Laura Briguglio joined as observers and introduced themselves to the Executive.

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

1. Minutes for 8 January 2024 were accepted following amendments.

5. Business arising

1. Financial report: Samantha reported an overall balance of \$345,186. Recent activity was for final invoice for conference venue and for insurance. Term deposit due to roll over soon, in April. Some funds for conference sponsorship have come in. Insurance product from GIO no longer available, Samantha has set up another policy with Pro Risk at less cost. Recommendation to increase membership fees to be discussed at F2F meeting.
2. Victoria Branch funding: start-up funding was provided for the reforming of this branch. Amy congratulated Melissah on the successful relaunch of the branch.
3. Queensland Branch committee: unable to fill secretary position, feel they may need to wind up the branch. Amy encouraged the committee to continue with activity and Linda Ng assisted the branch committee to submit annual report documents. Amy will speak to Wendy Carlish before the F2F. Linda noted that new committee members have stepped down, leaving long-term members only. Linda and Nicol reported on lack of interest from members

- to fill committee roles.
4. Introduction of observers: several members with an interest in joining the Executive have been invited to attend Executive meetings as observers.
 5. Policy/guideline updates: Policy 11 was updated in February and available on the website. Policy 15 currently under review by Karen and Melissah. List for further updates to be compiled for F2F meeting. Discussion on breastmilk substitutes document, whether it should be a policy or guideline. Discussion on whether to divide the document into a policy and a position statement; Karen New will follow up with the Nutrition and Feeding SIG on reviewing and updating the document.
 6. Annual reports: Karen New reported these have been received and will be assessed at the F2F meeting. Karen reported not all were complete.
 7. Research requests, presentation requirements/virtual presentations: Karen New recommended updating research requests to include presentation of results as feedback to ACNN members.
 8. Alternative Acknowledgment to Country: Karen New spoke to providing guidance on making the acknowledgment to First Nations people rather than repeating the same one and allowing Branches and SIGs to develop their own versions. Melissah reported on her experience on giving an acknowledgment recently, making it appropriate for the occasion. Also recommended revising the guideline on acknowledgment for the website.
 9. Mark New Award: Karen New confirmed this will open in April to reduce conflict with the May Madness campaign.
 10. Social media report: May Madness campaign - Sarah Neale reported social media is focussing on the May Madness campaign. Also reported she is in the process of building a team to coordinate and share the workload.
 11. ACNN champions: several members are now acting as champions, promoting ACNN membership and events.
 12. Website update: new improved website being constructed. Karen has viewed the first iteration and requested changes. No photos are featured in the design. Need new icons for pages. Stripe to be set up for online payments. Storage is limited so Karen has removed some documents to free up space.
 13. F2F program: program is set, with Branch and SIG representatives attending on Saturday 16 March and a half-day Executive meeting on Sunday 17 March. Samantha has booked dinner for Saturday evening. Amy asked members of the Executive to give 15-minute presentations on their roles to the Branch and SIG representatives. Karen noted items will include reviews of the constitution, membership changes and new Executive role descriptions (membership, scholarships). Linda will bring several digital recorders for recording meetings. Sarah asked for pictures of ACNN baggage tags when used by members when travelling, for example those going to COINN.
 14. Conference 2024, Executive accommodation: Karen New reported providing assistance with writing abstracts, has received 4 so far; Karen noted one was from Perth and another from New Zealand. Agreement to extend the deadline by 1 week. Conference website will open on 25 March. Expo invitations have been sent out.
 15. Scholarships: Karen New reported receiving several applications by the deadline (15 March).
 16. Student membership: Nicol Franz has received applications for student membership, currently a paper-based process, and asked if this could be made an online process.
 17. New Zealand membership: Nicol Franz reported receiving a request from a New Zealand neonatal nurse to join ACNN. Shelley Reid noted that the constitution limits membership to nurses or midwives working in Australian neonatal units. However, it may be possible to form an agreement with Neonatal Nurses College Aotearoa for associate membership.
 18. Membership Secretary: Nicol Franz reported on current membership numbers, see appendix. Noted that current membership is over 1,000. Also received an application from a nurse in New Zealand that could not be accepted according to ACNN constitution. Noted May Madness is coming up, which may increase membership.
 19. ANZNN has invited an ACNN representative at their meeting prior to PSANZ in Christchurch; Shelley volunteered to attend as Margaret Broom is not attending this event.

6. Meeting Close

Meeting closed at 8:30 PM

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Executive Meeting

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7:30 PM, Monday, 13 May 2024
Zoom

Amy Curran
President of ACNN
28th Jan 2025