



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Executive Meeting MINUTES OF MEETING 7:30 PM Monday, 13 May 2024 Zoom

1. Meeting Open

Meeting Opened By Shelley Reid at 7:00 PM

The Australian College of Neonatal Nurses acknowledges the Traditional Owners and their custodianship of the lands on which we meet. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.

2. Attendance & Apologies

Attended

Karen New (ESO)
Nicol Franz
Samantha Lannan
Sarah Neale
Shelley Reid

Apologies

Amy Curran
Linda Ng
Margaret Broom

3. Standing Items

3.1 Treasurer's report: Monthly payments now available as an option to one annual payment. To be promoted on social media. Nicol noted that new applicants are being moved into selected SIG groups before payment of fee but noted that they can be removed if required. Direct debit payments are turned on and off by Samantha as required for processing transactions. Unsure on how PayPal will function under this new system. Discussion with Laura on how to manage the timing of recurring PayPal deductions, however payments occur on the anniversary of the first payment. PayPal offers 'pay in 4' but this is not set up with ACNN. Karen to investigate if PayPal is a suitable option. Nicol reported that allocation to subgroups is manageable.

3.2 Review Melbourne contract and action items: nothing to report.

3.3 Roadshow 2025 + workshop update: ACN still willing to support the ACNN Roadshow. Sarah to speak to the ACN contact and discuss arrangements for three to four workshops on leadership themes. Plan to confirm by September to start advertising to members. Meet by Zoom to discuss and make arrangements.

3.4 Conference 2026 update: key priorities include a contract with COINN before starting to make any preparations. PCO Nikki Abercombie is under contract to ACNN until 2025; will need to consider re-negotiating the contract. Executive to consider response from Nikki and make a decision. Also need to consider when to hold the AGM. More discussion required on exact dates and location that would be most appropriate for international delegates.

3.5 Governance document updates: policies and guidelines and Research request doc updating.

Last modified: 6/07/2024 9:37 PM

3.5.1 Sustainability position statement proposed by Justine Parsons was reviewed and is approved to by the Executive to be added to the website for members to provide feedback.

3.5.2 Acknowledgment to country: guideline for appropriate use of acknowledgment versus welcome at events at meetings (general, specific, nation-wide) has been updated by Karen New. The acknowledgment on the website has been updated in line with the revised guidelines, in the spirit of reconciliation. This document is to be uploaded for members on the website in the Resources folder for members, who may provide feedback. Have not yet uploaded flags.

3.5.2 Policy 15 - Breastmilk substitutes: discussion on whether this should be a policy or guideline at last previous meeting. Suggestion from last meeting to divide the document into two documents, a policy and a position statement, to be discussed with the Nutrition and Feeding SIG by Karen New. However, the SIG chair Rachel Jones is stepping down in the next few weeks, but no volunteer has volunteered to replace her as yet.

3.5.3 Documents still under review: Karen reviewed listed documents and allocation. Melissah - P4, Sarah - P8 and P12, Shelley - G5 (consider if still required), Linda - G6 and G9, Margaret - G7, Samantha G8, Amy - Executive quick reference guide. Word document versions to be made available. Amy and Nicol to review due to changes to membership. Monthly payments now available as an option to one annual payment. To be promoted on social media. Nicol noted that new applicants are being moved into selected SIG groups before payment of fee but noted that they can be removed if required. Direct debit payments are turned on and off by Samantha as required for processing transactions. Unsure on how PayPal will function under this new system. Discussion with Laura on how to manage the timing of recurring PayPal deductions, however payments occur on the anniversary of the first payment. PayPal offers 'pay in 4' but this is not set up with ACNN. Karen to investigate if PayPal is a suitable option. Nicol reported that allocation to subgroups is manageable.

3.6 Representative reports

3.6.1 Renee Muirhead - FiCare: no report for some time. ACNN to provide funding for ANZNN CPI attendance for FiCare input.

3.6.2 Barbara Monk - LEAP: a report submitted to Amy. To be asked if wishing to continue as representative.

3.6.3 Margaret Broom - CoNNMO: Margaret not present to report.

Noted that processed around reporting needs to be reviewed.

4. Other business

4.1 Review of social media annual report and conference funding for social media members: Sarah reported on activity of ACT and NSW branches to promote ACNN on social media. Discussion on whether to award funding to members; following discussion, agreed by majority that proposed funding for \$200 vouchers should be granted to 5 members drawn from states and territories other than ACT and NSW, which have already undertaken May Madness promotion. Discussed upcoming plans for social media activity; Sarah Neale noted the annual allocated funds for social media is adequate for offering prizes. The Executive has agreed to funding a photographer for the conference. Sarah reported no member has volunteered to undertake this activity; suggestion to ask groups such as Heartfelt to be official photographers for the conference. Sarah will reach out to Heartfelt, or other groups such as TAFE students. This social media report was accepted by the Executive; in addition, gift card was approved for Tess Kent for her contribution to social media activity.

4.2 Professional officer position: convert to acting position for time being.

4.3 ACN affiliation: no report.

4.4 Conference program, flights and accommodation for Executive members in Melbourne: nothing to report.

4.5 Branch/SIGs attending external conferences with a stand - who pays? No decision.

4.6 Contract review with Nikki (due to 2025/2026 changes): in progress.

4.7 Acknowledgement/Welcome to Country document: see 3.5.2 above.

4.8 Acknowledged and congratulated distinguished award that Karen New received from COINN at the conference.

5. Business without notice

Action Items

060 Annual report feedback

President to collate report assessments and distribute to each branch.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

061 Complimentary registrations

Treasurer and Conference Committee to liaise with QLD Branch committee for allocation of free registration.

Due Date: 30/07/2023 **Assigned To:** Karen New (ESO), Samantha Lannan

062 Annual report feedback

President to collate report assessments and distribute to each SIG.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

063 Complimentary conference registration

Treasurer and Conference Committee to liaise with SIGs that were granted conference registration benefits.

Due Date: 30/07/2023 **Assigned To:** Karen New (ESO), Samantha Lannan

064 LinkedIn account for ACNN

Approach Leadership SIG to set up and manage a LinkedIn account.

Due Date: 30/04/2023 **Assigned To:** Melissah Burnett

065 Response to EarlyBird

ACNN to decline any further engagement with this company.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

066 Year in Review 2022

Compile and edit content for annual report.

Due Date: 30/06/2032 **Assigned To:** Shelley Reid

067 GANTT chart progress

Updated GANTT chart to be added to agenda and reviewed at each Executive meeting.

Due Date: 30/04/2023 **Assigned To:** Shelley Reid, Karen New (ESO)

068 Governance documents review

Documents for review to be initiated by Karen New and placed in Dropbox for Executive to review and sign off.

Due Date: 1/09/2023

[069 PCO contract](#)

Revised version to be accepted.

Due Date: 30/04/2023 **Assigned To:** Amy Curran

[070 LinkedIn account](#)

Sarah Neale to liaise with Leadership SIG on managing a LinkedIn account

Due Date: 1/09/2023 **Assigned To:** Sarah Neale

[071 Award promotion](#)

Linda to organise promotional material, Sarah to promote on social media

Due Date: 31/07/2023

[072 Financial decisions](#)

Karen New to report to Samantha Lannan on her return and hand over action items.

Due Date: 30/04/2023

[073 ESO contract](#)

Executive to review contract with Treasurer.

Due Date: 31/05/2023 **Assigned To:** Samantha Lannan

[074 Changes to scholarship processes](#)

Present changes at next forum in April.

Due Date: 10/04/2023 **Assigned To:** Amy Curran

[075 Assistant Secretary](#)

Appointed to assist the Professional Officer in managing the scholarship processes.

Due Date: 10/04/2023 **Assigned To:** Kristin Hughes

[076 Mark New Award](#)

Amy to remind delegates at April Forum that this opens in May

Due Date: 10/04/2023 **Assigned To:** Amy Curran

6. Meeting Close

Meeting closed at 8:30 PM

[Next Meeting](#)

Executive Meeting

7:30 PM, Monday, 8 July 2024

Zoom LINK IN HERE

Actions Summary

#	Title	Assigned To	Due Date	Completed
060	Annual report feedback	Amy Curran	30/04/2023	
061	Complimentary registrations	Karen New (ESO), Samantha Lannan	30/07/2023	

#	Title	Assigned To	Due Date	Completed
062	Annual report feedback	Amy Curran	30/04/2023	
063	Complimentary conference registration	Karen New (ESO), Samantha Lannan	30/07/2023	
064	LinkedIn account for ACNN	Melissah Burnett	30/04/2023	
065	Response to EarlyBird	Amy Curran	30/04/2023	
066	Year in Review 2022	Shelley Reid	30/06/2032	
067	GANTT chart progress	Shelley Reid, Karen New (ESO)	30/04/2023	
068	Governance documents review		1/09/2023	
069	PCO contract	Amy Curran	30/04/2023	
070	LinkedIn account	Sarah Neale	1/09/2023	
071	Award promotion		31/07/2023	
072	Financial decisions		30/04/2023	
073	ESO contract	Samantha Lannan	31/05/2023	
074	Changes to scholarship processes	Amy Curran	10/04/2023	
075	Assistant Secretary	Kristin Hughes	10/04/2023	
076	Mark New Award	Amy Curran	10/04/2023	