



# National Executive Meeting Minutes

9 December 2024

Meeting opened at 2100 AEDT

**Present:** Amy Curren (Chair), Karen New (minutes), Justine Parsons, Jennifer Middleton, Laura Briguglio, Margaret Broom, Nicol Franz, Samantha Lannan, Sarah Neale, Shelley Reid, Melissah Burnett

*This extra-ordinary meeting held post the forum meeting. Limited agenda – to discuss items that needed to be actioned before the next executive meeting scheduled for 13 January 2025.*

Item	Topic	Discussion/Actions
1.	Thank-you gift for Linda Ng (past secretary and longstanding executive member).	Decision was for Samantha Lannan to purchase a gift voucher from Brookfield Gardens to the value of \$150. Amy to send the gift voucher and a formal note of thank you to Linda. <i>Posthoc note: Voucher was purchased and thank you sent by Amy to Linda with the voucher.</i>
2	Australian College of Nursing (ACN) affiliation inclusions with bronze membership. The inclusions have not been well utilised in the past. Currently have a complimentary registration to the ACN National Nursing Forum in July 2025 to be held in Canberra from this year and will also have a second on renewal of bronze affiliation for 2025.	Agreed that would offer the 2024 registration to the Leadership committee – need to set a date for acceptance of the use and attendance. Melissah indicated that Alicia Blake (Chair – Leadership SIG) has expressed would like to attend. Melissah to confirm. If not taken up by this date – then to be offered to executive committee members located in Canberra and then ACT branch members.
3	PSANZ 2025 Neonatal Nursing Award. Received a request from PSANZ if ACNN would continue sponsorship of this award in 2025. Would include an ACNN exec member attending PSANZ in Brisbane in March 2025 to present the award to the winner.	Accepted – all executive members voted to continue to support the award. Amy to communicate with the PSANZ organisers. <i>Posthoc note: ESO completed the required invoicing details and the invoice received by the Treasurer for payment.</i>
4	Policies and Guidelines under review. Amy asked that executive members attend to review of their allocated polices and guidelines as would like to finalise some of these at the January meeting and limit the number for review at the March F2F meeting.	All agreed to try and review their allocated policies and guidelines prior to the 13 January executive meeting.
5	COINN AI position statement. Amy reported that COINN happy to share their position statement. Received as a PDF will request a word document.	AI position statement will be adapted for ACNN with recognition of COINN.
6	Face-to-Face meeting. Amy asked for those who have not booked flights as yet to do so asap so that get the cheapest airfares available.	Executive members who have not booked flights as yet to do so asap.
7	Process PA will close on 20 <sup>th</sup> December. Amy remaindered the meeting that ACNN will not renew subscription to process PA this year as no longer suits your needs.	Shelley to ensure that all minutes are downloaded before the 20 <sup>th</sup> December. Will send downloaded minutes to the ESO for filling.

8	September and November executive meeting minutes	Both sets of minutes will be sent out with the January agenda for acceptance at the January meeting.
9	Thank you. Amy formally thanked the executive for their attendance, contributions and hard work and wished all a wonderful Christmas.	Exec members applauded Amy for her work and leadership in the role as President.
	<b>Next Executive Meeting</b>	<b>13 January 2024, 7.30pm – Zoom 132 976583 Passcode 899307</b>

Minutes accepted as a true and accurate record 13 January 2025 – Justine Parsons and Margaret Broom

*Amy Curran*

President