



National Executive Meeting Minutes

9 September 2024

Meeting opened at 1930 AEDT

Present: Amy Curren (Chair), Linda Ng (minutes), Justine Parsons, Jennifer Middleton, Laura Briguglio, Margaret Broom, Nicol Franz, Samantha Lannan, Sarah Neale, Shelley Reid

Apologies: Melissah Burnett

ESO: Karen New

Item	Topic	Discussion/Actions
	Amy opened the meeting with an Acknowledgement of Country: In the spirit of reconciliation, the Australian College of Neonatal Nurses acknowledges the Traditional Owners and Custodians of Country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to Aboriginal and Torres Strait Islander peoples today.	Amy Curran
1.	Confirmation of previous minutes	Minutes from the F2F meeting held on 3 rd September not available as yet. This meeting to discuss items held over from the F2F meetings. Minutes to be confirmed at the November meeting.
2.	Business arising	
2.1	Process PA- many on Exec are having problems accessing minutes and signing off minutes on Process PA	Linda to scout for an alternative- no availability as busy with work. In the meantime, will use word. Karen will source for a workable alternative. Shelley to download all previous minutes from Process PA. Amy will normally send out Agenda 1/52 prior to meeting for distribution- Karen will continue to send agenda until an alternative is sourced. Linda to take minutes for Exec meetings and Forum meetings.
2.2	Document template- this was used for the Constitution (designed by Nicol, Sarah and Justine).	This should be the standardised template for all future documents. Supported by all present.
2.3	Governance- the half yearly report was submitted by 4 branches (ACT, NSW, SA, Vic) and 6 SIGs (Leadership, LRC, Neo-Skin, NNP, Nutrition and Feeding, Research).	Amy indicated that a comment was made by one SIG that they would like to attract more members and enjoyed the 3min presentations at the AGM. Amy would like Branch reports to form part of AGM. The SIGs were able to present an overview at the concurrent sessions which seems to work well for those with concurrent sessions.

2.4	Reflection on AGM 2024	All present felt that the AGM went well this year. Future AGMs should be allocated adequate time (at least an hour) for presentations, including from branches and questions from members.
2.5	SIGs and Branches- QLD and WA	Qld branch continues to attempt to fill the secretary role – currently being rotated between committee members and Wendy Carlish undertaking the role and managing the emails. Nicol Franz informed the meeting that new members were coming onto the committee. There is potential of 2 co-secretary new committee members. Will be able to provide more information at the next AGM when the new committee members put in their EOIs. WA branch – Vini Brehaut continues to lead the application process. Once WA sends in their TOR, and if approved will set up an email account for them. WA have agreed to hold a workshop in 2025.
2.6	Secretary email- Linda to receive handover from Shelley. Awaiting date and time from Shelley	Karen to send email and password to Linda. Possibility of some emails sent to secretary inbox as new committee members or position changes may have happened at the conference.
3	Items for noting	
3.1	Strategic Plan 2021- 2025	SP actions due for review - last reviewed in 2023. Amy floated the idea of a working party to review the next SP 2026- 2030. Karen will look at the current SP actions 2021-2025 and update on achievements and actions undertaken since the last review. Karen will also send out a clean copy to all for review 2026- 2030 (sustainability will need to be added).
3.2	Treasurer’s report: ACNN remains in good financial standing. Current balance across all accounts- \$347K. Term deposits and available funds- \$160K in cash reserve, main account & debit card.	Sam will need to finalise reconciliation of conference 2024. One Term deposit matures in April 2025. 2 nd term deposit matures this Thursday- all present agreed for \$100K to roll over for another 12 months (4.8%). Interest would be around \$4800.
4	Items for discussion	
4.1	F2F March 2025- cheaper to hold in Brisbane (\$6K+) compared to Sydney (\$10K+). Agreed by all to have F2F in Brisbane 2025 Date set: 27 March to 30 March 2025 Time: 0800 to 1700 (28 Friday) and 0800 to 1500 (29 Saturday) Venue: Airbnb- 7 mins from airport. Sleeps 6 and 3 others can stay with Karen. Meeting to be held at Airbnb	Karen will make reservation for Airbnb. Those who are flying are encouraged to book their tickets and pay by BPay, and to send to either Karen or Sam (on leave from next week). ACNN will pay for accommodation and flights, petrol from Sunshine Coast, dinner on Friday night. The AirBNB is booked from Thursday afternoon to Sunday am and therefore accommodation available for those who which to fly in on Thursday and depart on Sunday am. AV & internet - Karen will organise.

4.2	Photos and bios- please check on website and if need correction, to contact Karen	Karen has uploaded latest photos and bios to website. Everyone is encouraged to check and contact Karen if corrections are required.
5.	Other business	
5.1	Melbourne Grant: \$20K	Karen to finalise report- awaiting latest finances from Sam and Nikki. Final document needs endorsement from Sam as treasurer/ CFO. Must be submitted by 7 October to meet the milestone. Discussion regarding collecting data on expenditure. Was agreed it was not needed for the report as was an optional item.
5.2	Recording of meeting on Tuesday 3 Sept at Mantra.	Nicol is concerned that the meeting was recorded without being aware; as many people in the room were not aware. Linda recorded the meeting as she is responsible for the action list as well as she will be absent for an hour during the meeting. Once Action List is completed, recording will be deleted. Amy reiterated that everyone should be informed when meetings are being recorded for openness and transparency.
5.3	Thank you from Mel	Amy received a message from Mel which she conveyed to the exec. Mel thanked everyone for all their input for the conference and was impressed with the work everyone put into the conference.
5.4	Sharing of Exec photos on social media.	Sarah confirmed with the exec members that they were happy to have their photos and bio's shared on Socials. All agreed.
6	Items to be completed by the next meeting	Responsibility
6.1	SP 2021-2025	Karen
6.2	Secretary handover	Linda and Shelley
6.3	Secretary email and password	Karen
6.4	Download all previous minutes of meeting	Shelley
6.5	Meeting Action Plan (Tuesday 3 Sept)	Linda
6.6	Finalise the constitution with the Public Officer	Nicol and Shelley
7	Next Executive Meeting	11 November 2024, 7.30pm – Zoom 132 976583 Passcode 899307

Minutes accepted as a true and accurate record 13 January 2025 – Justine Parsons and Samantha Lannan

Amy Curran

President