



Executive F2F Meeting Sydney

16 -17 March 2024

Executive only meeting opened at 5pm 16/3/24 following close of meeting with Branches and SIGs.

1. Attendance

Amy Curran, Linda Ng, Shelley Reid, Samantha Lannan, Karen New, Nicol Franz, Sarah Neale, Melissah Burnett, Margaret Broom, Justine Parsons, Jennifer Dawson.

2. COINN Conference 2026, Australia

Karen New has been seeking offers from NSW, NT or WA to find best option for venue and other considerations, such as international travel times.

Karen Walker, COINN President had suggested holding a joint COINN and ACNN conference in 2026. Amy discussed this with Executive, who agreed to accept this proposal. The feeling was that Perth would be the preferred destination to NSW and NT (last ACNN conference in Perth was in 2006). Theme may focus on indigenous issues, for further discussion.

Discussed issue of no branch presently in WA so this may incur more work for Executive. However, an international conference in Perth may revive the WA branch.

3. ACNN annual conference

Discussion on whether to run an alternative event such as a roadshow in 2025, rather than a conference due to hosting COINN in 2026.

Consider virtual sessions leading up to in-person day in ACT, and book Australian College of Nursing (ACN) to present leadership workshop. Need to renew affiliation with ACN to keep discounted fees.

PCO contract will need modifying if plans change.

4. NSW Branch and Education SIG

Babies in the Bush events – planned for 2 locations in 2024, Orange and Wagga Wagga.

5. Membership fees

Sam presented fees for other professional organisations, which are higher than ACNN. Nicol suggested joining of \$120 and renewal at \$100. Considering offering options such as recurring monthly and yearly payments by credit card. Karen demonstrated how membership payment could work, including credit card details being stored with Stripe, not on the Oncord website. The Executive agreed to introduce payment options, so that members are not locked into one large payment and recurring payments may reduce lapse of membership due to failure to pay annual fee.

Agreed that member fees need to rise as financial reserves are falling. Increase incrementally per month if required. Decision to stay with current annual fee initially (\$99) for another year and provide options of monthly or one annual payment on anniversary date of joining then assess effect on income.

Discussed multi-year membership options and agreed to discontinue this payment option.

Student fees: Very few applying and not renewing. Discontinue current process for application. Consider offering free admittance to the Career's Expo Day at the 2024 conference.

6. Guideline 1

Nicol presented suggested changes. Discussed by those present, agreed requires more work.

7. Executive information on website

Request for all Executive members to update photos and bios on website. Sarah suggested booking for professional photos for the website during annual conference. Discussed official shirts with logo to be worn at events.

8. Constitution

This will need to be updated for change in membership payment options. Nicol Franz agreed to lead the review of changes that would be required, with assistance from Amy Curran and Karen New. Then for review by Shelley Reid and the remaining executive members before being sent out to members to be voted in at the AGM in September.

9. Policy and Guideline Review

P15: Breastmilk substitutes sponsorship is due for review in 2024. Karen New has reviewed and discussed if this is a policy or a position statement as is currently mixed. Melissah Burnett to review with Karen.

Several due in 2025, agreed to start working on some now to spread the workload. Documents allocated to Executive members:

P 1.1 and 1.2 ACNN advertising internal/external – Karen New

P4 Policy for ACNN conference – Melissah Burnett

P8 ACNN information technology governance, P12 Audio-visual photographic media consent – Sarah Neale

G5 Guidelines for the development of clinical practice guidelines – Shelley to review for relevance

G7 Professional Officer – Margaret Broom

G6 Establishment and ongoing operation of SIGs – Linda Ng

G9 Establishment and ongoing operation of branches – Linda Ng

Executive quick reference guide – Amy Curran

Meeting suspended at 16:57 Saturday 16/3/24

Executive meeting continued on Sunday 17/3/24 commencing at 8:15am

Discussion on use of Teams for meetings instead of Zoom; agreed Zoom more universally available.

10. Annual reports review

SA Branch

Flyer requires some minor editing only. TOR on old template, will need to be redone on current form.

Annual report still dated 2022, need to update committee members (some outgoing), change wording for scholarships to travel grants. Not able to claim STABLE event held in SA as a branch activity. Branch AGM deferred to November, with chairperson changed but no effort made to attend this F2F. Webpage needs to be kept updated. Noted that committee work undertaken by chairperson only, which is unsustainable.

Matrix score: no conference registrations offered.

QLD Branch

Flyer reviewed, discussed icons being used and agreed to use them but be more selective and appropriate.

Report was complete, activity well documented. Referred to strategic plan for their report. Did not form a full committee at their branch AGM. Accepted with minor feedback.

Matrix score: achieved 3 conference registrations.

NSW Branch

Flyer used stock photo used, encourage to submit original photos.

Report and TOR on old template instead of the one sent to them by ESO. Need to revise these. No liaison with social media. Need to send updates to ESO. Noted that using correct template is required for Year in Review reports. Noted membership drives at ACNN conference not best opportunity. Only one newsletter item in 12 months. Accepted with feedback to be given.

Matrix score: achieved 1 conference registration.

ACT Branch

Flyer was approved, good use of photos. Generally good level of activity. Report included activity plan; however, an outgoing committee member was omitted from the report. AGM did not take place in 2024, otherwise accepted.

Matrix score: achieved 2 conference registrations.

Research SIG

Flyer to remove abbreviation R-SIG. Wrong template used. Report appears to be an interim report rather than a full year. Activity reported as past not future. Held annual meeting, formed full committee. Newsletter items were noted to be 3 out of 4 contributions that were scholarship reports that are now not to be credited to this SIG in future. Karen New to follow up for correct documents.

Matrix score: achieved 2 conference registrations.

Neonatal Nurse Practitioner SIG

Flyer was on correct template but now on 2 pages, need to update footnote. Karen to update and return to group. Report was not completely updated from interim version, committee members missing from list. Activities listed including a workshop. Incorrectly listed member achievements as SIG achievements. Submitted 2 newsletter items. Attracted sponsorship for STABLE workshops.

Matrix score: achieved 2 conference registrations.

Nutrition and Feeding SIG

Flyer was well received, acknowledges permission for photo to be added.

Report submitted, TOR reviewed and accepted. Annual report listed a full committee, activity plan was set. Noted change in chairperson to Rachel Jones. Noted that scholarships are no longer aligned with SIGs. No newsletter items. Planning to submit abstract for annual conference. Achieved one social media post, 2 presentations.

Matrix score: achieved 1 conference registration.

Neurodevelopmental Care SIG

Flyer on current template, have specified a quorum.

Report included a full committee, old information not removed. Noted large committee, now reduced to 18. This SIG sends website updates regularly.

Matrix score: achieved 3 conference registrations.

Neoskin SIG

Flyer with photos, acknowledged as by permission.

Report showed AGM was held on time. Set quorum for committee meetings at 70%. Appears to be the interim report so need to update and resubmit. Would like to accept international members for this SIG.

Matrix score: achieved 2 conference registrations.

Leadership SIG

Flyer was not submitted.

Report appears to include information from interim report, not updated.

Matrix score: achieved **1** conference registration.

Low Resource Countries SIG

Flyer also added permission for photos.

Report and TOR reviewed. Reported activity for 2023. Set plan for 2024, including education, collaborations and proposed activities.

Matrix score: achieved **3** conference registrations.

Education SIG

Flyer was reviewed and accepted

Report and TOR was on old template, incorrect font use and some incorrect data. Predominantly NSW-based activity.

Matrix score: achieved **3** conference registrations.

Annual reports review - general notes

Encourage more direct messaging to members, including social media posts. Need to review webpages regularly.

May madness – encourage branches to participate, Executive to oversee states without branch committees.

Support struggling committees such as SA Branch. Discuss directly with committees, make contact regularly.

Vice President to be promoted as liaison for groups, especially those with no Executive observer.

Subcommittee reference guide to be promoted to subcommittees.

Sarah to review available icons and select those appropriate to groups.

Discussion on tables for Branches and SIGs at annual conference – discussion to share tables in trade display area.

Subcommittee guide to be promoted to branches and SIGs.

Reviewed scores, discussed relevance of scoring and removed one scoring item.

Request correct versions to be submitted within the next week.

Discussion on supporting branch and SIG committees on a regular basis, with Executive members offering support and guidance to those subcommittees where they observe at meetings.

Agreed to collect a suite of icons for the website update for official use – Sarah to circulate proposed icons for different occasions.

Discussion on whether branches have tables at the annual conference or introduce other ways to engage with members such as activities that don't distract attendance at trade display. Table for hosting state, and rotating roster for branches and SIGs to conduct activities throughout (not in lunchbreak).

Other items

September meeting – F2F preconference on Tuesday 3 September 2024. Conference accommodation venue – Jolimont Mantra. Need code for registration. Financial support for Executive will be for 3 nights' accommodation, send details to Sam for flights within one month. Karen will send codes this week.

Review strategic plan over next few meetings.

Forum meetings – Mel suggested reducing number to four meetings per year. Discussion included tailoring agenda for the forum. Noted meetings are already organised with Branches and SIGs.

Sarah spoke to the difficulties in running social media. Suggestion to put SM content on agenda. Does not need to be pictures, can be items such as tips for members. Do we use SMS to communicate to members, will incur a cost. Sarah noted Instagram posts are more popular than Facebook.

Meeting closed 12.34pm.

Accepted as a true and accurate record of the meeting

Amy Curran

Amy Curran
Meeting Chair and President
13/05/2024