

1.0 Meeting opened at 7.31 pm AEDT

2.0 Present: Amy Curran (Chair), Jennifer Middleton, Nicol Franz, Sarah Neale, Shelley Reid, Melissah Burnett, Laura Briguglio (7.34-8.25pm), Justine Parsons (7.35-9.17pm)

2.1 Apologies: Margaret Broom, Samantha Lannan

Minutes: Karen New (ESO)

Item	Topic	Actions
3.0	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
4.0	Confirmation of previous minutes – 13 January 2025 Minutes circulated prior to the meeting and also available in dropbox. Accepted/seconded by Nicol Franz and Amy Curran	Further to the January meeting there was ongoing discussion around the minutes being read and members being prepared for meetings. If read and no changes to minutes and any documents as an executive member need to indicate within a comments box or initial the document that at this has been done. If no documentation it will be taken that it was not done.
5.0	Business arising from previous minutes	Actions
5.1	Action List 2024/2025 While an actions register was created as an action from the January meeting to assist with completing their allocated actions – few people had updated their actions on the register. Went through the actions register <ul style="list-style-type: none"> • Daisy Foundation – nothing further • COINN emails – Nicol has this set up and it will be ongoing as new members join. • Policy and guidelines for signing off – P4, OG4, OG6, P15, G8 all ready for signing off at this meeting • Exec reference guide – more changes needed. • Darwin Convention Centre (DCC) contract – Amy awaiting feedback from Melissah and Karen • NT business grant – cannot be signed off until the DCC contract is signed • Education position statement – no further feedback from the Education SIG • ACNN history – Shelley has collected ACNN documents from her past workplace and now has 	<ul style="list-style-type: none"> • Daisy Foundation – put on hold • Nicol will continue to send the new member details to COINN on a monthly basis • Signing off on policies and guidelines – no progress • Aim for completing at F2F meeting • Mel and Karen to provide feedback ASAP <ul style="list-style-type: none"> • Jennifer to bring up information to the Face-to-Face meeting on 27 March 2025.

	<p>these at her place.</p> <ul style="list-style-type: none"> • Leadership series – progressing. Due to start in May. No further communication from the Leadership SIG regarding these dates. Dates sent to Karen for booking Zoom. Laura emailed the Leadership SIG to clarify dates. • Executive representation on subcommittees. Outstanding from March 2024 F2F meeting. Was an item to be added to the annual reporting documents. Discussed the title and position of executive members on subcommittees – initial changed from ordinary members and executive representative. However, this has resulted in subcommittees feeling that the executive member was on the meeting observing and reporting back on the subcommittees – like ‘big brother’. Also implied that the executive member then has no voting or decision making on the committee. However, it was felt that executive members are not there to just observe or be an ‘Ex-officio’ member and people are involved on these committees as they hold an interest in the subcommittee topic (for example, NNP, Education etc). • PO standard response to working in Australia inquires • Discussion around the actions register – few people are looking at the register, not updating the register. Nicol felt it was a double up and also items on the register are also noted on the agenda as separate items. 	<ul style="list-style-type: none"> • Laura to follow-up with the Leadership SIG. • Decision made that a person on the executive can be an ordinary member on a subcommittee but cannot hold an ‘office-bearer’ role such as Chair, Secretary, Treasurer. • No update on the action register and unknown as Margaret is an apology • Action register – discontinued
<p>5.2</p>	<p>Ongoing monthly membership payment option The failed/missed monthly payments has resulted in a large increase in workload due to subsequent follow-up. Nicol suggested that to early to make a decision to cancel monthly option.</p>	<ul style="list-style-type: none"> • Put on F2F agenda for further discussion. A lot more work than anticipated
<p>5.3</p>	<p>May Madness membership drive</p> <ul style="list-style-type: none"> • Nicol reported that currently have approximately 550 members on an annual subscription and 200 on monthly. Come April – will be around 150 members due to renew and therefore opt for annual or monthly payments. Also, the annual renewals with recurring subscriptions also due – and feels may be quite a lot of none payments due to cards expired, changed etc. • Due to payment systems then not conducive to offering reimbursement of membership as part of the May Madness membership drive. Nicol suggested that have other options. Still need to sell 	<ul style="list-style-type: none"> • Decision is that May madness remains with the executive for 2025 while the membership payment options are evaluated. • May madness was a promotion from the executive. Subcommittees can continue to offer membership activities but not tied to May madness. • Put on the agenda for March F2F meeting

	<p>membership as part of this marketing but perhaps need to re-direct focus to becoming a member and then offering discounts to other events including registration prizes.</p> <ul style="list-style-type: none"> • Sarah reported that the lack of communication and follow-up from Branches and inconsistency between Branches made it difficult. • Timing was also difficult with changing over to new system. • Prizes need to be considered within the context of ACNN ethos, mission statement and objectives etc. Karen queried if offering vouchers meets these. Appears to be a lack of benefit of this to our members • Also need to offer incentives for members to help sign up people and not only focus on those who are signing up new for the first time. • Justine discussed that people unlikely to cancel membership as this is too hard. But we could also think of partnering with others to be able to offer increased incentives to join ACNN. 	
6.0	New Business	Discussion/Decisions/Actions
6.1	<p>Miracle Babies Foundation (MBF) scholarship MBF offering a scholarship to ACNN members of up to \$10,000 per year for 5-years.</p> <ul style="list-style-type: none"> • Several meetings with Kyle CEO of MBF and the scholarship will be named the 'Miracle Babies Foundation Marlene Dunn Scholarship' • Will be launched at Nurses in the Vines in September 	MOU to be arranged prior to September.
6.2	<p>PO Box for renewal Discussion that the PO Box is located in Sydney and no longer convenient for Shelley to check and should reside with the current secretary. This would mean the PO Box will need to change with the secretary. If we need to provide a physical address then the Public Officer address needs to be provided. Mention of having a 'virtual' mail box. This is not provided by Australia Post but a third party.</p>	<p>Karen to follow-up with Laura re changing the PO Box and Samantha for forwarding the mail for a set time.</p> <p><i>Post hoc note: Karen spoke with Samantha and Laura. Samantha has a PO Box and is happy to use in the interim as much of the communication is related to financial matters. Plan to redirect mail for 1-month and commencing changing over contact details asap.</i></p>
7.0	Governance	Actions
7.1	<p>Treasurer's report Samantha an apology. Report will be presented at the F2F meeting in 2-weeks.</p>	Nil
7.2	<p>Membership Secretary Report Nicol presented an overview of the membership including total number (1,050), new members (20 for February) and renewals due to commence in April – will be the yearly subscription anniversary and also those</p>	Nil. Full report included at the end of the minutes.

	<p>who had purchased multi-year membership prior to the introduction of the automatic renewal subscription. Predict issues with automatic renewals due to expired cards, changed cards etc.</p>	
7.3	<p>Policies and Guidelines to be updated Two folders within drop box – those ready for signing off and those ready for executive review. Executive to review prior to the F2F meeting – please make sure that you put a comment on the document that you have reviewed and accept without changes. Karen raised that the documents for signing off had been ready for the January meeting and that exec members have had 8-weeks to review. No further comments made since January meeting on 5 documents ready for sign off. Discussion around exec members are time poor and therefore not getting to attend to documents within agreed timelines; nor reading minutes and action lists prior to meetings. We need solutions to overcoming being time poor and competing priorities and how to move forward on finalising items for ACNN. It was agreed that the documents could be signed off once reviewed by those that can and/or the subgroup that they have been allocated to and by the President. No comment by others means no objection and therefore acceptance.</p>	<p>Exec members to read/review and comment on prior to the F2F meeting. Reiterated that if read and have no comments, then please add a comment to the document that it has been read is needed.</p> <p>OG3, OG5, OG6, OG7, P15 signed off and to be sent to Shelley for editing prior to uploading onto website.</p>
7.4	<p>Branch & SIGs No comments or discussion on this item.</p>	<p>Nil</p>
8.0	<p>Legal</p>	
8.1	<p>Public and Product Liability Insurance Nicol and Karen reported that they had developed reporting forms should an incident occur at an ACNN event. 1 form is for the person involved in the incident to complete and the other is for an ACNN executive member to complete regarding actions taken in response to the incident form. These are for the purposes of formally reporting to ACNN and are not legal binding forms or claim forms as all claims would then be handed over to the ACNN insurer (Pro-risk).</p>	<p>Executive members to review and comment prior to the F2F march meeting.</p>
8.2	<p>Incident reporting form See above. Yet to complete an operating guideline to outline the process for ACNN.</p>	<p>Executive members to review and comment prior to the F2F march meeting.</p>
9.0	<p>Strategic planning</p>	<p>Actions</p>
9.1	<p>F2F meeting – 28 and 29 March 2025 Amy recapped that the meeting coming up – details in Dropbox and no further discussion</p>	<p>Nil</p>
9.2	<p>Seminar Series 2025 Amy recapped on which exec members attending which event to present the Standards.</p> <ul style="list-style-type: none"> • Qld – Amy • Vic – Melissah 	<p>Accommodation and flights to be arranged once all confirmed. Exec members attending events to present will be funded. Also, exec members attending the September exec</p>

	<ul style="list-style-type: none"> NSW – Justine + all exec members are expected to attend this meeting for the 1-day exec meeting and also the AGM Added 2 new events in addition to the seminar series – WA hosting a seminar in conjunction with ABREAST on 14 – 15 August and SA holding a 1-day conference on 17 October. Amy or Justine will attend these events to present on the Standards. <p>Melissah reported that Vic program still to be finalised.</p> <p>Nicol asked if anyone from Victoria on the Standards working party that could present on these at the Vic event. Unfortunately, no members from Victoria on the Standards working party. Melissah will present based on Justine’s presentation.</p>	<p>meeting and Day 1 (Nurses in the Vines) for the AGM will receive funding based on P13.</p>
<p>9.3</p>	<p>COINN 2026</p> <p>Next meeting of the COINN and ACNN committee will take place this coming Thursday. Time to be confirmed with the changing of times in USA.</p> <p>Contract with DCC still in the process</p> <p>Amy reminded all exec members to look at the sub-committee groups that she has allocated people to.</p> <p>Melissah has a site visit in May and has made contact with the Darwin neonatal unit and managers and will be visiting them on the site visit.</p> <p>Melissah reported we have our first design concept from Trent (artist from Darwin who was recommended). Mel recapped on the selection of the artist. Shared the design. Design more basic than expected. Not sure regarding the stork as European history and the coolamon. Appears more midwifery – as it is a stork carrying a baby. Justine feels melding of two cultures. Sarah was concerned that would not be able to be used on all of our marketing materials. Would like to see more strong symbols and artwork. We also need to understand the ‘story’ behind the artwork.</p>	<p>Executive members to review the subcommittee allocation for COINN2026 prior to the F2F meeting</p> <p>Karen to follow-up with Trent regarding not meeting our brief. Would like more of a nest – so that it appears more nurturing and caring for neonates as opposed to delivery.</p> <p>For further discussion at a conference meeting.</p> <p><i>Post hoc note: Sarah sent thru feedback to Karen. Karen phoned and discussed this with Trent. Additional designs have been presented for Exec consideration at the F2F meeting.</i></p>
<p>10</p>	<p>Operations</p>	<p>Actions</p>
<p>10.1</p>	<p>Affiliations</p> <p>Melissah reported she had a meeting with Aust. College of Nursing and our Bronze membership. Renewal due 12 June. We received an annual ticket for someone to attend the conference and also a complimentary membership. Also, our members receive discounts and asked whether had record of how many of our members have taken that up. A couple of people have used this.</p>	<p>1 active membership that needs to be used before 12 July this year. To offer to member who enquired about leadership courses recently. Otherwise offer through the Leadership SIG.</p>

	<p>NNCA – still no response.</p> <p>Branches and SIGs – Melissa has reached out to all subcommittees offering support as needed.</p>	
10.2	<p>Professional Officers Report</p> <p>Margaret an apology and therefore the report held over until the F2F meeting. Karen reported on the scholarships – round 1 for 2025 open until 15 March. Karen acknowledging receipt for Marg while away.</p>	Add to the F2F meeting agenda.
10.3	<p>Social Media Report</p> <p>Working on COINN and seminar series items.</p>	Nil
10.4	<p>ESO report</p> <p>Nothing to report. Need to take the Gantt chart off the agenda as not being reviewed or used.</p>	Nil
10.5	<p>Conference Chair report</p> <p>Covered under point 9. Nothing further to add</p>	Nil
11.0	Business without notice	
11.1	<p>Utas Scholarships</p> <p>Website has been updated and Amy suggested that these scholarships should only be open to ACNN members with 12-month membership payment. Nicol reported that Utas was offering the discount and therefore had responsibility around this. Nicol has updated the University re changes to membership. The Uni has requested from ACNN that the scholarship is only open to members with annual subscription. This eligibility has been updated.</p>	Nil
11.2	<p>Podcasts “The Premmie Pod”</p> <p>Amy reported on a number of colleagues offering a podcast on Spotify. Miracle Babies Foundation is also linked with this podcast. Amy feels that we might be able to promote the FAA via this method. Intending to do a family orientated podcast one week and then a professional perspective. ACNN not promoting this podcast but to consider if this platform is something that ACNN could utilise.</p>	Executive are asked to have a listen and consider if ACNN could use this medium for promoting items.
11.3	<p>Thank you</p> <p>Nicol acknowledged and thanked the executive for thinking of her, husband and family over the past few weeks.</p>	Nil
11.4	<p>Closing remarks</p> <p>Amy reiterated and asked members to please try and make time to review documents and especially in preparation for the F2F meeting but also to aid in trying to keep these meetings to 1-hour.</p>	Executive to read and comment on documents in preparation for F2F meeting
<p>Meeting closed: 9.47 pm AEDT.</p> <p>Next Executive Meeting: 28-29 March 2025, Northgate</p>		

These minutes accepted as true and correct

Amy Curran

Amy Curran , President

Overall membership No. as of 10th March 2025

- Currently **1,050** financial members
- Previous peak **1,131** prior to end of renewal period Sep/Oct 2024

New members

- **20 new** members in the month of Feb compared to 23 in previous month
- July 2024 was the month with largest member increase = 34 new members

Renewals

- September 30th **lost 165** members - some now already rejoined
- April will be the beginning of the yearly subscription anniversaries with automatic debit – predict a few unsuccessful due to expired cards (same as monthly’s) but possibly higher volume
- Previously purchased multi-year membership 3-5 year
 - Catch-up/phase out period 2025-2027
 - 172 due June 2025 – early notification email sent 29th Jan, further instructions and emails coming
 - 75 due June 2026
 - 11 due June 2027
 - Additional form/page to be added on website/currently underdevelopment

COINN

- Each month a current list of member emails sent to COINN for promotion of events (Darwin initiative)

End of the Month Numbers											
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25
Overall no. of members	1,063	1,076	1,085	1,108	1,118	1,131pre / 966post	983	1000	1014	1030	1046
New											
No. of New monthly	2	8	5	18	5	9	10	7	6	10	5
No. of New yearly		9	14	16	8	10	10	11	8	14	13
Renew											
No. of Renewed monthly		48	32	37	10	14					
No. of Renewed yearly	2	218	127	68	38	25* (3 last minute)					*1
No. of cancelled memberships			2	7	2		1		1	1	4
No. of retired			8	3	2	1					
No. of unsuccessful pay							3	1	1	5	2
Declined applications				1							
Deceased					1						
Expired - Did not renew						-165					

*found during trial

Members by Australian State/Territory Jan 2025 (not Branch data)



SIG members Jan 2025

