



National Executive Meeting Minutes

13 January 2025

Meeting opened at 1900 AEDT

Present: Amy Curren (Chair), Justine Parsons, Jennifer Middleton, Laura Briguglio, Margaret Broom, Nicol Franz, Samantha Lannan (until 2000hrs), Sarah Neale, Shelley Reid, Melissah Burnett

Apologies:

ESO: Karen New (minutes)

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.	<p>Confirmation of previous minutes – 9 September 2024 (following corrections), 11 November 2024 and 9 December 2024 (extra-ordinary meeting)</p> <p>Minutes circulated prior to the meeting and also available in dropbox.</p> <ul style="list-style-type: none"> September minutes – accepted/seconded by Justine Parsons and Samantha Lannan November minutes - accepted/seconded by Nicol Franz and Margaret Broom December minutes - accepted/seconded by Justine Parsons and Margaret Broom 	<p>All executive to read and prepare to accept minutes for the 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.</p> <p>Decision made to create an actions register. ESO to do.</p>
2.	Business arising from previous minutes	Discussion/Decisions/Actions
2.1	<p>Position Statements</p> <ul style="list-style-type: none"> Education – a lot of feedback provided by a number of executive members. Felt that the statement needed further work and perhaps this needed to be undertaken by the Executive (or small working group). Discussion around the original intent and purpose of the document and whether still current and relevant since first created. The document has been on the agenda since March 2024 and circulated between the Education Sig and executive and therefore action needed. Suggestions for improvement <ul style="list-style-type: none"> Recommendation section (points need to be grouped) Topic headings – query if needed, more compact, topics suggested. 	<p>Action/s:</p> <ul style="list-style-type: none"> Discussion around incorporating into the standards. Decision – no, it does not sit within the standards. Query needs a change of name and becomes a resource and is not a position statement – consider renaming ‘minimal standards of education development’ or a guideline. Could sit on the Education SIG webpage. Exec liaison for the Education SIG could discuss with the SIG. Justine to discuss with the Education SIG re changing scene, fit for purpose for now, discuss maybe two current agendas in this document, focus on the audience and re-branding.

	<ul style="list-style-type: none"> ▪ Query who is the audience of this position statement, what is ACNNs position, who can ACNN influence with this position statement. ▪ Initially developed as there were a few ‘pop up’ education providers providing training in 2020. Query the audience was education providers. The position statement needs more work with the focus for education providers. ▪ Currently do prescriptively and less around what ACNN recommends as a minimal standard ▪ Statement around the standards within this document do not inform curriculum development ▪ Some points are no longer relevant for example point 4. Consider if or is not fit for purpose ▪ Consider COINN position statement and ACNN position would be to support COINNs position. <ul style="list-style-type: none"> • Aboriginal & Torres Strait Islander Health • Artificial Intelligence (AI) – use within ACNN to produce documents as well as reporting the use of AI to produce reports etc. 	<ul style="list-style-type: none"> • Completed and up on the website • COINN position statement not fit for purpose -around use of AI in neonatal nursing. Put on hold until the March face-to-face meeting. Nicol, Margaret and Karen expressed an interest in working on this.
<p>2.2</p>	<p>Policies and Guidelines</p> <p>The following documents presented for approval.</p> <ul style="list-style-type: none"> • P15: Breastmilk Substitute (Mel/Karen) – our position on the importance that neonatal nurses are able to provide accurate and up-to-date information to parents around these products. Links in the OG6. Justine raised issues around human milk being used to produce substitutes. Should consider this within this document. • P4: ACNN Conference (Mel/Karen) – Sarah highlighted that no reference to the social media use/committee. • G6: SIG establishment & Ongoing operation • G7: Professional officer role (Marg) • G9: Branch establishment and ongoing operation (Laura, Karen and Linda). Not progressed as yet. <p>An update on the following documents presented.</p> <ul style="list-style-type: none"> • G1 – remains in progress 	<p>Reviewed and commented upon by Nicol only. Needs further review and comments by other exec members. This being changed to a position statement from a policy. ESO to continue to work on this document for March.</p> <p>Comments made by Nicol and Sarah. These to be reviewed and addressed before March meeting.</p> <p>Stalled In progress – questions around the scholarship role to be discussed and finalised and then the document will be ready for review before March.</p> <p>Stalled</p> <p>G1, P3 and the Executive reference guide all being reviewed. Nicol and Amy will progress.</p>

2.3	ACNN History (Karen, Nicol and Sam)	<p>Action/s: In progress. Sam has CDs and information from Cheryl Norris – will bring to March meeting. Shelley still to look for book/history at work. Shelley has received a USB from VANN some years ago.</p> <p>Shelley to obtain all the information of ACNN from the RPA asap.</p>
2.4	<p>Kahoot subscription Previous action – Mel to follow up with Erin of NDC SIG</p>	<p>Mel reported that Erin indicated that the SIG would like it. Mel's recommendation is that SIGs/Branches are asked at the next forum meeting if they would use it.</p> <p>Decision: Branches and SIGs can sign up adhoc to use for the interim to gauge how much it would be used to determine if we would take up a subscription.</p>
2.5	<p>Linda Johnston Leadership Zoom sessions Continuing to progress discussion with the working group and Linda.</p>	Action: progressing
2.6	<p>Public Liability Insurance Progressing the development of a reporting form. Sam sourced relevant documents from the broker re 'Pro-risk' processes.</p>	Action/s: In progress by Nicol and Karen. Aiming for presentation at the March meeting.
2.7	<p>ACNN Mobile Phone Shelley has cancelled the mobile phone number. Not purchasing another.</p>	Action/s: to remove phone number from the website and continuing removing phone number from all documents
2.8	<p>F2F March 2025 Date: 28 March to 29 March 2025 Time: 0800/0900 to 1700 (28 Friday) and 0800 to 1600 (29 Saturday) Venue: AirBNB booked from 27 March to 30 March. Northgate - 7 mins from airport.</p>	Action/s: Outstanding flights to be booked asap.
2.9	<p>ACN Nurses Forum registration uptake Alicia Blake, Leadership SIG Chair has agreed to use the registration to this event.</p>	<p>Action/s: Amy to forward the registration link from ACN to Alicia once received. <i>Post hoc note: Amy received and has forwarded link to Alicia on 24 January 2025.</i></p>
3	New items	Discussion/Decisions/Actions
3.1	<p>Miracle Babies Foundation (MBF) scholarship offer MBF offering a scholarship to ACNN members of up to \$5000 per year for 5-years. Ideas for what the scholarship will be offered for can be sent to Amy or Margaret before the 20 January.</p>	<p>Action/s: A meeting with BMF has been arranged for 20 January to discuss details. <i>Post hoc note: meeting held. Margaret Broom to lead a working party to develop details around the award for MBF board consideration.</i></p>
3.2	<p>Daisy Foundation - The foundation contacted us again for another meeting to discuss how ACNN can promote/facilitate a Daisy award.</p>	<p>Action/s: Meeting set for 24 January. <i>Post hoc note: meeting held with Melissa Barnes. A number of options were offered</i></p>

		<p><i>and to be further discussed by the Exec at the March meeting</i></p> <ol style="list-style-type: none"> 1. <i>Melissa and Daisy Foundation to produce reels for our social media channels.</i> 2. <i>Highlight stories of recipients on the ACNN website – Melissa would send these to us</i> 3. <i>ACNN consider offering a Daisy Award to our membership – for example could be focussed on Leadership or Nurse educators (neonatal)</i> 4. <i>Melissa mentioned the Filipino Nursing Diaspora Network (FIND) based in Australia and whether ACNN may wish to consider links with.</i> https://findnetwork.org/
3.3	<p>COINN & NEST 360 emails direct to members Discussion re the emails being received from COINN and then redistributing to members following collation. Suggest if able to share member emails with COINN to streamline this process. Amy discussed possibility of doing this with COINN executive and web/email master. Keeping member details up to date with COINN will be required by the membership secretary. ACNN currently has a statement re sharing of emails with partner organisations such as COINN. Members will be able to unsubscribe from COINN emails once started to be received. NEST 360 not discussed.</p>	<p>Action/s: Can be done. COINN happy to integrate our member details into their email database. Nicol to liaise with COINN. ESO to send an email to all ACNN members informing them of this. <i>Post hoc note: email sent to members on 14 January. Nicol has commenced communication with COINN</i></p>
3.4	<p>ACNN membership – clinicians without APHRA registration. Not in the constitution that APHRA required to become a member, however, need to be working in Australia with neonates. Guest attendees at SIG meetings are welcome, however would not have voting rights. Need to be acting within the constitution.</p>	<p>Action/s: Guest attendees at SIG meetings are welcome, however would not have voting rights. Need to be acting within the constitution.</p>
3.5	<p>Neo-skin request for funding for 2025 series. Email sent to executive re request for funding. Asking for funding for 2 speakers (1 Melbourne; 1 Canberra). Roughly \$2000 funding. Some concern this had not been communicated to all groups. However this was discussed from March 2024 with all groups. The SIG and Qld branch are also funding some speakers. Discussed trade attendance and whether each symposium should be allocated funding. However as the Executive is funding each symposium (costs), then any trade funding will go towards outgoings and be determined within any profits made. Each event group has been involved in sourcing venues and making decision and therefore are aware of the costs involved.</p>	<p>Action/s: Funding approved by formal vote. All in favour. Amy to inform the SIG. Any other applications coming forward will be decided as an individual application.</p>
3.6	<p>2025 seminar series re division of profits. Concerned raised over the division of profits between groups</p>	<p>Action/s: No action at this stage until profit/loss determined.</p>

	‘involved’ in organising the events when unequal involvement. Additionally, WA and SA not involved in the seminar series and therefore no opportunity to receive profits. However they are organising their own events in which they will generate profits. For NSW – Tori Finnane foundation funding for Day 2 and therefore are any profits from day 1 divided with other groups.	
3.7	Subcommittee annual reporting documents All documents distributed and groups returning already.	Action/s: Need to give a reminder at the next forum meeting.
3.8	Minutes (Process PA and signing). Shelley reported that all minutes have been downloaded. Missing 2022 minutes have been downloaded. AGM 2023 minutes still outstanding. AGM 2024 minutes required correcting – outstanding.	Action/s: <ul style="list-style-type: none"> • 2022 minutes in dropbox – ESO to locate • 2023 AGM minutes – outstanding • 2024 AGM draft minutes - outstanding
3.9	Exhibition prospectus Drafted prospectus circulated to exec for comment. Nicol and Sarah commented – will correct.	Action/s: ESO to correct and make clear the number of days attending and distribute to interested trades. ESO contacting the venues to source space for trades and determine the number of trades to fit.
3.10	ACNN lapsed members payment No executive members have reviewed – no documentation of this therefore considered not reviewed. Minor formatting changes needed.	Action/s: No further consultation. Document accepted.
3.11	OG3 Treasurers role succession planning document Nicol made further comments. ESO highlighted document history box.	Action/s: ESO to check comments and finalise for presentation at the March meeting.
3.12	OG6 (P1) Advertising Reviewed by Nicol and Sarah. ESO to review and address comments. Further discussion needed.	Action/s: ESO to check comments and finalise for presentation at the March meeting.
3.13	P15 – discussed in section 2	See section 2
3.14	ANMCTN membership/affiliation Reviewed to see if ACNN should join as a partner. Cost \$5000.	Action/s: membership to expensive. To inform the Research SIG and let them know will promote to the SIG members.
3.15	New transitional Secretary Amy thanked Laura for taking on this role. Laura will take over the secretary and ACNN email accounts. ESO will draft the minutes and then send to Laura for checking who will be responsible for distribution of minutes and agendas for exec and forum meetings. Laura thanked exec members for their kind words in welcoming her to the role.	Action/s: ESO to work with Laura in this role. All communication to Laura via the secretary email address. <i>Post hoc note: Laura’s ordinary member email deleted.</i>
4	Strategic planning	Discussion/Decisions/Actions
4.1	Seminar Series 2025 <ul style="list-style-type: none"> • All venues are booked • Titles are coming along. Victoria confirmed title as ‘Babies by the Bay’. Discussion on other titles as NSW – Babies in the Bush. Query for Qld ‘Babies by 	Action/s: President should be funded to attend each of the events if able – as the face of ACNN. For further consideration over the coming weeks regarding workloads, leave approval etc.

	<p>the Sea/Surf/Coast/Beach'. Day 1 of NSW – Nurses in the Vines.</p> <ul style="list-style-type: none"> • Need to decide on exec members attending each event and presenting the Standards. Discussed who is available and costs. To reduce costs – exec will be supported to attend NSW and then getting local exec members to present in Qld and Vic. Marg planning to attend NSW and Qld. The President should be funded to attend all events and then exec members attending others. Justine aware of costs and also availability to attend all as Chair of the Standards working party. • Need to consider other options if ACN workshop does not go ahead. Margaret presented several ideas around extreme prematurity, end of life care etc – to draw people from Tertiary institutions. • Also if SA and WA have an event – then also need to consider having executive reps (President) attending. Also should be presenting on the Standards also. • Trade pricing – corporate and NFP pricing. Corporate \$700 + GST; NFP - \$500 + GST 	<p>Will develop a generic presentation for presentation by designated exec member.</p> <p>Justine to explore leave options.</p> <p>Awaiting to here from ACN re the workshop.</p> <p>Registration and pricing – will be decided over the next couple of weeks and February conference meeting. Opening registration in February for all events.</p>
4.4	<p>COINN 2026</p> <ul style="list-style-type: none"> • Title confirmed – Transforming Neonatal Care: Innovate Influence Inspire • Save the date flyer being worked on • Branding – Nikki and Mel meeting with NT business events this week. ESO will wait for instructions from Mel before contacting Yarn. • Wanted feedback on venues for social events <ul style="list-style-type: none"> ○ Tuesday evening - Welcome at the Crocadillias ○ Wednesday night – free night ○ Thursday – Mindil Beach – opt in event – sunset lounge ○ Friday night – conference dinner – query at the Casino • Exploring colours and themes for branding • Central website with links from ACNN website 	<p>Action/s: Mel and Nikki attending Darwin in May and will look at the venues to make a decision</p> <p>Executive members to send ideas of speakers to Mel and Amy.</p>
5.	Governance	Discussion/Decisions/Actions
5.1	<p>Contracts & MOUs</p> <ul style="list-style-type: none"> • NT grants • COINN 2026 • PCO (2026 and then 2027 onwards) • NNCA 	<p>Action/s:</p> <ul style="list-style-type: none"> • Awaiting venue contract to progress. Venue contract in progress. • COINN 2026 – signed off • Amy and Mel to progress • Mel made contact. Exploring MOU and conference reduced fee for ACNN members. In progress
5.2	Treasurer's Report	<ul style="list-style-type: none"> • No questions of the report

	<ul style="list-style-type: none"> The current balance across all ACNN accounts is \$333,955. There has been minimal financial activity over the last month or so. <p>Activity includes</p> <ul style="list-style-type: none"> Scholarship payments Deposits for NSW, QLD and VIC seminar events Regular monthly running costs <p>Stripe fees – for discussion at Face to Face meeting in March 2025.</p>	<ul style="list-style-type: none"> Stripe fees and refunds – hold over to the March F2F meeting The full tabled report presented at the end of the minutes
5.2	<p>Membership Secretary Report</p> <ul style="list-style-type: none"> Currently 1016 financial members – remains lower than highest membership of 1131 pre-September 2024 Renewals for previous multiple year memberships will commence in April 2025. 	Nicol reported membership numbers, see end of minutes for report
6	Standard Items	
6.1	<p>Standards for Practice</p> <p>Meetings continuing. Aiming for completion for March meeting</p>	Action/s: V5 available for executive to look at
6.2	Document storage/archiving	Action/s: carry over to March meeting
6.3	ACN Bronze Affiliation - continuing	Action/s: to renew when due
6.4	<p>PSANZ 2025 – Neonatal Nurses Award</p> <ul style="list-style-type: none"> Amy and Nicol will be attending. 	Action/s: Award paid. Exec member will present the award – who will be going. 15 & 16 March in Brisbane.
7	<p>Meeting closed: 10.01 AEDT</p> <p>Next Executive Meeting</p>	<p>10 March 2025 - Zoom 132 976583</p> <p>Passcode 899307</p>

These minutes are accepted without change

Amy Curran

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