

1.0 Meeting Commenced: 7:01pm AEDST

Present: Amy Curran (President & Chair), Melissah Burnett (Vice President), Samantha Lannan (Treasurer), Laura Briguglio (Acting Secretary), Margaret Broom (Professional Officer), Justine Parsons (Ordinary Member), Jennifer Middleton (Ordinary Member), Nicol Franz (Membership Secretary), Shelley Reid (Ordinary Member – from 7:30pm), Karen New (ESO),

2.1 Apologies: Sarah Neale

Minutes: Laura Briguglio

Item	Topic	Actions
3.0	Acknowledgement to Country	
	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.	Nil
4.0	Confirmation of previous minutes	
	Accepted by: Margaret Broom and Nicol Franz	Nil
5.0	Business Arising from Previous Meetings	Actions
5.1	MOU – MBF Scholarship Promotion – Margaret Broom The Committee discussed progress on the MBF Scholarship launch. Amy and Marg met with Kylie, and the MOU has been signed. Plans for the social media campaign and official launch at the 24 September meeting are underway. The Committee agreed this will be a key highlight for the AGM.	Kylie to liaise with Margaret and Sarah for social media content Kylie to join Margaret at end of the PO report at AGM for the scholarship launch.
5.2	Education SIG Information Sheet – Amy Curran The Committee discussed the updated Education SIG flyer. Feedback from Jennifer Dawson has been incorporated, and Karen has uploaded the revised version to the website. Members agreed that the Education SIG should review the final copy before distribution.	Education SIG to review the updated flyer and provide final approval. Karen to follow up confirmation with the Education SIG.
5.3	Podcast and YouTube – Amy Curran Amy advised that she had contacted Tanya Moraga regarding participation in a podcast or YouTube	Nil

	collaboration. Tanya has declined involvement at this stage.	
5.4	NNCA Collaboration – Amy Curran The Committee discussed the NNCA affiliation. No recent contact has been received, but members agreed that reconnection ahead of COINN registrations would be valuable to re-engage and explore collaboration opportunities.	Mel to reconnect with NNCA prior to COINN.
6.0	Business arising from March F2F	
6.1	OG4 Professional Officer Role – Margaret Broom The committee discussed the draft OG4 Professional Officer role document. Members agreed final review should occur once the Strategic Plan has been endorsed to ensure alignment between the two documents.	Marg and Karen to review the OG4 document following finalisation of the Strategic Plan
6.2	G6 & G9 - Jennifer Middleton and Karen New Jennifer has transferred the G6 and G9 documents to Karen for revision. These items will be reviewed prior to the next meeting.	Karen to review and update G6 and G9 documents with Jennifer.
6.3	Use of Generative AI – Nicol Franz and Karen New The Committee discussed the inclusion of a position statement or guidance regarding generative AI use in ACNN documents. It was agreed to defer this discussion to the upcoming face-to-face meeting to allow members additional preparation time	Add “Use of Generative AI” to F2F meeting agenda.
7.0	Strategic Olan 2026 – 2030	Discussion/Decisions/Actions
7.1	The Committee discussed the draft Strategic Plan and noted that it aligns with ACNN’s priorities in advocacy, education, and research. Members emphasised the importance of consistent language and strategic alignment across documents. It was agreed that once all feedback is incorporated, a final version will be circulated for endorsement. University and education institutions are very interested in the standards – they are not available on website yet but can be accessed by emailing Karen New who is keeping track of distribution with Justine Parsons.	Karen to collate all feedback and prepare a clean copy of the Strategic Plan.
8.0	New Business/Correspondence	Actions
8.1	Mark New Award Nominations – Amy Curran/Margaret Broom/Karen New The Committee discussed developing a more structured nomination process for the Mark New Award to ensure transparent and equitable assessment. Members agreed	Carry forward for further discussion at the next meeting

	to revisit this item when more time is available for review.	
8.2	<p>Affiliated / Honorary Membership – “Friends of ACNN” – Nicol Franz</p> <p>The Committee discussed creating a ‘Friends of ACNN’ membership category to maintain engagement with retired members, academics, and allied health professionals. Points of discussion included naming, cost, contribution, and voting rights. The Committee also considered reviewing current criteria for associate and affiliate memberships, particularly in relation to international members working outside Australia.</p>	Nicol to review membership wording and propose revised categories at September F2F meeting.
8.3	<p>Maternal, Child & Family Health Nurses Australia (MCaFHNA) – Amy Curran</p> <p>Amy reported ongoing correspondence with MCaFHNA and intends to meet representatives either this week or at the Hunter Valley to explore collaboration opportunities.</p>	Amy to provide feedback on discussions with MCaFHNA at next meeting.
8.4	<p>EOI for Executive Committee – Amy Curran & Laura Briguglio</p> <p>Amy and Laura reminded all that EOIs close on 10 September 2025. Alison Michaels will contact Amy for follow-up. Sarah Neale will provide her report once she returns to Australia. Mel Burnett confirmed she will not be re-nominating for Vice President. Nicol Franz will be an apology for the AGM.</p>	<p>Amy to liaise with Alison Michaels regarding the EOI process.</p> <p>Sarah to provide report upon return.</p> <p>Laura to collate nominations and provide to Amy by end of week.</p>
9.0	Governance	
9.1	<p>Treasurers Report – Samantha Lannan</p> <p>“The current balance across all ACNN accounts is \$402,643. Recent activity includes the usual monthly running costs as well as final registration income and venue payments for the NSW Seminar Series event in the Hunter Valley. There have also been scholarship and award payments. ACNN has paid the second deposit for the Darwin Convention Centre with no further venue payments until May 2026. \$17,600 in trade sponsorship for COINN 2026 has also been received (Drager and Parker) with another \$3300 to be invoiced (Prolacta). All required records and information were sent through to ACNN’s accountant and we have received back the financial reports for the 2024/2025 financial year and I am in the process of reviewing these and the proposed budget for the AGM. ACNN’s total income was \$371k putting us into the bracket with the NSW OFT requiring a</p>	<p>Samantha to review Stripe procedures for final decision at September F2F</p> <p>Samantha to renew term deposit</p>

	<p>financial audit. So, I was on the NSW OFT website looking for more information and was delighted to discover that they have raised their threshold to \$500k so no audit required. I will flag though that with the anticipated income for COINN 2026 with registration, sponsorship and the grant, we may need a formal financial audit next year.</p> <p>Stripe Update: At the last meeting I mentioned a potential issue with Stripe raised by Nikki regarding a possible hold placed on a percentage of payments. I have discussed this further with Nikki and some of you and moving forward we will embed ACNN Stripe in the registration page for COINN 2026 so payments will come directly to ACNN. In consultation with our accountant, I have set up a Stripe feed direct to Xero, our accounting software, so that transactions feed straight across to Xero. This will make our monthly accounting cleaner as at the moment the reporting and assigning of transactions is a bit blurred depending on the timing of the transfer. Initially I didn't see any transactions coming across to Xero and then when I checked at the end of last week there were 835 transactions sitting there waiting for me to reconcile. Thankfully, with the accountant, I can set up some rules for common payments such as monthly membership payments, that will mean these are automatically reconciled to the correct account and I won't have to do anything with them. I have a meeting with the accountant later this week to work through all of this and make sure I am across it all before the COINN 2026 registrations are added to our transactions."</p>	
9.2	<p>Branch & SIG Half-Year Reports – Karen New</p> <p>Karen (ESO) has received most Branch and SIG half-yearly reports, with the exception of QLD branch and NDC and Nutrition & Feeding SIG. Amy and Karen to follow up missing submissions.</p>	Follow up outstanding reports from QLD NICU/Neuro/NDC Nutrition.
10.0	Legal	
11.0	Strategic Planning	
11.1	<p>Seminar Series 2025 – Amy Curran</p> <p>Progressing well with Qld and Vic events completed with positive feedback. NSW Event occurring in Hunter Valley at end of September.</p>	Nil.
11.2	<p>COINN 2026 – Transforming Neonatal Care: Innovate. Influence. Inspire – Mel Burnett</p>	Sarah to allocate marketing budget toward COINN 2026 advertising and journal promotions.

	<p>Mel discussed planning progress for the upcoming COINN 2026 Conference and noted that arrangements are progressing well under the Local Organising Committee (LOC). Key logistical tasks, including conference bags, lanyards, and printing, are already underway. Karen, Mel and Sam confirmed that Medela has committed as a Gold Sponsor, while Fisher & Paykel declined participation this year. Dräger has confirmed attendance as a trade partner.</p> <p>Margaret emphasised the importance of ensuring strong academic representation within the program and noted growing interest from several senior clinicians and researchers to present. Sarah confirmed that the marketing budget will be used for journal advertisements and social media promotions to support early registrations. Amy will also contact Sharon Parrella for an update. Final artwork for conference branding is nearing completion.</p> <p>Mel discussed possibility of lunch snack boxes for lunchtime sessions. It was noted that funding through COINN will cover registration for four Board COINN members and four ACNN Executive members, as per the existing contract.</p> <p>Members discussed the importance of financial sustainability, balancing trade support, sponsorship, and delegate experience.</p>	<p>Mel, Sam and Karen to review going sponsorship agreements, conference budget, and financial tracking.</p> <p>Amy to follow up with Sharon Parrella</p> <p>Marg to liaise with the Scientific Committee</p>
12.0	Operations	
12.1	<p>Affiliations – Vice presidents report</p> <p>Nil update from Mel.</p>	<p>Nil</p>
12.2	<p>Professional Officers Report including scholarship report – Margaret Broom</p> <p>Margaret presented that several scholarship reports have been received and collated, with positive feedback from recipients highlighting the professional development and research outcomes achieved through ACNN support. A new scholarship reporting checklist is currently being developed to streamline future reporting and ensure consistency of information for publication on the ACNN website and in newsletters. This checklist will be trialled ahead of the 2025 scholarship round launch.</p> <p>Margaret also advised that Amy Rodriguez has requested ACNN’s assistance in promoting her upcoming webinar, “<i>Gentle Words in Heavy Moments</i>,” which</p>	<p>Sarah to promote “<i>Gentle Words in Heavy Moments</i>” webinar once materials are available.</p> <p>Karen to update ACNN’s website with COINN abstract submission dates and ensure links to submission guidelines are active.</p> <p>Margaret and the Scientific Committee to continue refining conference themes and keynote structure for COINN 2026.</p>

	<p>focuses on compassionate communication in neonatal care. The Committee agreed this aligns closely with ACNN's professional learning objectives and would be valuable to share across social media platforms and branch networks once promotional materials are received.</p> <p>The Committee further discussed progress of the COINN Scientific Committee, which has begun reviewing proposed conference themes and potential keynote topics. Abstract submissions will open 1 October 2025 and close 15 December 2025, with guidelines to be finalised and released shortly.</p>	
12.3	<p>Membership secretary report - Nicol Franz</p> <p>Nicol updated to advise a total of 1120 current members. No further updates were reported. Further updates to be provided at F2F and AGM.</p>	Nil
12.4	<p>Social Media Report – Sarah Neale</p> <p>Carried over to September F2F meeting</p>	Nil.
12.5	<p>ESO Report – Karen New</p> <p>No further updates.</p>	Nil.
13.0	Business without notice	
	<p>2026 AGM and Future Events – Amy Curran & Karen New</p> <p>Amy and Karen discussed preliminary planning for the 2026 AGM and future events. The AGM may be held in conjunction with COINN 2026 or virtually in October. A financial audit may be required by August 2026 to meet compliance timelines therefore an October/November AGM would be preferable.</p> <p>Discussion by all to consider broader event scheduling for 2027 and 2028, including the possibility of alternating between conference and seminar years. Babies in the Bush 2027 was identified as a priority event, with Cairns suggested as a possible venue for 2028. Also need to consider current contracted Conference PCO Nikki and ongoing discussions regarding future events.</p>	Nil
	Meeting closed: 22:00	Next Executive Meeting: 24th September F2F @ 12:00pm

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
10/11/2025