



National Executive F2F Meeting Minutes

24 September 2025

1.0 Document Review 10am to 12pm document reviews by Amy Curran, Shelley Reid, Jennifer Middleton, Sarah Neale, Karen New, Margaret Broom (arrive at 11:15) & Laura Briguglio (arrive at 11:15)
Lunch 12:15 to 12:45

Official Meeting opened at 12:50pm AEST

2.0 Present: Amy Curran (President & Chair), Melissah Burnett (Vice President), Samantha Lannan (Treasurer), Laura Briguglio (Acting Secretary), Margaret Broom (Professional Officer), Sarah Neale (Social Media Coordinator), Justine Parsons (Ordinary Member – absent 4:00pm – 5:00pm), Jennifer Middleton (Ordinary Member), Shelley Reid (Ordinary Member), Karen New (ESO), Nicol Franz (Membership Secretary – Virtual from 12:45pm)

2.1 Apologies:

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	
	To be provided at next executive meeting	Laura to provide for next executive meeting and will make available in Dropbox prior.
5.0	Strategic Plan 2026 - 2030	Actions
5.1	<p><i>All comments and updates written on Strategic Plan Document by Karen New in Dropbox.</i></p> <p>Discussion Notes:</p> <p>Strategic Plan aims to be ready for distribution to Branches and SIGS for October forum meeting.</p> <p>Executive discussion to review philosophy and rewritten to incorporate values.</p> <p>Remove section on “Goals” as cross over with “Strategic Directions”.</p> <p>Discussions around increasing partnerships and sponsorships such as scrubs, health and fitness, banking, stationary.</p> <p>Sarah provided discussion around sustainability and growth of social media liaison. Discussion around increasing accountability and expectation of role within Branches/SIG to increase communication to Sarah as social media Officer. Aim to include social media reporting within forum meetings just as events/planning/positions discussed with general updates.</p> <p>Plan for a quarterly meeting for social media liaisons to touch base with Sarah via Zoom and monitor and discuss planning for social media within Branches/SIGS.</p> <p>Discussion for representatives from CONMO Renee Muirhead and Barbara Monk to attend forum meetings and provide written reports to be included in newsletter. Aim to have reports through to the National Executive 7 days before publication to provide comment/feedback.</p>	<p>Karen to format Strategic Plan document with final comments.</p> <p>Sarah to create cover page for Strategic Plan.</p> <p>Karen to invite social media liaisons from branches/SIGS to a regular quarterly Zoom meeting with Sarah.</p> <p>Karen to combine all final comments and provide a clean copy for executive committee to review.</p> <p>Karen to provide a copy (without action items) to Branches/SIGS.</p> <p>Laura to develop contact list for increasing partnerships for discounts for neonatal nurses and draft email for Amy approval.</p>
6.0	Business arising from previous meetings	
6.1	Mark New Award	Karen and Amy to review and provide update at executive meeting in November.



	Plan to take information back to the executive to revise at the next meeting due to no nominations. Looking to make a volunteer award and working through wording and future of award.	
6.2	<p>Affiliated membership / Legacy Membership</p> <p>Nicol presented information regarding potential changes and differences in membership options for constitution change.</p> <p>Full Membership: nil changes to membership status</p> <p>Associate member: pre-existing member and/or not living in Australia and/or not working with neonates and/or not working for a commercial or for-profit company in a full or part time capacity. Excludes the right to vote and scholarship benefits.</p> <p>Affiliate: new member and/or working in Australia and/or working with neonates and/or working with Not-for-Profit Government organisations. Excludes the right to vote, scholarships benefits and cannot hold a committee position. Affiliate member will be considered as a financial member of the organisation and therefore would have access to discounts for events. Applications from non-healthcare professionals. Affiliate membership would not have voting rights, would not have access to scholarships, would be able to access education and networking.</p> <p>Discussion regarding key members of the neonatal community e.g. Lactation Specialists (Donna Geddes), allied health specialists. These people may or may not have had previous AHPRA registration (e.g. overseas researcher).</p> <p>Legacy membership is available to pre-existing members now retired or registered with the AHPRA as “non-practicing”. Excludes the right to vote, scholarships benefits and cannot hold a committee position.</p> <p>Honorary life members and ACNN Fellows may be granted to an existing full member by Executive policy. Those who meet clause 2(a) retain full privileges and obligations, including the right to vote. Honorary life members and ACNN fellows now retired reverts to clause 2(d).</p>	Nicol to provide copy of updated wording to executive to review of final wording via email.
7.0	Business arising from March F2F	Discussion/Decisions/Actions
7.1	<p>Document: OG4 Professional Officer role</p> <p>Reviewed and accepted by executive.</p>	Karen to send to Shelley for editing.
7.2	<p>Document: G6 & G9 Branch and SIG Establishment</p> <p>Reviewed and accepted by executive.</p>	Karen to send to Shelley for editing.
7.3	<p>Document: Use of generative AI</p> <p>Reviewed and accepted by executive.</p>	Karen to send to Shelley for editing.
8.0	New Business/Correspondence	Actions
8.1	<p>EOI Executive Positions 2025</p> <p>Amy advised that all executive positions filled along with 3 new ordinary member nominations. Executive will be presented at AGM 25/9/2025 in presidents report.</p>	Nil
8.2	<p>Face to Face Executive Meeting March/April 2026</p> <p>To be discussed at next executive meeting in November. Likely to be held in Sydney in Late March or Late April.</p>	Nil
8.3	<p>AGM 2025 – October 2026 Virtual</p> <p>October 2026 AGM will be virtual and not attached to COINN conference.</p>	Nil
8.4	<p>Public Officer Position</p> <p>Laura to take over as public officer position due to residing in NSW and linking with the secretary role. Laura advised that may not reside in NSW in future (e.g. 18months) due to blurred lines of ACT/NSW however very happy to take</p>	Laura to complete form with Office of Fair Trading with support from Amy and Karen.

	on until this time. Advised that transfer of position is completed via an electronic form and can be completed.	
9.0	Governance	
9.1	Treasurers Report Sam advised that term deposit has been rolled over for another 12 months as planned from previous executive meeting. Nil further report or updates from previous report provided at executive meeting on 8/9/25.	Nil
10.0	Legal	
11.0	Strategic Planning	
11.1	<p>COINN 2026: Transforming Neonatal Care: Innovate. Influence. Inspire</p> <p>COINN portal hasn't changed from last year and there is an opportunity to update with new graphics. Melissa advised Nikki (PCO) will be meeting on Friday 26/9 to discuss further at the Hunter Valley. In consultation with Karen, Amy, Sarah, Melissa and any available executive members.</p> <p>Samantha advised that ACNN stripe has been embedded into the COINN portal for registrations.</p> <p>2 international speakers have been confirmed Agnes van den Hoogden and Prof Renee Flacking. New parent speaker from Darwin Hospital to speak regarding family centred care.</p> <p>No platinum sponsor. Gold, Silver and Bronze and supporting partners are confirmed for COINN.</p> <p>Melissa and Nikki working to plan for market stall each day details to be provided as available. Melissa has been following ACM who had national conference in Darwin for themes/dress up days. Melissa contacted by a midwife who attended ACM and advised the Chief Nurse sponsored welcome drinks package. Melissa will reach out to see if this is a possible for COINN.</p> <p>Looking into options for Indigenous or musical for Gala dinner. Music (band/DJ) for conference dinner still being investigated by Suzanne.</p> <p>Confirmation of drinks package duration. Package commences at 6pm. Option for 3hrs (\$53) or 4hrs (\$63) drinks package. BBQ Dinner commences at 7pm.</p> <p>Final Executive decision to have a 3-hour drinks package.</p> <p>First local organisation committee held in first Monday of September. Design elements from COINN Darwin to be used on documentation, social media email correspondence and communication.</p> <p>Workshop planning:</p> <ul style="list-style-type: none"> • Skin – 5hr session 8am-1pm • LRC QI – 2hr session 2pm-4pm • NNP – 3 hours (NP SIG having meeting 24/9 pm to discuss) • Resp – awaiting presenter (sponsored by Draeger, waiting to see if a Draeger speaker will be or an invited ACNN speaker) • IMPROVE workshop – awaiting following up from contact. No qualification from IMPROVE workshop, specific processes for workshop. <p>If a workshop not available/confirmed when registrations go live, participants will be able to contact Nikki (PCO) to swap workshops if a participant wished.</p> <p>Do not have a local indigenous speaker for "birthing on country" – something that is important to COINN and ACNN. Melissa following this up with Nikki and will update when available.</p> <p>Nil updates on posters for COINN. Unlikely to have digital posters (slide picture) but poster platforms may be discussed in future LOC meetings as well as formatting guidelines if this becomes a viable option. Lots of space available at the DCC for posters and a poster walk will be encouraged within</p>	<p>Jennifer and Melissa to follow up with IMPROVE workshop contacts.</p> <p>Sarah working on extensive list of graphic design for branding for social media and communication documents for COINN 2026. Will provide updated email signature images, email templates as available.</p>

	<p>the program. Need to ensure that material posters have appropriate tacking options for the boards.</p> <p>Melissah highlighted need to consider conference options for 2027 and 2028 to ensure bookings and grants can be applied for in advance. Karen mentioned that executive will need to review Nikki (PCO) contract pending outcome for 2027/2028 conference decision.</p>	
12.0	Operations	
12.1	<p>Affiliations – Vice presidents report</p> <p>Nil update from Melissah.</p>	
12.2	<p>Professional Officers Report including scholarship report</p> <p>Margaret presented that there have been 7 research survey requests, but none are active members. Survey topics have not clashed with each other.</p> <p>Nil new updates from scholarship committee.</p> <p>\$17000 has been spent this year on scholarships. Applications continue to be steady however applications are of poor quality (not completing checklist etc). Discussion that there may be a need for online platform/fillable PDF and add compulsory fields to ensure compliance to improve quality of applications for scholarship. Raised suggestion for this to be for ½ yrly ACNN Branch and SIG reports.</p> <p>Online platform for scholarships has been completed and ready for website integration for March 2026.</p> <p>COINN abstracts will be reviewed and notified by end of January. Successful applicants will be notified by end of March if it is a poster or oral presentation.</p> <p>Utas post graduate neonatal nursing course name will be changing to “Advanced Postgraduate Nursing” and will be launched on 18th November. Margaret attending launch of this from ACT.</p> <p>MOU with Miracle Babies is ready for launch tomorrow 25/9 at the NSW Seminar Series conference.</p>	
12.3	<p>Membership secretary report</p> <p>Discussion of proposed membership changes as per point 6.2. Full membership secretary report presented at executive meeting on 8/9.</p> <p>Some members are not meeting their monthly/annual automatic payments with payments not being accepted. Some are repeat members and after contacting them it appears to be a challenge with reading or accessing reminder emails.</p> <p>Reminder email for annual membership has been changed from 30 days to 14 days. Suggestion from executive to send a 30-day and a 14-day reminder.</p> <p>Executive plan to review membership prices for next year at the March/April 2026 F2F meeting.</p> <p>Averaging 10 new members on monthly membership and 10 new members on annual members.</p> <p>Discussion from executive to change ACNN joining fee from \$20 to \$30 for NEW members from 1st October 2025. This change is in time with registrations opening for COINN 2026. Monthly new membership fee will be \$30.00 + \$8.95 (\$38.95 for the first month) and Yearly membership will be \$30.00 + \$99.00 (\$129.00).</p> <p>Sarah raised suggestion to collect data on membership application for information on “How did you hear about us?/How were you referred to us?” e.g. university, workplace requirement, general interest, other. Executive</p>	<p>Nicol to update website with new membership joining fee.</p> <p>Samantha to contact accountant with new price for membership joining fee.</p> <p>Sarah to consider wording for membership drop down box and send through to Nicol by 1st October.</p>

	discussed that this data would need to collect data over a period time (e.g. 3-6 months) to view trends and then review monthly ongoing.	
12.4	<p>Social Media Report</p> <p>All social media posts for ACNN was scheduled and drafted whilst Sarah was away for 4 months. Thank you to Sarah for her hard work coordinating this while away in Africa with minimal internet at time.</p> <p>Sarah noted that still receiving requests for content creation and posting within 24hours from branches and SIGS which is not feasible. Whilst away unfortunately some of these requests could not be followed through due to the time frame provided.</p> <p>Sarah learnt some tips and strategies for marketing and engagement from the COINN conference and will share with the LOC at next meeting.</p> <p>Amy mentioned that Sharon Parella works in social media and does some “in kind” work and would be keen to reach out to Sarah for a discussion to provide some support/advice.</p> <p>Social Media Liaison is the next focus for Sarah to increase role expectations at forums and annual reports. Hope to bring on some people to support.</p> <p>Sarah reached out to all Branches and SIGS after annual reports from 2024 and unfortunately nil response from them regarding support and assistance for 2025.</p> <p>LinkedIn for ACNN created with minimal interactions. Sarah and Melissah supportive of this platform continuing as it is worthwhile for trade interactions at COINN Conference however aware that this is not a promotional platform for clinical nurses. Is a commercial/business platform.</p>	Sarah to follow up with COINN LOC for updates.
12.5	<p>ESO Report</p> <p>Karen provided suggestions for revamp of ACNN newsletter, vision for including advertising and COINN content in a polished PDF or alternative platform. Karen hopes to increase social media engagement by linking in snippets of the newsletter. Shelley to continue as editor-in-chief of newsletter and receive assistance from executive for formatting into Canva or another platform. It was also suggested that there is a possibility of a monthly newsletter with smaller snippets of reports, events coming up, reminders instead of “round up” email.</p>	Sarah to work on Canva template and any interested executive members and link in with Shelley for content once edited.
13.0	Business without notice	
	<p>Executive attendance to COINN</p> <p>Nil decision has been made at this stage regarding funding options. Not an official ACNN event, no AGM at the event. Advised to review accommodation options early as it is peak season to get a good price.</p>	Nil
	Meeting closed: 5:30pm	Next Executive Meeting: 10th November 2025 @ 7:30pm AEDST

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
 Meeting Chair and President
 10/11/2025