

1.0 Meeting opened at 7:03pm AEST

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

2.1 Apologies: Sarah Neale (Social Media)

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 – 10 March 2025	
	Minutes were circulated prior to the meeting and are also available in Dropbox. 14 th May Meeting Minutes accepted by Margaret Broom and Jennifer Middleton. March F2F minutes available for review by all executive in Dropbox. Review and comment once approved or any amendments to be made.	All executive to review and comment on March 2025 F2F minutes and once approved or any amendments to be made please sign at bottom of document or in a comment.
5.0	Business arising from previous minutes	Actions
5.1	MOU MBF Scholarship – Miracle Babies Foundation Marlene Dunn Scholarship Margaret presented ongoing plans and liaison with Kylie from Miracle Babies to go ahead with a 5-year Miracle Babies scholarship partnership with ACNN. MOU has commenced draft format but not yet finalised as Kylie has been away on leave. Still aiming to launch in September 2025.	Margaret to liaise with Kylie from Miracle Babies to follow up MOU between ACNN and Miracle Babies. Update at next executive meeting.
5.2	MOU Tori Finnane Foundation Justine reported that the MOU between Tori Finnane Foundation and ACNN has been signed. The MOU is held by the NSW Branch of ACNN. A planned social media post has been arranged to announce the MOU.	Nil
6.0	Business arising from March F2F	

6.1	OG4 Professional Officer role Updates and comments for the OG4 professional officer role have been reviewed and document revised. Plan for document to be circulated to executive for final review.	Karen and Margaret to circulate OG4 document for review and final comment via Dropbox
6.2	G6 & G9 – Branch and SIG Establishment Documents Jennifer in contact with Karen to arrange time to meet to review after LRC trip to Solomon Islands. Jennifer working on preliminary draft and will make available on Dropbox earlier if available.	Jennifer to follow up with Karen to review documents upon completion of LRC trip in June 2025. Documents to be provided on Dropbox when available.
6.3	Use of generative AI Draft document has been completed by Karen and Nicol. Available in Dropbox for review by executive.	Executive to review document in Dropbox and provide comment before September executive meeting.
7.0	Strategic Plan 2026 – 2030	Discussion/Decisions/Actions
	Strategic 2 and 3 Executive committee discussion to review Strategic Direction 2,3 and 4. All notes taken and recorded electronically in the “Strategic Plan Draft Document” can be found in Dropbox.	Amy and Karen to review comments collated from meeting. Justine to review Strategic Plan 3 as aligns with ACNN standards. All executive to review the draft strategic plan and make comment for finalisation at the September F2F meeting.
8.0	New Business/Correspondence	Actions
8.1	Mark New Award Nomination No nominations received for Mark New award at current. Executive decision to nominate an ACNN member for this award. Discussion to nominate a neonatal nurse who embodies the spirit of <i>volunteering</i> in their commitment to helping, fostering connections and making a positive impact on the ACNN community.	Follow up by Amy Curran and Karen New
8.2	PSANZ Award for 2026 Plan to change this award to a president’s Award for ACNN/COINN. Awards at PSANZ to be a speaker and poster presentation award for assistance with funding for travel.	Follow up with Amy to PSANZ
8.3	Affiliated members/ Honorary membership Nicol and Karen presented idea of Friends of ACNN” membership. Discussion by executive for membership to remain as per current arrangement. Can include those working on neonatal projects e.g. university researchers. No student membership at this time.	Nil
8.4	Education SIG Information Sheet Education SIG feedback regarding their information sheet reviewed by executive. Discussion around direction of information sheet indicating that the SIG provides a variety of education opportunities rather than a SIG that was originally designed to support Neonatal Educators in the workforce. Executive feedback to remain as “Neonatal Educators” SIG for networking/support and ways to engage in education	Amy to meet with Education SIG out of session to discuss feedback on information sheet

	<p>within neonatology. Ongoing discussions around possible need for name change however no action at current.</p>	
8.5	<p>Podcast & You Tube (Tanya Moraga) Invitation request for an ACNN executive representative participate in a podcast episode. Executive discussion not to participate currently, the podcast is heavily marketed, and not within current focus of ACNN.</p>	<p>Amy to contact Tanya Moraga to follow up and decline invitation</p>
9.0	<p>Governance</p>	
9.1	<p>Treasurer's report – Samantha Lannan The current balance across all ACNN accounts is \$432,915.</p> <p>Recent activity includes the usual monthly running costs and registration income and venue payments for the Seminar Series events.</p> <p>ACNN has also received the first payment from the Northern Territory Business Events Grant of \$34,650.</p> <p>\$15,400 in trade sponsorship for COINN 2026 has also been received with another \$8800 invoiced and awaiting payment.</p> <p>Nikki (PCO) has raised an issue with Stripe regarding a 90 day hold placed on 20% of transactions due to the volume of sales she runs through Stripe related to advanced ticket sales which is considered risky by Stripe. Samantha discussed an option to use ACNN Stripe in conjunction with the COINN 2026 registration website. Executive discussed that this is likely best option and happy to proceed with Samantha's final recommendation after seeking further information/advice.</p>	<p>Samantha to provide update on Stripe Holding information to further understand and progress for COINN conference registrations.</p>
9.2	<p>Branch and SIG Feedback</p> <p>Amy requested to ensure that all correspondence to branches and SIG's to include branch chair and secretary emails (as listed on ACNN membership) along with branch/SIG email address.</p> <p>Nil further feedback.</p>	<p>Laura to ensure all correspondence for meetings to include Secretary's, Chairs and branch/SIG emails.</p>
10.0	<p>Legal</p>	
11.0	<p>Strategic Planning</p>	
11.1	<p>Seminar Series 2025</p> <p>Seminar series planning completed, and events are currently well attended. Samantha tracking seminar series costs and registrations closely with Karen New.</p>	

	<p>All executive flights/travel arrangements and accommodation now confirmed and booked with Karen and Samantha.</p> <p>Plan to commence F2F meeting approximately 10am on 24th September 2025 with plan to review draft documents in morning as some executive members may not arrive until midday due to flight/travel arrangements.</p>	
11.3	<p>COINN 2026: Transforming Neonatal Care: Innovate. Influence. Inspire.</p> <p>Melissah advised that progressing with plans to have invited speakers from Denmark (TBC), NSW (TBC), Vic (TBC) and aim to have all others from Darwin.</p> <p>COINN Conference planning ongoing with Nikki and invited speakers awaiting response for draft program planning.</p>	<p>Melissah and Nikki to review Australian College of Midwives (ACM) website page on accommodation reviews for Darwin. Aim to update accommodation page on COINN website ASAP</p> <p>COINN conference planning including draft program updates to be provided at September meeting.</p>
12.0	Operations	
12.1	<p>Affiliations – Vice Presidents report</p> <p>Melissah continuing to liaise with New Zealand College of Neonatal Nurses (NNCA). Return correspondence has been delayed in the lead up with the New Zealand Annual conference.</p> <p>Melissah confirmed that affiliation membership with ACN has been renewed</p>	<p>Melissah to follow up with NNCA and report any updates at September meeting.</p>
12.2	<p>Professional Officers Report including scholarship report</p> <p>Margaret reported the NNOM project is the recipient of a \$20,000 grant from Canberra Health Services - Research. Huge congratulations to the project and research team.</p> <p>No nominations currently received for the Mark New award at time of meeting. Update provided in agenda item 8.1</p> <p>Miracle Babies Scholarship update provided in agenda item 5.1</p>	<p>Nil</p>
12.3	<p>Membership Secretary Report by Nicol Franz</p> <p>Nicol and Samantha have collaboratively reviewed the membership anniversary email is now automated with email wording changed for clarity following increased emails with confusion regarding payment automation.</p>	<p>Nil</p>

<p>12.4</p>	<p>Social Media Report</p> <p>WhatsApp group has been created for all Social Media liaisons within Branches and SIGS. Sarah available to provide support as needed throughout this platform.</p> <p>Reminder to please send through any photos from the Seminar Series to Sarah for social media upload (with permission)</p> <p>No further update. Carry over until September meeting.</p>	<p>Nil</p>
<p>12.5</p>	<p>ESO Report</p> <p>Carry over until September meeting.</p>	<p>Nil</p>
<p>13.0</p>	<p>Business without notice</p>	
	<p>Shelley reminded all that Newsletter items should be directed to newsletter@acnn.org.au</p>	
	<p>Meeting closed: 10:05pm AEST</p> <p>Next Executive Meeting</p>	<p>September 8th at 7:30pm AEST</p>

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
 Meeting Chair and President
 08/09/2025