

1.0 Meeting opened at 7:05pm AEST

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

2.1 Apologies: Karen New (ESO)

Minutes: Laura Briguglio

Item	Topic	Actions
3.0	Welcome 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. 10 th March Meeting Minutes accepted by Nicol Franz and seconded by Melissah Burnett.	Nil
5.0	Business arising from previous minutes	Actions
5.1	Review and initial document in Dropbox 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 this has been done. If no documentation it will be taken that it was not done.	Please ensure all documents and minutes are read in advance to meetings. Please comment on documents throughout or if no comment – please initial at the bottom of the document to acknowledge.
5.2	ACNN Leadership Series with Linda Johnson Leadership Series will commence as planned with 8 participants registered. Amy and Melissah acknowledged hard work from the Leadership SIG, Karen, Sarah and Laura to organise and launch the leadership series to ensure it could run to schedule.	Nil
5.3	MOU Miracle Babies Foundation Scholarship – Miracle Babies Foundation Marlene Dunn Scholarship Ongoing plans and liaison with Kylie from Miracle Babies to go ahead with a 5-year Miracle Babies scholarship	Margaret to liaise with Kylie from Miracle Babies to follow up MOU between ACNN and Miracle Babies. Update at next executive meeting.

	<p>partnership with ACNN.</p> <p>MOU not yet confirmed as Kylie has been away on leave. Still aiming to launch in September 2025.</p>	
5.4	<p>Post Office Box update – PO Box 195, Sorell, TAS 7172 Post office redirection to Treasurer Samantha in Tasmania completed.</p> <p>Sydney PO Box has been cancelled, and keys have been handed in</p> <p>Official businesses have been updated with new PO Box detail by Samantha including: Westpac, Insurance, ATO, NSW Office of Fair Trading</p>	All executive to update email signature with new PO Box details (if including it in signature)
5.5	<p>ACN Affiliation ACNN and ACN affiliation recognised by 14 members who were interested in representing ACNN. Lucky draw found Mary Joyce Madla winner for 2025 and Nicole Kennedy winner for 2026. Winners have been recognised in the ACNN newsletter and social media.</p>	Karen to follow up with Mary Joyce and Nicole to provide details.
6.0	Business arising from March F2F	
6.1	<p>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.</p>	Karen and Margaret to circulate OG4 document for review and final comment via Dropbox
6.2	<p>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.</p>	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	<p>Use of generative AI Carry over until July executive meeting.</p>	Nicol and Karen to meet in interim and provide update at July meeting.
6.4	<p>Darwin Convention Centre (DCC) Contract – COINN 2026 Amy advised that version 2 contract received 23/4/25 and signed on 1/5/25.</p>	Nil
7.0	Strategic Plan 2026 – 2030	Discussion/Decisions/Actions
	<p>Strategic Direction 1: Increase our visibility, grow our membership, and sustain the college Executive committee discussion to review Strategic Direction 1. All notes taken and recorded electronically in the “Strategic Plan Draft Document” can be found in Dropbox.</p>	Amy and Karen to review comments collated from meeting.
8.0	New Business/Correspondence	Actions
	Correspondence received on 3/5/25 from 60 minutes media advisor requesting further to speak with a contact from ACNN. Laura responded with support from Amy	Nil

	and Karen however with no further response from 60 minutes.	
9.0	Governance	
9.1	<p>Treasurer's report – Samantha Lannan All 3 ACNN Series Seminar events are currently making a profit. Samantha discussed the consideration of the WA and SA events and whether they should be included in the seminar series event profits or remain at local branch level? Decision to carry over until July meeting and review current financial status of all events.</p> <p>Treasurers' financial report attached as appendix.</p>	Samantha to review seminar series event profits tracking for review at July executive meeting.
9.2	<p>Membership Secretary Report by Nicol Franz ACNN membership renewal period has been open for 20 days. Within this period 55 members have renewed with only 3 members opting for monthly renewal option.</p> <p>Membership anniversary email is now automated with email wording changed for clarity following increased emails with confusion regarding payment automation.</p> <p>Nicol expressed that the workload of the membership secretary has peaks and troughs, however overall managing okay. The role has grown with encouraging feedback from ACNN members.</p>	Nil
9.3	<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>	Laura to ensure all correspondence for meetings to include Secretary's, Chairs and branch/SIG emails.
10.0	Legal	
10.1	<p>Public and Product Liability Insurance Amy confirmed that that document has been signed off and finalised</p>	Confirm with Karen (upon return from LRC trip) to upload to website in members only area.
10.2	<p>Incident Reporting Form Amy confirmed that that document has been signed off and finalised</p>	Confirm with Karen (upon return from LRC trip) to upload to website in members only area.
11.0	Strategic Planning	
11.1	<p>Seminar Series 2025</p> <p>Kwik Kopy quote reviewed for printing of event booklets for the NSW Seminar Series workshop and AGM.</p> <p>Overall agreement to proceed with 70% recycled paper with 450 copies (based on registration numbers and estimates). Total cost \$1,573.34.</p>	All executive members to confirm travel arrangements to Newcastle/Hunter Valley with Karen and Samantha ASAP.

	<p>Reminder for all executive members who are flying to Hunter Valley to send Samantha or Karen flight details urgently to ensure bookings can be made.</p> <p>Samantha advised that due to arrival of flight times into Newcastle + transfer to Hunter Valley that Executive F2F meeting may need to commence at approximately 1:30pm to allow for arrivals. Final time to be confirmed once all travel arrangements have been finalised.</p> <p>Samantha reminded executive that any event registrations for Branches and SIGS that have been awarded (following sustainable committees review) that they do not roll over into 2026 and are for events only in 2025.</p>	
<p>11.2</p>	<p>Leadership Workshops</p> <p>Amy confirmed 8 registrations for the event and is going ahead. Further details discussed in agenda item 5.2.</p>	<p>Nil</p>
<p>11.3</p>	<p>COINN 2026: Transforming Neonatal Care: Innovate. Influence. Inspire.</p> <p>Melissah presented thorough review and summary of scoping trip to Darwin with PCO Nikki for COINN preparations.</p> <p>Darwin Convention Centre (DCC): large spacious venue, suitable workshop rooms with option to be able to split/merge rooms as needed. Main auditorium is suitable; each seat has a fold out lap table for participants. Exhibition space outside of auditorium is very large with additional space for pop up trades as required.</p> <p>Of note from DCC site visit PCO will need to:</p> <ul style="list-style-type: none"> ○ Hire trestle tables for exhibition ○ Hire board room for COINN and/or ACNN committee use (available on 3rd floor) ○ Ensure space available for a prayer/faith room <p>Unfortunately, food recycling is not performed at DCC.</p> <p>Qantas able to provide 10% discount for domestic fares</p> <p>High end accommodation (Adina and Vibe Hotel) and low end available within safe walking distance to DCC. \$30 price difference between hotels.</p> <p>Darwin offers free bus transport within CBD along with access to paid taxi's, uber and vans.</p>	<p>Melissah and Nikki to review Australian College of Midwives (ACM) website page on accommodation reviews for Darwin.</p> <p>All executive members to review Toni Powell website in own time and consider other motivational speakers that may be of interest.</p> <p>Melissah to arrange a Microsoft forms for all Executive Members to provide feedback on possible invited speaker Toni Powell by Friday 21st May 2025.</p>

<p>Melissah and Nikki visited the neonatal department at Darwin Hospital. Staff were very welcoming of visit and looking forward to COINN 2026. Staff discussed with Melissah that they were NOT keen for hospital visits from participants at COINN. They did however provide feedback on possible workshop ideas surrounding needs of their staff such as:</p> <ul style="list-style-type: none"> ○ Lack of confidence in resus training ○ Lack of training using resus equipment (minimal supplies available – including no neonatal Laerdal bags) ○ Work with many families who live remote and would like to further investigate ways to be highly impactful to families in a short amount of time as they often travel back home to care for other children and only return upon discharge. ○ Ways for staff to provide NICU exposure to families in a cultural appropriate way that is lived ○ Ways for staff to provide information on disability to families that is culturally appropriate to ATSI communities ○ Staff suggested that may need to engage midwifery speakers for COINN from Darwin as often integrated into care models for neonates <p>Conference Welcome Reception and Dinner:</p> <p>Crocasaurus: excellent large venue, 3 levels with lots of engaging activities including: x2 cages of death with crocodiles, crocodile feeding, crocodile fishing, visiting reptiles.</p> <p>\$130 per person for food</p> <p>\$160 per person with food and oysters.</p> <p>Hawker markets also located nearby where people can go to food stations which would encourage movement between venues.</p> <p>Samantha raised concern around cost of price and whether this is included in conference in registration fee.</p> <p>Mindle Beach Casino: priced too high</p> <p>Trailer Boat Park: located next door to DCC and linked with Sailing Club.</p> <p>Sailing Club: located next to DCC. Would have an Australian BBQ Dinner option at \$60 per person. Is a very casual event and attire. Best to commence at 6pm</p>	
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<p>to ensure spectacular viewing of sunset at 6:30pm. Able to organise busses to transport participants back to CBD if needed.</p> <p>Mindle Beach Markets: located away from DCC. Is a grass only area and didn't feel as safe as areas near DCC or CBD.</p> <p>No decisions made by executive, sharing of information to present at COINN Conference meetings formally from August onwards.</p> <p>Feedback that a "smoking ceremony" is important and should be included in program. A special paid event for a "Saltwater Ceremony" is available if interested at a cost and limited to 50pax at a time. If not, contacts and connections for an ATSI Elder are available to PCO and advised they would be more than willing to provide a welcome/smoking ceremony at opening of COINN.</p> <p>Melissah also advised that "Darwin Beach Choir" is run by local speech pathology teams and are available to provide a paid "coming together event" within the program if interested.</p> <p>Darwin Local Areas of Interest visited:</p> <ul style="list-style-type: none"> ○ Darwin Art Gallery ○ Cyclone Tracey Galley ○ NT Tourism Information Office – dedicated website available for COINN to be linked if interested ○ Darwin Music Youth Group <p>Invited speakers' feedback/discussion:</p> <p>"The Laundry Project" – a local team who work within communities to was laundry to prevent scabies with is a huge leading cause of malnutrition in babies in Northern Territory</p> <p>Toni Powell – "Wellbeing Wonder woman" – available at a cost of \$10,000 to run a workshop (60mins) and a 90(mins) plenary session. Discussion around the following:</p> <ul style="list-style-type: none"> ○ Financially reasonable for contract offered ○ Well renowned "Yellow Car" session runs for approx. 80mins and highly regarded ○ Concerns if presentation could be tailored with a neonatal approach and not reusing same content ○ General concerns if content would be culturally appropriate 	
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	<ul style="list-style-type: none"> ○ Is very engaging, Amy has seen Toni speak before and highly recommends her back on audience engagement, messaging and relevance to all adults. ○ Samantha noted that travel and accommodation for Toni Powell would be an addition to already quoted price – aware of conference budgeting <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>	
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 attending Education SIG meetings to provide executive support during transition of committee positions.</p>	Melissah to follow up with NNCA and report any updates at July meeting.
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.</p> <p>Miracle Babies Scholarship update provided in agenda item 5.3</p>	Nil
12.3	<p>Social Media Report</p> <p>No Update. Carry over until July meeting.</p>	Nil
12.4	<p>ESO Report</p> <p>Apologies received for ESO. Carry over until July meeting</p>	Nil
13.0	Business without notice	
	Shelley reminded all that Newsletter items should be directed to her at newsletter@acnn.org.au	
	<p>Meeting closed: 10:05pm AEST</p> <p>Next Executive Meeting</p>	<p>July 14th 7:00pm AEST *</p> <p>(*Note change of time)</p>

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
09/06/2025