



National Executive Meeting Minutes

10 November 2025

1.0 Meeting Commenced: 7:30pm 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), Sarah Neale (Social Media Officer), Trish Lowe (Ordinary Member), Alison Michaels (Ordinary Member), Karen New (ESO),

2.1 Apologies: Emily McCorquodale

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	
	8 th September Executive Meeting Minutes accepted by: Margaret Broom and Nicol Franz 24 th September Executive Meeting Minutes – Face to Face accepted by: Samantha Lannan and Jennifer Middleton	Nil
5.0	Business Arising from Previous Meetings	Actions
5.1	LEAPP Report - Barbara Monk Barbara Monk joined the meeting at 7:42pm to present the LEAPP report. Key discussion points included: <ul style="list-style-type: none">• RANZCOG and ACM collaboration as “living evidence”• Approximately 25 organisations involved in evidence review prior to engagement• Working groups meeting approximately four times per year• Pregnancy guidelines noted as outside ACNN jurisdiction	



	<ul style="list-style-type: none"> Annual engagement with Executive proposed <p>Barbara Monk exited the meeting following the discussion.</p> <p>Renee Muirhead – FiCare Report and Alicia Blake – ACN Conference Report were apologies. Written reports have been submitted and will be presented in December Newsletter.</p>	
5.2	<p>Strategic Plan 2026-2030 – Amy Curran</p> <p>Sarah Neale noted that minor comments had been made but were not appearing in Dropbox. It was agreed that a clean copy should remain in Dropbox, with documents labelled “<i>Ready for Executive Review – November Meetings</i>” to be reviewed the following week.</p>	Executive members to review November Strategic Plan documents in Dropbox.
5.3	<p>Newsletter Update – Amy Curran</p> <p>The Committee discussed the newsletter platform following earlier face-to-face discussions.</p> <p>Key points:</p> <ul style="list-style-type: none"> Agreement to move to <i>Canva</i> as a visual platform Text editing to occur in Word prior to transfer to Canva Trial-and-error anticipated with text boxes <i>Flip newsletter</i> deemed too expensive and not an option Alternative visual platforms discussed but unsuitable for large text content Possibility of reducing word limits for article submissions raised to assist with templating Discussion around a newsletter submission checklist e.g. include photos, word limit, highlight key areas of achievements 	<p>Karen New to cross-check all newsletter articles are present</p> <p>Shelley Reid to explore Canva templates in collaboration with Sarah Neale and Laura Briguglio who can assist with designing a template.</p> <p>Newsletter submission checklist to be discussed in further detail in 2026.</p>
6.0	Governance	
6.1	<p>Treasurers Report – Samantha Lannan</p> <p>The current balance across all ACNN accounts is \$416,538.</p> <p>Recent activity includes the usual monthly running costs as well as some registration income and venue payments for Branch and SIG events. There have also been scholarship and award payments.</p>	Nil

	<p>The term deposit was rolled over in September for 12 months with a new interest rate of 4%.</p> <p>ACNN has received an additional payment of \$11,000 (inclusive of GST) from the NTBE Grant for use towards marketing and publicity for COINN.</p> <p>\$6,600 in trade sponsorship for COINN 2026 has also been received (Sepal and Prolacta) with another \$13,200 to be invoiced (Medela, to increase to Gold sponsorship).</p> <p>\$6052.97 in registration income for COINN has been received with 22 people registering, 7 payments received and 15 pay later payments outstanding.</p>	
<p>6.2</p>	<p>Membership secretary report - Nicol Franz</p> <p>The Committee discussed delays in issuing communication regarding membership category changes, noting that this was due to further feedback and queries being received. Considerable discussion focused on the importance of careful wording due to the constitutional implications of the proposed changes. The concept of <i>Affiliate Professional Memberships</i> was discussed, including consideration of allied health professionals working within neonatal units. It was clarified that <i>affiliate partnerships</i> refer to commercial agreements rather than membership categories. Amended draft wording will be circulated for Executive review, with documentation to be provided to members at least 21 days prior to the Special Meeting.</p> <p>The current membership was reported as approximately 1,139 members. Challenges with lapsed subscriptions were noted, particularly where card expiry dates had not updated on member profiles despite transactions processing through Stripe. Samantha Lannan and Nicol Franz are following this up. Website updates are underway, including the addition of a feedback checkbox asking members, “<i>How did you hear about us?</i>”.</p>	<p>Nicol to provide further information on proposed changes to Constitution once comments reviewed.</p> <p>Laura to assist Nicol with SGM preparation in lead up to December forum meeting.</p>
<p>7.0</p>	<p>Conference and Events</p>	

<p>7.1</p>	<p>COINN 2026 – Transforming Neonatal Care: Innovate. Influence. Inspire – Amy Curran</p> <p>The Committee noted that registrations for COINN 2026 are open, the program is under development, and liaison with speakers is ongoing. Further updates are expected following Nikki’s return from leave.</p> <p>7.1.1 August 2026 Branch and SIG 2024 Complimentary Registrations – Amy Curran</p> <p>Branches and SIGs have raised queries regarding complimentary registrations allocated for August 2026.</p> <p>7.1.2 Management of COINN Registrations</p> <p>The Committee agreed that registrations from 2025 will not roll over into 2026 and that complimentary registrations must be used in the year allocated. The importance of consistent messaging across branches, SIGs, and the Executive was emphasised. It was noted that branches may apply their own criteria, such as meeting attendance thresholds, when determining support for committee members. Branches and SIGs retain discretion over their own support mechanisms. The Committee discussed the potential risk of perceived “double dipping” where members may receive both branch support and scholarship funding.</p> <p>7.1.3 Financial Support for Executive Members</p> <p>The Committee discussed financial support arrangements for Executive members attending COINN 2026, with a focus on sustainability and consistency. Local organising committee will review costs and ACNN representatives will report back. No formal decision was recorded at this meeting.</p>	<p>ACNN executive representatives on local organising committee for COINN to review cost associated with attending COINN 2026 and provide update to executive if financial support may be available for executive members to attend.</p>
<p>8.0</p>	<p>Operations</p>	
<p>8.1</p>	<p>Vice presidents report – Nicol Franz</p> <p>Nicol advised that not all branches/SIGS have had successful AGM’s this year. Support provided by Nicol to provide second call for nominations to form committees. Aim to hold all AGMs by December or January if required.</p>	<p>Nicol to provide update to executive at January meeting.</p>
<p>8.2</p>	<p>Professional Officers Report including scholarship report – Margaret Broom</p> <p>The Committee noted that six scholarships had been awarded, with applications of very high quality. It was reported that 26 of 38 Family Appreciation</p>	<p>Margaret to liaise with Sarah to advise final winners of family appreciation award for social media promotion.</p>

	acknowledgements have been completed, with certificates to be issued.	
8.3	Social Media Report – Sarah Neale Paid advertising on social media is underway, although engagement from committees has been limited. A COINN Zoom background is available in Dropbox for use.	Nil
8.4	ESO Report – Karen New No further updates.	Nil
9.0	New Business/Business without notice	
9.1	Planning for Executive F2F Virtual Meeting March 2026 – Amy Curran In lieu of cost saving to provide some support for executive members to attend COINN 2026 the F2F meeting in March 2026 will be virtual via Zoom. Confirmed dates for 28th and 29th March 2026.	Nil
9.2	WhatsApp for executive members – Amy Curran New Executive members gave permission to be added to the Executive WhatsApp group.	Amy to add Trish and Alison to WhatsApp group. To confirm with Emily upon return from overseas if happy to be added to group.
9.3	WCH Australasia – Justine Parsons Justine advised that at recent conference attendance WCH spoke with Justine about potential affiliation with ACNN in 2026.	Justine and Nicol to liaise with WCH in 2026 with affiliate membership opportunities.
9.4	LinkedIn – Amy Curran Amy asked for support and promotion of COINN for anyone who is active on LinkedIn. Amy observed that Emily and Alison have strong presence on LinkedIn.	Active LinkedIn users on executive committee to promote COINN conference.
	Meeting closed: 9:20pm	Next Executive Meeting: 10th January 2026 at 7:30pm AEDST

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
10/01/2026