



# National Executive F2F (Zoom) Meeting

28<sup>th</sup> & 29<sup>th</sup> March 2026

## 1.0 Meeting Commenced: 10:04 AEDT – Saturday 28<sup>th</sup> March 2026

**Present:** Amy Curran (Chair), Margaret Broom, Patricia Lowe (left at 5:05pm), Jennifer Middleton, Samantha Lannan (left at 4:59pm), Emily McCorquodale (left at 5:05pm), Nicol Franz, Sarah Neale, Shelley Reid, Melissa Burnett, Karen New, Laura Briguglio and Alison Michaels (arrived: 10:10am – left at 4:45pm).

## 2.1 Apologies: Nil

**Minutes:** Laura Briguglio

Item	Topic	Actions
<b>3.0</b>	<b>Acknowledgement to Country</b>	
	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
<b>4.0</b>	<b>Annual Reports</b>	
<b>4.1</b>	<b>Check and update all TOR – AI Paragraph - Nicol</b>  The Executive reviewed the need to update the Artificial Intelligence (AI) statement within the Terms of Reference (TOR) documents for all Branches and Special Interest Groups (SIGs), following feedback identified during the Neurodevelopmental Care (NDC) SIG review.  It was noted that current TOR templates include suggested wording; however, inconsistencies exist across Branch and SIG documentation. The Executive agreed that a standardised approach is required, with alignment to Policy 17 (P17), including clarification of co-authorship expectations.  The Executive also identified inconsistent terminology in annual reports, with “Scholarships” incorrectly used in place of “Education and Travel Grants,” creating confusion with ACNN scholarship rounds.  The Executive endorsed updating the TOR template to include a generalised AI statement aligned with Policy 17 and clarified terminology expectations.	Karen and Nicol to update TOR aligned with AI statement.  Karen and Nicol to update P17 with AI statement.
<b>4.2</b>	<b>Check meeting quorum/AGM details within TOR – Nicol</b>  The Executive reviewed quorum and Annual General Meeting (AGM) requirements within Branch and SIG Terms of Reference (TOR) to ensure alignment with governance expectations.  It was noted that TOR documents must clearly specify quorum requirements and confirm that AGMs are held within the final quarter of the calendar year.  The Executive reaffirmed minimum committee composition requirements, including Chair, Secretary, Treasurer Liaison, and at least two Ordinary Members (including a Social Media Liaison).	Karen & Nicol to update TOR templates to include quorum and AGM requirements

	The Executive endorsed the need for consistent inclusion of quorum and AGM requirements across all TOR documents.	
<b>4.3</b>	<p><b>Terms of Reference (TOR) – General Updates</b></p> <p>The Executive identified minor inconsistencies and formatting issues across Branch and SIG TOR documents requiring general review and correction. It was noted that some TOR documents require updating to ensure consistency with current ACNN policies, templates, and governance expectations. The Executive agreed that updates should be incorporated alongside the broader TOR revisions, including AI policy updates and quorum requirements. The Executive noted the requirement for general TOR updates and agreed these would be addressed as part of the broader TOR revision process. Executive endorsed full TOR review for consistency with current policy.</p>	Karen and Nicol to incorporate general TOR updates into ongoing review and template revisions
<b>4.4</b>	<p><b>Annual Report Reviews</b></p> <p>The Executive undertook a comprehensive review of Branch and SIG annual reports, TORs, and supporting documentation to assess compliance with governance requirements and alignment with the ACNN Strategic Plan. Across Branches and SIGs, several common themes were identified:</p> <ul style="list-style-type: none"> <li>• Inconsistent use of required templates and documentation</li> <li>• Limited integration of Strategic Plan priorities within annual reports</li> <li>• Variable engagement with ACNN communication channels, including social media and webmail</li> <li>• Challenges with committee capacity, clinical workload, and event attendance</li> <li>• Inconsistent adherence to AGM timing requirements</li> </ul> <p>The Executive acknowledged the significant voluntary contribution of Branch and SIG committees and recognised the challenges associated with balancing clinical demands and governance expectations. Individual Branch and SIG discussion can be found below. The Executive noted overall strong engagement across several Branches and SIGs, with opportunities identified to improve governance consistency, communication, and alignment with ACNN strategic priorities.</p> <p>Individual feedback (as per below) will be consolidated and formally communicated to Branch and SIG committees via the President.</p> <p><b>ACT:</b></p> <ul style="list-style-type: none"> <li>• Nicol met with Mekha and Alice early in 2026 and encouraged that ACT Branch ACNN information to be distributed widely to all local hospitals.</li> <li>• Clinical acuity can't be used to as a reason branch activities do not go ahead – this is outside of the branch</li> <li>• ACT Branch not using ACT Branch Email to communicate with members and comes across that it is mostly inhouse for The Canberra Hospital.</li> <li>• Social media liaison – more assistance required to link with Sarah for branch events. No social media content put through to Sarah from ACT.</li> </ul>	Amy and Karen to provide feedback to all Branches and Sigs with annual report reviews.

	<ul style="list-style-type: none"> <li>• ACT Branch to help and assist with maintaining website</li> <li>• Continued promotion via their webmail for all ACT members – to ensure that it is not</li> <li>• Concerns that not all members in the committee reviewed the documents before being sent to Executive</li> <li>• Feedback from members that the financial impact of events is difficult and events unable to go ahead due to low numbers</li> <li>• Executive feedback to consider virtual options this year for education events for members</li> <li>• Sarah noted that ACT SM Liaison not yet linked in with the ACNN SM WhatsApp group.</li> </ul> <p>Feedback to executive from Margaret that branches and SIG’s do find it daunting to speak with executive. Concerns linked with Babies in the Bush in Bega not proceeding in 2024 and 2025 and the fallout landing ACT branch – was challenging to rebuild confidence in branch but have been successful in establishing new committee for 2026.</p> <p>ACT Branch AGM not completed in last quarter of the year – was completed in February 2026 therefore not meeting the requirements as needed. ACT Branch AGM notified to ESO however did not request ESO to notify members from through webmail. Branch to ensure they are using webmail for correspondence. Consider sponsorship from external trades to assist in financial contribution towards branch events.</p>	
	<p><b>NSW:</b></p> <ul style="list-style-type: none"> <li>• Required templates and documents provided by executive not used for end of year report</li> <li>• Mixed up TOR as well as recreating a new information flyer</li> <li>• Unable to use the new documents provided – email back to NSW and ask them to review what is available on the website for them to keep in line with required documentation</li> <li>• Able to review annual report – high standard</li> <li>• Note that dates for executive meeting planning are incorrect</li> <li>• Concerns that not all members in the committee reviewed the documents before being sent to Executive</li> <li>• Concerns around frequency of meetings, timing of meetings and attempting to get all members to attend. Clinical demands are impacting ability for members to. Executive understanding of this and trying to come up with ideas to help with time for the branches and SIGS – one way has been to ensure standardised documents.</li> </ul>	
	<p><b>Qld</b></p> <ul style="list-style-type: none"> <li>• Annual report, TOR and Flyer returned</li> <li>• Added new table into annual report regarding strategic directions which worked very well and easy to read</li> </ul>	

	<ul style="list-style-type: none"> <li>• Active branch, active with emails, multiple external activities completed across</li> <li>• Some suggestions sent through for the Qld flyer – updated with Sarah as requested.</li> <li>• Sarah working on updating all branch flyers – not ready yet for dissemination and will take conversation offline</li> </ul>	
	<p><b>SA</b></p> <ul style="list-style-type: none"> <li>• Noted to have difficulty maintaining committee requirements this year</li> <li>• Held a very successful event in Adelaide despite committee constraints</li> <li>• Social media liaison has reached out to Sarah regarding comprehensive SM plan in annual report</li> <li>• Achieved above minimum standard required for SM posts in 2025</li> <li>• Great view of what is coming ahead in 2026</li> <li>• AGM did not occur in 2025 – occurred in February 2026</li> </ul>	
	<p><b>Vic Branch</b></p> <ul style="list-style-type: none"> <li>• Annual report, TOR and Flyer returned</li> <li>• Requested appropriate changes to flyer and website</li> <li>• Challenging to see elements of the Strategic Plan embedded in their annual report</li> <li>• Feedback to Vic branch to review strategic plan to highlight aspects such as communication and social media.</li> <li>• Achieved social media requirements for 2025</li> </ul>	
	<p><b>WA Branch</b></p> <ul style="list-style-type: none"> <li>• Completed provisional year successfully - Congratulations</li> <li>• Returned a half year report rather than annual report – not the document that was provided by executive</li> <li>• Challenging to see elements of the Strategic Plan embedded in their annual report</li> <li>• Incredibly large number of social media posts (15!)</li> <li>• Sarah discussed possibility of offering bonus points for branches/SIGs that go above and beyond – however executive discussion felt that each branch and sig is a different size and can only grade on what the minimum standard of expectation is.</li> </ul>	

**Annual Reports - General Executive Discussion**

Amy identified that most branches (not all) are receiving approximately only 1 registration following the review of the sustainable committee’s matrix. Karen identified that the matrix is built from the strategic plan and branches and SIG committees are expected to partake in a level of volunteer work.

Margaret expressed concern that even though executive members are sitting on branch committees the executive members are working hard to support the committees acknowledging heavy clinical demands and increased workloads in all neonatal units across Australia.

Margaret and Sarah asked what the registration was for in 2026 as it is the COINN conference. Amy acknowledged that it would be for an equivalent partial financial contribution towards registration to COINN.

Nicol offered within her role of VP to provide mentorship to the ACT branch to assist in supporting the branch to move forward after a change in committee and rebuilding following the fall out of the babies in the bush conversation late 2025.

Jennifer enquired about the sustainable committee’s matrix and whether this matrix is made available to the branches and sigs. Jennifer felt that the matrix should be made available to them to assist them to know what they can achieve. Amy advised the matrix was presented 2 years ago following feedback. Karen further advised the top 2 rows of the matrix (criteria and maximum points) are provided to branches and s to support their documentation. Alison suggested that this information needs to be sent to new committees as a welcome pack.

Amy advised that previously feedback had been sent to the whole committee and just to chair and secretary, this will continue for 2025/2026 feedback.

ACT: 0 registration
NSW: 1 registration
Qld: 3 registrations
Vic: 1 registration
SA: 1 registration
WA: 1 registration

Each registration allocated is to the value of registration \$400.00 which cannot be carried over to 2027 and is to be used in 2026 towards COINN. 20 total registrations for Branches and S will be distributed with a total of \$8000.00.

**Annual Report Review**

**Low Resource Countries (LRC)**

- Annual report, TOR and Flyer returned
- No financial support offered to LRC members this year

<ul style="list-style-type: none"> <li>• Large numbers of posts (23) – conflict declared that Sarah is the social media liaison for LRC</li> <li>• Engagement external with TPA noted</li> </ul>	
<p><b>Neonatal Nurse Practitioner (NNP) SIG</b></p> <ul style="list-style-type: none"> <li>• Annual report, TOR and Flyer returned</li> <li>• Reduce in ordinary member numbers for 2026 but full committee remains</li> <li>• Comprehensive annual report – well detailed – shows high level of engagement</li> <li>• Met requirements of AGM by end of year 2025</li> <li>• Social media engagement (10) however noted by Sarah that required lots of reminders to do so</li> <li>• STABLE course opened to members and non-members</li> </ul>	
<p><b>Neo Skin SIG</b></p> <ul style="list-style-type: none"> <li>• Annual report, TOR and Flyer returned</li> <li>• Annual report notes a conflict of interest for SIGNET group – this was appropriate as MOU not yet underway. Final SIGNET MOU not yet received by ACNN Executive.</li> <li>• Feedback to Neo Skin regarding partnership with Miracle Babies Foundation (MBF)</li> <li>• Overall noted to be a comprehensive annual report – high engagement with members</li> <li>• Challenging to see elements of the Strategic Plan embedded in their annual report</li> <li>• Social media engagement (9) – required support from Sarah with this</li> <li>• Feedback regarding TPA presentations – highlighted importance of identifying how they are represented e.g. Skin SIG or as an individual or from their workplace? Melissa identified the need to clearly document the process of identifying of representing organisation as currently when presenting and introducing the presenter they are identified as a nurse from their hospital.</li> </ul>	
<p><b>Neurodevelopmental Care (NDC) SIG</b></p> <ul style="list-style-type: none"> <li>• Annual report, TOR and Flyer returned</li> <li>• Emily supported Erin with finalising requirements for the SIG – conversations were had with Amy as president with this. Emily was working with Erin in a supportive not succession perspective</li> <li>• Social Media Plan for NDC – whilst a comprehensive document was a lot of additional work and concerns regarding the use of the document</li> <li>• Comprehensive website update – access given to Erin to support NDC. Excellent updated provided on the website.</li> <li>• Comprehensive annual report – high engagement with members</li> </ul>	

	<ul style="list-style-type: none"> <li>• Documents submitted late (due to personal reasons) however acknowledge from the committee that that improved communication and planning for next time is needed.</li> </ul> <p><b>Nutrition and Feeding SIG</b></p> <ul style="list-style-type: none"> <li>• Annual report, TOR and Flyer returned</li> <li>• Addition of new ordinary members to committee this year</li> <li>• Large contribution of financial support to SIG members this year</li> <li>• New social liaison officer has been working hard to increase engagement with Sarah</li> <li>• Comprehensive annual report – high engagement with internal activities</li> <li>• June Newsletter submission unable to be located</li> </ul> <p><b>Research SIG</b></p> <ul style="list-style-type: none"> <li>• Annual report, TOR and Flyer returned</li> <li>• Expansive representation at the Western Sydney University (WSU) Neonatal Conference with multiple Research SIG members speaking at the conference representing Research SIG ACNN</li> <li>• Significant contribution with NSW Branch for the NSW Babies in the Vines.</li> <li>• Comprehensive annual report – high engagement with internal activities</li> <li>• Noted that a newsletter article for September was submitted (missed by ACNN) and published in December</li> </ul> <p><b>SIG Annual Report Executive General Discussion</b></p> <p>Nicol raised that 2 Previous SIGS are no longer proceeding for 2026 as they were unsuccessful in forming a committee and have folded. No annual reports have been submitted for these SIGS.</p>	
<b>5.0</b>	<b>Strategic Plan 2026 – 2030</b>	
	<p>The Executive undertook a detailed review of the Strategic Plan 2026–2030, focusing on key priority areas including conferences, scholarships, education, communication, and international engagement.</p> <p>Key priorities identified included *(Detailed discussion notes below)</p> <ul style="list-style-type: none"> <li>• Delivery of COINN 2026 and planning for the 2027 Seminar Series</li> <li>• Increased Executive engagement in promotion and communication activities</li> <li>• Clarification of scholarship funding allocations and sustainability</li> <li>• Development of structured support resources for members (e.g. abstracts, CVs, poster templates)</li> <li>• Expansion of education and support initiatives for low-resource settings</li> <li>• Strengthening visibility and advocacy for neonatal nursing through digital platforms</li> </ul>	

The Executive also discussed the need to formalise existing informal support mechanisms into structured initiatives, including a proposed “Peer Support Process” for members. The Executive endorsed progression of Strategic Plan priorities, with emphasis on strengthening engagement, communication, and member support initiatives.

#### **Detailed Strategic Plan Executive Discussion**

##### **Strategy 1.1.1 – holding a national/international conference 2026 or seminar series**

- COINN in 2026
- Seminar Series in 2027 (sites and themes not yet confirmed)
- Incorporate culturally diverse themes
- Ongoing social media engagement for conference promotion

Melissah noted that the leadership and education SIG are no longer operating and executive needs to pick up these themes to ensure this audience is not lost. Ensure that concepts of human factors in clinical care are discussed (human factors are related to mistakes in health care – there are a lot of preventability factors available) this is a clinician led process.

- <https://cec.health.nsw.gov.au/keep-patients-safe/human-factors/principles>
- <https://pmc.ncbi.nlm.nih.gov/articles/PMC12068692/>
- <https://chfg.org/what-are-clinical-human-factors/>

The Executive aims to produce/contribute promotion material for social media. Discussion around each executive member role to contribute towards promotion related to their role e.g. family appreciation post (Professional Officer), May Madness (Membership Secretary), COINN/Seminar Series (Conference Organiser). This is raised further in the Strategic Plan and will be explored further however specifically for 1.1.1 their needs to be increased engagement from executive for ACNN Conferences.

15<sup>th</sup> November will be World Prematurity Day from 2026 onwards.

##### **1.1.2 Financial year allocation for scholarships**

FY25-26 \$70,000 allocated. \$15-16,000 has already been used. There are 2 rounds left for 25-26 (June will be paid out of July 2026 next financial year). This allocation was increased this year as it was unclear the anticipation of demand for scholarships with COINN. This allocation will return to \$40,000 for next financial year.

Applications for COINN scholarships are as follows:

- \$1250 – member without an abstract (capped)
- \$1500 – member with an abstract (capped)

	<p>Branches and SIGS to make their own decisions regarding travel grants. Most feedback from branches and SIGS is around \$500 capped however research SIG are supporting some registrations.</p> <p>Request from Sarah as Social Media Liaison for Professional Officer to provide a Family Appreciation Award Reel for advertising and promotion.</p> <p>Patricia raised a question regarding who reaches out to trades or how this is approved by the Executive. Some branches have connections with local contacts of trades and can initiate the conversation however the final sign off for the financial contribution needs to come through the executive.</p> <p><b>1.1.3 Provide assistance with skills development</b></p> <p>Achieved for COINN 2026 however this is an area of growth for executive. Develop a resource on website offering assistance - increased awareness of this on the website, provide a template for posters, abstracts, CV etc. The contact will be via the <a href="mailto:acnn@acnn.org.au">acnn@acnn.org.au</a> email which the secretary will forward through to the executive or speciality area such as research SIG. Jennifer stated that this complements the leadership aspect that the executive can take on.</p> <p>Melissah suggested calling this process “Peer Support Process” and advertising through a webinar or incorporate into seminar series day. This is an aspect that have organically been happening within ACNN and this formalises this process – establish demand, time required and determine if long term sustainability.</p> <p>Authorship support for publish in peer reviewed journals – to be removed from strategic plan as members using their authorship teams for support in their workplaces or academic institutions. This was previously aligned when ACNN had their own journal which is no longer applicable.</p> <p><b>1.1.4 Provide education materials via social media posts</b></p> <p>Share innovation and excellent nursing care and demonstrate how contributions support neonatal nurses and care outcomes through email, website and social media where applicable.</p> <p><b>1.1.5 Provide support to neonatal nurse sin low resourced settings</b></p> <p>Consider allocation of funding to the Rene Collison Travel Grants for Low resources countries to neonatal nurses.</p> <p>Social media platforms are only available to LRC – emails and newsletters only sent to members.</p> <p><b>2.1.1. Maintain and make available the neonatal standards of practice.</b></p>	
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	<p>Karen presented tracking spreadsheet for the distribution of the ACNN Neonatal Standards of Practice. Substantial document and a mix of members and non-members requesting this document. Executive decision to track the requests for copies for the Standards and associated tool kit until August 2026 – then make available for download from the website.</p> <p><b>3.1.1 Advocate by raising awareness of the profession through digital platforms</b></p> <p>Amy to complete International Neonatal Nurses Day video/reel. Sharing member profiles through SIGS and Branches and executive when applicable. Sarah expressed the challenge in locating and connecting with organisations to help with graphic design for a reduced fee or free capacity such as university students or private organisations. Nicol to reach out to connections and explore possible avenues with support from Amy noting Nicol’s heavy workload.</p> <p>Showing the value of neonatal nurses across the world – an opportunity to say something for 30 seconds to 1 minute in a short video. Amy suggested contacting the local team at Townsville who have a Neonatal Podcast and whether they may be in a position to support with this? Margaret raised whether the podcast have financial support or sponsorship to ensure transparency.</p> <p>Melissah to provide a media release statement to Sarah and Executive to create an ACNN version in the lead up to COINN.</p> <p>Reduced numbers that attended PSANZ and overall feedback was lots of nurses were saving for COINN this year. A good overall representation of nursing staff – a big focus on Low Resource Countries which was well attended. The conference ended on 5 large financial medical clinical trials which only highlighted how well nursing staff do with their clinical trials with minimal financial support.</p> <p>Margaret attended the CONMO meeting Friday 27<sup>th</sup> March. No update from this meeting.</p> <p><b>3.1.3 Promote Neonatal Nursing and Neonatal Nurses</b></p> <p>Dates have been set for scholarship rounds with Margaret, Sarah and Karen. These dates will be added into the strategic plan update.</p> <p>Executive endorsed progression of Strategic Plan priorities as outlined</p>	<p>Nicol to create a reel for social media following COINN presentation in conjunction with Sarah Neale.</p> <p>Jennifer to work with Karen regarding determining hits and downloads of the ACNN Standards.</p> <p>All executive members to review and update their bio and any other pages on the website.</p>
<p><b>5.1</b></p>	<p><b>Review scholarships and awards – set dates etc for 2026</b></p> <p>These dates have been set with Sarah and Margaret for scholarships. Other key dates are still be determined.</p>	
<p><b>5.2</b></p>	<p><b>Newsletter Advertising Cost</b></p> <p>Nicol raised that ACM have a ½ page advert in their quarterly magazine for \$2000+ and a full page \$3000+. Amy and Nicol discussed that with the movement towards developing affiliate partnerships advertising prices could be included.</p>	<p>Karen will respond to NIDCAP regarding advertising costs and associated design</p>

	<p>Karen explained the advertising requests that come through to ACNN often depends on how organised the contacting agent is e.g. job adverts for 0-14 days or 15-30 days. Karen also noted that advertising fluctuates throughout the year depending on organisations recruitment cycles. Sarah and Karen have been reaching out to reciprocal advertising e.g. advertising COINN banner on their website and we will advertise their website on the ACNN website.</p> <p>Samantha noted that advertising revenue is on average \$2000 a year however this had dropped off for FY25/26. Karen and Samantha asked if he intent of this discussion is to increase advertising or to increase affiliate memberships. Is the intent to increase revenue for the College? Nicol suggested that we need to be considering these options now to ensure the protection of our financial longevity for the next 10 years.</p> <p>Nicol said WHA are happy to develop are partnerships however ACNN must start the process. Depending on the size of the organisation determines what the fee is for an affiliate membership with WHA. Karen asked what WHA would be able to provide for ACNN. Nicol advised that most of ACNN members are already on the WHA mailing list and is their long-term benefits for these partnerships?</p> <p>Karen opened up Oncord admin of ACNN website and only 25% opened the March Newsletter and 27% opened the December Newsletter. Sarah advised that there are only currently 3 submissions for the next newsletter and is these enough articles to go out.</p> <p>Advertising management, costs and formatting etc. Nicol raised concern around taking on this on long term. Sarah suggested that we continue the current plan with the newsletter and more time is needed to determine the establishment of the newsletter and the hit/view/open rates with the new template. Suggest \$100 + GST (1/2 page) \$200 + GST (full page) per advert / per issue for the remainder of this financial year and allow time to determine the effect of the new newsletter. Individual responses to advertising requests in the interim. Prices for advertising will be reviewed in the new financial year.</p> <p>Karen raised concern that if we don't continue with the newsletter, we need to determine the workload for Sarah. Nicol concerned at workload for Sarah and longevity for the newsletter and calling for volunteers to take this on long term.</p>	<p>requirements. Sarah to let Karen know the pixel requirements for the newsletter.</p> <p>Karen will email branches and SIGS with the newsletter deadlines and format.</p> <p>Karen will email membership about the Marlene Dunn Scholarship – able to use information from last year.</p> <p>Margaret will write a short piece to put in the next newsletter on PSANZ to complement photos taken which have been sent to Sarah.</p>
5.3	Carried to Sunday session for further discussion (see Item 5 – Sunday 29 <sup>th</sup> Minutes)	
5.4	Carried to Sunday session for further discussion (see Item 5 – Sunday 29 <sup>th</sup> Minutes)	
5.5	Carried to Sunday session for further discussion (see Item 5 – Sunday 29 <sup>th</sup> Minutes)	
6.0	<b>New Business</b>	
6.1	Carried to Sunday session for further discussion (see Item 5 – Sunday 29 <sup>th</sup> Minutes)	
6.2	Carried to Sunday session for further discussion (see Item 5 – Sunday 29 <sup>th</sup> Minutes)	
7.0	<b>Saturday Meeting closed: 5:10pm</b>	<p><b>Resume Executive Meeting:</b> Sunday 29<sup>th</sup> March 2026 10:00 AEST via ZOOM</p>

## 1.0 Meeting Commenced: 10:03 AEDT – Sunday 29<sup>th</sup> March 2026

**Present:** Amy Curran (Chair), Margaret Broom (left @ 2:20pm), Patricia Lowe, Jennifer Middleton, Samantha Lannan, Emily McCorquodale, Nicol Franz, Sarah Neale, Shelley Reid, Melissah Burnett (left @ 1:30pm), Karen New, Laura Briguglio and Alison Michaels.

## 2.0 Apologies: Nil

**Minutes:** Laura Briguglio

Item	Topic	Actions
<b>3.0</b>	<b>Acknowledgement to Country</b>	
	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
<b>4.0</b>	<b>Previous Minutes</b>	
<b>4.1</b>	Executive Meeting Minutes – 9 <sup>th</sup> March 2026  Accepted by Nicol Franz and Sarah Neale with amendments.	
<b>5.0</b>	<b>Business from previous minutes:</b>	
<b>5.1&amp; 5.2</b>	<p><b>Organisation/partnership options and WHA Update – Nicol Franz</b></p> <p>Following previous discussion around possible affiliate partnership with WHA and ACNN a discussion around benefits of further partnerships options was discussed during strategic plan on Saturday 28<sup>th</sup> March. Nicol suggestion to put this on pause for 6 months. WHA was linked to ACNN through Justine Parsons who received their first every sustainability award. Through this meeting there was a collaborative discussion to see if there was any scope for ACNN to partner with WHA.</p> <p>Nicol updated that discussion with WHA went well and they were very impressed with the work of AHHA especially in a volunteer capacity. Affiliate membership organisations already members with WHA such as large institutions such as QLD health and therefore a lot of our members may already be members and would be a cross over. WHA would support an MOU however didn't feel it might be necessary as it would still require ACNN to pay a partnership membership with them.</p> <p>Alison mentioned that at Mater South Brisbane hospital and noted that WHA and CHA memberships are known within the organisation and email mailouts are available and education sessions are available to them. It is hit and miss from the Associations whether the content is relevant to neonatal education with an emphasis on Maternity or Paediatric. Executive discussion leads towards WHA having a care provision driven focussed on hospitals and organisations however not necessarily aligned with the ACNN. Nicol advised that a membership would be approximately \$1000.00 and discussion felt that this would not be beneficial to ACNN.</p>	Nicol will email WHA and advise that ACNN is not seeking an association membership.

<b>5.3</b>	<b>G4 and P5 Documents</b>  These items have been completed and uploaded to the website.	
<b>5.4</b>	<b>Review AI policy</b>  Discussion in detail on Saturday 28 <sup>th</sup> March 2026.	Karen and Nicol will review AI policy and update when ready for review.
<b>5.5</b>	<b>Polo Shirts</b>  Correspondence returned to ask if ACNN would consider an indigenous print on the side. Karen has received some information from “Yarn” and whether ACNN should consider some professional polo shirts with indigenous print on it. Whether ACNN should acknowledge First Nations people moving forward. Nicol, Sarah and Karen have reviewed the colours and designs available from the Qld Branch supplier. A suggestion was raised whether to consider incorporation of First Nations in the design.  Patricia raised a concern whether branches should be reaching out for individual branch shirts. Concerns raised that this could undermine the branding that ACNN has worked very hard to establish. Karen raised that LRC branch have their own polo shirts to identify has a team/group and Qld Branch (and Education Branch) also have previously had shirts which they have worn at events. Karen advised that this has come up again due to Qld branch having new members and wanting to order more/new ones and wanting to confirm the direction from the executive.  Melissah and Sarah advised that LRC Branch shirts are very separate as there is a unique need for shirts when travelling overseas to represent ACNN. Amy raised that the navy blue should be reserved for the Executive. Nicol concerned that having an indigenous print could be perceived as ‘tokenistic’ and that if going down this avenue ACNN should go all in – acknowledging the land of our ACNN members and inclusive of shirts/tablecloths/ and should be an all in approach.  Overall decision not to have Indigenous print due to concerns raised. Polo shirts to remain plain blue. ACNN logo on the polo shirt (copy of image already on file) – company name is “Fashion Biz”. This design and logo would be available to any members should needed. Queensland branch have been informed and are proceeding.	
<b>5.6</b>	<b>Western Pacific Network – COINN related</b>  Further information has been disseminated from COINN calling for representatives from various regions including the Western Pacific Network. Some prior confusion if this was relevant for ACNN however it is now understood that this is a COINN initiative and not for ACNN. Nil Further action required.	
<b>5.7</b>	<b>Mauritius International Training update - Sarah</b>  Sarah presented “In Country Neonatal Nursing Education and Training Request” document to the executive. Mauritius is outside the TOR for LRC and has been presented to executive for consideration. Sarah advised that Dr Mangroo is interested	Sarah Neale will act as Executive liaison and continue project planning

<p>in Australian nurses as ACNN has an established program and education structure (as performed through LRC) and is very keen to tap into this knowledge. He was unable to find a group that offered this type of education in country from Ireland or UK.</p> <p>Patricia asked if the Dr Mangroo would be on the ground with the team to support and coordinate this trip – Sarah advised Yes. Patricia also asked if is safe to go to Mauritius – Sarah advised that there is a risk of Malaria in Mauritius however there are vaccinations available for this and is up to the individual person to consider (as previously for LRC trip to Tonga). Transport will be provided by coordinator and is safe.</p> <p>This trip is a longer period and over multiple sites. It would require experienced nurses to attend the initial trip. Jennifer asked if there would be any significant financial constraints to attend this trip along with the other LRC planned trips. Sarah advised that costs are minimal due to the financial contribution from the project.</p> <p>Laura asked if the trip would fall only with LRC SIG or whether this under the branch of ACNN and how will nurses be selected to attend. Sarah advised that the finer details are not yet known and waiting further approval from ACNN whether it would sit under ACNN or individual nurses.</p> <p>Nicol asked if there was any contractual security around the funding for the project. Concerns around changes of Ministry over the years. Karen advised that if this goes ahead it would be under the ACNN banner and not LRC and would be open to all members. Funding impacts are to the individuals and not to ACNN. Karen noted that it is important that a broad range of skills to attend the trip e.g. NNP, recent midwifery practice, neonatal nurse, previous LRC education experience.</p> <p>A vote was undertaken to determine if ACNN should endorse this project and wanting to be involved. No objections to the proposal – Patricia is concerned that this may be overreach and would like to see more information from the contract and proceed with caution. ACNN is seeking further confirmation on financial contract security.</p> <p>Sarah will act as ACNN executive liaison for this project and provide updated to the Executive as they become available. Sarah to continue working on the project and commence preliminary planning whilst awaiting formal financial security.</p> <p>Executive endorsed involvement in principle, pending financial contract confirmation</p> <p><b>Project title:</b> The National Newborn Project for Mauritius (NNPM)  <b>Project lead:</b> Dr Kaushik Mangroo  <b>Host country:</b> Mauritius  <b>Locations:</b> 5 neonatal intensive care units across Mauritius  <b>Partner institution(s):</b> Mauritius Ministry of Health (supported project)  <b>Project duration:</b> 1 - 5 years  <b>Proposed trip dates:</b> 10-14 days October 2026 (first visit), subsequent follow-up visits yearly (3-7 days)  <b>Proposed team:</b> Requesting 6 (funding dependent)</p>	<p>Sarah will provide further updates and any information on contractual security as it becomes available</p>
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	<p><b>Project costs:</b> Flights, accommodation and internal training transport costs covered for team *Direct flights are available to Mauritius from Perth</p> <p>This initiative seeks to strengthen neonatal nursing capability through a partnership-based, context-responsive education program delivered in collaboration with in-country health authorities and clinical teams. The project prioritises respectful engagement, co-design, and adaptability to local needs, requesting neonatal nursing experts' assistance of the ACNN / LRC SIG community.</p> <p>The project is designed to:</p> <ul style="list-style-type: none"> <li>• Improve the quality and safety of neonatal nursing care</li> <li>• Support workforce development – skill development and retention</li> <li>• Align with national newborn health priorities – equipment, screening access and standardised guidelines</li> <li>• Build collaborative professional relationships that underpin sustainable improvement</li> </ul> <p><b>Proposed education and training topics of focus:</b></p> <ul style="list-style-type: none"> <li>• Resuscitation – currently only other international team engaged supporting American resuscitation guidelines *(Noted that there is a group that already attends Mauritius and teaches American resus guidelines) Dr Mangroo is aware of this and not for Australian nurses to cross over with this as Australia does not follow American resuscitation guidelines.</li> <li>• Respiratory support (CPAP and ventilation)</li> <li>• Thermoregulation and incubator care</li> <li>• Kangaroo care</li> <li>• Neurodevelopmental care</li> <li>• Breast feeding and nutrition (including TNP)</li> <li>• Infection control</li> <li>• Family involvement and compassionate care</li> <li>• Bereavement and family support</li> </ul> <p><b>Links / articles for background</b></p> <ul style="list-style-type: none"> <li>• <a href="https://govmu.org/EN/newsgov/SitePages/Diaspora-Expertise-Mobilised-to-Improve-Neonatal-Services-in-Public-Hospitals.aspx">https://govmu.org/EN/newsgov/SitePages/Diaspora-Expertise-Mobilised-to-Improve-Neonatal-Services-in-Public-Hospitals.aspx</a></li> <li>• <a href="https://www.facebook.com/reel/4649357525111141">https://www.facebook.com/reel/4649357525111141</a></li> <li>• <a href="https://artemismauritius.mu/artemis-curepipe-hospital-unveils-its-neonatal-intensive-care-unit/">https://artemismauritius.mu/artemis-curepipe-hospital-unveils-its-neonatal-intensive-care-unit/</a></li> <li>• <a href="https://govmu.org/EN/newsgov/SitePages/2021/Victoria-Hospital-equipped-with-state-of-the-art-National-Neonatal-Intensive-Care-Unit.aspx">https://govmu.org/EN/newsgov/SitePages/2021/Victoria-Hospital-equipped-with-state-of-the-art-National-Neonatal-Intensive-Care-Unit.aspx</a></li> </ul>	
<p>5.8</p>	<p><b>LinkedIn operating options</b></p> <p>Looking for support on LinkedIn for any executive members to repost any COINN related advertisements.</p>	<p>Sarah to arrange a mutually convenient time to meet with Emily and Alison to further discuss support on LinkedIn for ACNN.</p>

<p>Sat 5.0</p>	<p>Carried over from Saturday 28<sup>th</sup> March 20026</p> <p>Strategic Plan</p>	
<p>5.3</p>	<p><b>4.1.1. - Review of MOU's and who is going to manage the organisation of the MOU's and keep track of renewal dates.</b></p> <p><b>Affiliations:</b></p> <ul style="list-style-type: none"> <li>• ACN – Ongoing Affiliation – annual payment – Margaret</li> <li>• UTAS – in existence until either party changes - Margaret</li> </ul> <p><b>MOU's</b></p> <ul style="list-style-type: none"> <li>• ACNP – Due <b>April 2026</b> (NNP will follow up and send through to Executive for signing). Nicol to send through to NNP to review contract.</li> <li>• Tori Finnane – attached to NSW Branch - Due June 2027 - Nicol</li> <li>• MBF – 5 years due 2029 - Margaret</li> <li>• PCO – Extended until 2028 (Nikki from Abercombie Management) – Amy &amp; Treasurer</li> <li>• ESO – June 2026 – Amy</li> <li>• DCC (Darwin) – Amy/Samantha/Karen</li> <li>• COINN - Amy/Samantha/Karen</li> <li>• TPA – a non-financial partnership</li> </ul> <p><b>Archived:</b></p> <ul style="list-style-type: none"> <li>• Suicide Prevention - 2022 contract no longer required</li> <li>• NNOM – Contracted completed under ACNN no longer required</li> <li>• Susan Ryan - Contracted completed no longer required</li> <li>• Gen V - Contracted completed no longer required</li> <li>• The Living Evidence &amp; ACM – For Archive</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Margaret will follow up with ANZNN to liaise regarding an ongoing partnership/strengthening collaboration with Kei Lui.</li> <li>• PZANZ ACNN previous award \$1500.00 which is awarded at PZANZ (\$500 for best poster) and (\$1000 for oral presentation). ACNN not apart of scoring but is made aware of the winners. Declined for 2026 to save the money for an award at COINN 2026. Discussion regarding the benefits of this award ongoing for 2027 onwards</li> </ul> <p><b>5.1.1. Ensure the long-term sustainability of ACNN</b></p> <p>Use ACNN Canva team account for producing marketing materials for events and ACNN related activities. By 2027 all SIG flyers will be produced in Canva by the social</p>	<p>Laura will create spreadsheet and link contracts and raise once a year at the March Face to Face meeting for review.</p> <p>Allocated executive members to follow up on their relevant MOU's.</p>

	<p>media committee or other delegated representative as – this has been achieved for 2026.</p> <p>Family Appreciation Award, Justine’s, Education and Leadership SIG emails removed from website. Reminder that each email account is limited to 15GB of data and to ensure that email accounts remain under this. Please ensure signature’s remain up to date (noting COINN banner will be removed in September).</p> <p><b>5.1.2 Maintain and build upon our information technology use</b></p> <p>To be carried over to next executive meeting.</p>	
<b>7.0</b>	<b>Conference and Events</b>	
<b>7.1</b>	<p><b>COINN 2026 - Transforming Neonatal Care: Innovate Influence Inspire</b></p> <p>Melissah shared a link for the online program platform for executive review. There is a download option for candidates who wish to print. Information is available for the social events as well. There are some gaps in the program now (deliberate) to allow for flexibility in movement of some posters to oral presentations.</p> <p><a href="https://virtual.oxfordabstracts.com/event/76319/program">https://virtual.oxfordabstracts.com/event/76319/program</a></p> <p>Late breaking abstracts have been suggested by the scientific committee and conference committee, and this could this be used in the new system to assist with workload.</p> <ul style="list-style-type: none"> <li>• Samantha cross referencing registrations with the accepting presenters (from abstracts) on the oxford portal. Approximately 45 accepted abstracts have registered for COINN.</li> <li>• Nicol asked if the website portal is mobile/device friendly. Melissah advised it is optimised for devices and looks better.</li> <li>• Sarah asked if anyone who registers and selects “pay later” and an automatic email is generated by the website with the invoice details. An adjusted invoice is sent behind the scenes by Nikki from Abercombe. Feedback from Alison that her adjusted invoices were not received promptly and required a follow up email for this.</li> <li>• The Navy Band has accepted invitation to provide the live music for the conference dinner. We will need to provide a meal and soft drinks for them.</li> <li>• Consideration to change the theme name from “Top End Tropical” to “Top End Nautical”. Agreed that this change in theme is fine and could be launched with the announcement of the band.</li> <li>• JBI have come aboard to sponsor a snack box Lunch workshop session.</li> </ul> <p>The Executive noted progress and supported continued development of the conference program and promotional activities.</p>	<p>Margaret to liaise and email with Nikki (PCO) to see if the abstract system (Oxford) can support.</p> <p>Melissah will also speak with Connor from oxford on Monday 30<sup>th</sup> March to see if there is any backend settings to support abstract submission.</p> <p>Sarah to change planned social media posts for “Tropical” and update for “Nautical”.</p>
<b>7.2</b>	<b>Seminar Series 2027</b>	

<p>A Seminar Series is confirmed for 2027 with dates and venues to be determined. Looking for a consistent theme across all three-seminar series (e.g. ACNN Standards were presented across all three-seminar series in 2025). Considering 3 locations for 2027 (2 days each). Seminar series registrations will be managed on ACNN platform. Possible suggestions of topics and locations include:</p> <ol style="list-style-type: none"> <li><b>1. Western Australia</b> <ul style="list-style-type: none"> <li>▪ ?STABLE - A need for a skill-based education in WA and surrounding regions</li> <li>▪ ABREAST – Keep separate to the skill-based days and leave UWA to run separate to the seminar series</li> <li>▪ Need to have topics that attract midwives as there is a large cohort of midwives who work in the neonatal space</li> <li>▪ An email from a nurse in WA Bunbury if Babies in the Bush would come to WA. Bunbury has a large unit and could be a regional area of interest</li> </ul> </li> <li><b>2. ACT - Canberra</b> <ul style="list-style-type: none"> <li>▪ ?ACN Nurse Educator Toolkit Program</li> <li>▪ Large interest in the area and aimed to attract NSW</li> </ul> </li> <li><b>3. Vic or SA or Tas</b> <ul style="list-style-type: none"> <li>▪ Leadership Component</li> </ul> </li> </ol> <p>Amy advised that the ACNN was approached by Jonno White - Co-Founder, Clarity Group Global regarding speaking at the seminar series. The cost of this (as outlined below) is prohibitive and will be declined. Speak Up, Stand Together (Communication and team culture) 60 to 90 minutes, up to 150 delegates, \$8,500 + GST per location</p> <ul style="list-style-type: none"> <li>• The Human Side of AI in Nursing (Leading teams through change) 60 to 90 minutes, up to 150 delegates, \$8,500 + GST per location</li> <li>• Working Genius Team Workshop (Team dynamics and reducing burnout). 1 to 3 hours, \$8,500 + GST per location. Delegate assessments are \$40 + GST per person, additional. So for example, 100 delegates would be an extra \$4,000 + GST.</li> <li>• For WA delivery, the rate is \$9,500 + GST per session. Reasonable travel and accommodation (economy flights, standard hotel) would be additional for interstate locations. If you hold one of these workshops in Brisbane where I am then that one would be \$7,500 + GST per session and no flights or accommodation obviously.</li> </ul> <p>To be aware that branches and SIGS were asked at previous forum meeting to think about possible ideas for seminar series for 2027. These ideas to be presented at the April forum meeting. This will then be collaborated with the executive ideas to move forward. Aim for branches to be involved in Day 1 of seminar series and SIGS to be involved in Day 2.</p> <p>Margaret raised the importance factoring in the financial impact to executive members and extra time given by Karen ESO to coordinate these seminars. Importance highlighted to ensure that Karen’s time is accounted for (and</p>	<p>Amy to reply to Jonno and decline this offer.</p> <p>Seminar Series ideas to be discussed at April forum meeting and final decision</p>
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	<p>appreciated) and should this have been factored in before dissemination of funds to the branches and SIGS and involved. Amy acknowledged this and aware that a dedicated meeting will be required to discuss the financial specifics before the seminar series is advertised.</p>	<p>to be made in May executive meeting.</p>
7.3	<p><b>AGM – 2026 – Virtual</b></p> <p>Amy suggested converting the Monday October 12<sup>th</sup> 2026 Executive Meeting to an open meeting with a presenter and the AGM. Executive in agreeance for this. Plan for AGM first and presenter second. Presenter will need to be a drawcard.</p> <p>Samantha flagged that ACNN may need a financial audit however this is unsure.</p>	<p>Samantha to alert the executive if a financial audit is required and may need to change AGM date.</p>
7.4	<p><b>2028 National Conference:</b></p> <p>WA and Cairns are offering business grants in 2028 which will determine the venues for 2027.</p> <p><b>WA:</b></p> <p>Sarah raised concerns raised regarding cost of transport/accommodation. However, on the contrary it is a fantastic location and a large local organising committee would be available. Also raised that weather in Perth is not prime season and is primary weather in Cairns. Time difference is not a huge burden however the travel of time from the east coast can be challenging. Nicole agreed that majority of members are on the east coast and may be more viable for Cairns for travel and attendance.</p> <p>Margaret raised that majority of members are east coast due to the nature of most events in the last 5 years being on the east coast. No concerns regarding cost from Canberra as most states will require a stopover to get to Cairns (minimal direct flights to Cairns).</p> <p>Karen concerned that minimal attendance at face to face events for local members in WA and concerned about long term longevity and interest for the local area.</p> <p><b>Cairns:</b></p> <p>Jennifer raised that many members are located on the east coast. Also discussed that getting time off to travel.</p> <p>Patricia noted that Qld Branch is very active and it might be easier for people to get to Cairns than Perth.</p> <p>Karen recently attended Cairns Convention Centre function event which was very positive. Noted that there is a “day care/nanny” service available for events. Centrally located, easy access to hotels nearby, Turtle Sanctuary and the Reef nearby for social events. No 2028 funding announcements have been yet.</p>	

	<p>Executive discussion in favour of 2028 conference in Cairns (noting never held an ACNN conference in Cairns).</p> <p>WA would be a fantastic opportunity for Babies in the Bush (Tori Finnane) however would not be able to call it Babies in the Bush.</p> <p>The Executive expressed a preference for Cairns as the 2028 conference location.</p> <p>Amy discussed ongoing work with Nikki. Nikki would be happy to stay on with ACNN and work on a commission type basis for certain aspects of the series. Nikki would prefer to deal with the sponsors directly.</p> <ul style="list-style-type: none"> <li>• Sponsorship &amp; Exhibition Management: 15% of total sales</li> <li>• Accommodation Management: I receive 10% from the hotel so would be happy to do this for no charge, but I would have to be involved in venue contracts to get that (see venue fee)</li> <li>• Venue Fee: \$1000+gst. To assist committee with contracts and sourcing of venues used for the roadshow.</li> <li>• For the seminar series depending on the platform used for registrations would depend on a delegate fee. If using ACNN platform no delegate fee – if using Abercombie Platform it would be a \$25+gst registration fee.</li> </ul>	
<b>8.0</b>	<b>Finance Report</b>	
<b>8.1</b>	<b>Treasurers Report</b>	
	Reported at March 9 <sup>th</sup> Meeting. No Further updates.	
<b>8.2</b>	<b>Membership Report</b>	
	Reported at March 9 <sup>th</sup> Meeting. No Further updates.	
<b>9.0</b>	<b>Operations</b>	
<b>9.1</b>	<b>Vice president Report – Nicol Franz</b>	
	Reported at March 9 <sup>th</sup> Meeting. No Further updates.	
<b>9.2</b>	<b>Professional Officers and Scholarship Report – Margaret Broom</b>	
	Reported at March 9 <sup>th</sup> Meeting. No Further updates.	
<b>9.3</b>	<b>Social Media Report – Sarah Neale</b>	Amy to meet with Samantha to discuss a formal contract and title review and will feedback at the next executive meeting.
	<p>Sarah presented her social media report as attached below.</p> <p>Nicol raised a point that the Social Media Liaison role was formed as a subcommittee of ACNN. Initially was set up as a committee to get funding through ACNN from the governance structure. It is not formatted as a subcommittee – no need for an AGM/Minimum Number of Members/Meetings throughout year. Sarah suggested that the role be transformed into a portfolio and is presented as an operations report and whether this should continue as a “committee”. Is the term “Social</p>	

	<p>Media” capturing the essence of the role and work that Sarah undertakes in the role. Discussion to change the name of the role to be “Marketing and Media” or “Media and Promotion” or “Communications”. Jennifer suggested a “Media and Communications Officer” which highlights the title and role that Sarah has established and developed and deserving of.</p> <p><b>9.3.1 Newsletter feedback</b></p> <p>Discussed in strategic plan point 5.2</p>	
9.4	<p><b>Karen New – ESO</b></p> <p>Reported at March 9<sup>th</sup> Meeting. No Further updates.</p>	
9.5	<p><b>Secretary Correspondence – Laura Briguglio</b></p> <p>Reported at March 9<sup>th</sup> Meeting. No Further updates.</p>	
9.6	<p><b>Executive positions and workload – Amy Curran</b></p> <ul style="list-style-type: none"> <li>• Amy invited Sarah to discuss workload in the social media role especially with the addition of the newly formatted newsletter. COINN Conference marketing workload has been huge and the specific formatting and requirements around advertising and meeting the needs and demands of campaigns. Meeting with Social Media Liaisons in branches and SIG’s has increased which is positive however this is additional time. Sarah noted that tracking hours for the work involved has indicated extremely high hours.</li> <li>• Amy invited Margaret to discuss the workload of the PO role. Margaret identified that there are peaks and troughs in the role with some of the representative meetings taking 4+ hours which is long hours. COINN abstracts was</li> <li>• Amy invited Samantha to discuss workload as treasurer. Discussed huge workload with COINN and large amount of work chasing up the “pay later” options. But the day to day is manageable. Concerned that when on shift work if missing a few days of admin, it can be overwhelming.</li> <li>• Amy invited Laura to discuss the workload of the secretary role. Laura identified smart goals to achieve the deadlines required for the role. Writing minutes within 5 days, checking emails daily, responding and recording correspondence. Noted the work involved on top of membership secretary and thanks to Shelley for her work in the role previously and the Nicol as membership secretary.</li> <li>• Amy invited Nicol as VP to discuss workload as VP. Nicol identified that the role has been huge and a learning curve but is enjoyable. Nicol moved a motion to review P13 as there is money available in term deposits and is there any other avenue to make the time commitment in these roles valued more than a registration at an event once a year.</li> <li>• Amy invited Nicol as membership secretary who identified that the role is now established but there is ongoing administration along with website updates along the way. Nicol identified that a co-role would be helpful in this role and Nicol would be happy to support.</li> <li>• Amy invited Jennifer as an ordinary member who identified that each role had grown exponentially in her time and again credit to Shelley for her time in</li> </ul>	<p>Amy will meet with Samantha to discuss further and feedback to Sarah and Executive at May meeting.</p>

	<p>juggling both roles for so long. Jennifer identified she would be happy to learn aspects of the membership secretary role over the next 6 months to support Nicol.</p> <ul style="list-style-type: none"> <li>• Amy invited Patricia as a new ordinary member in the last 6 months and is delighted to be invited to the executive. Astonished at the level of within the college (e.g. emails, drop box, communications). Appreciative of the support and mentorship that has been offered. Patricia would be happy to support Sarah, Shelley with the newsletter.</li> <li>• Amy invited Alison as a new ordinary member in the last 6 months who echo's Patricia's words around the level of activity within the college. Amazed at how the level of the roles have grown in the college in a volunteer capacity. Alison identified some personal challenges over the last few months but would like to support where able especially with Sarah on LinkedIn.</li> <li>• Amy invited Emily as a new ordinary member in the last 6 months who echo's similar words and acknowledged that the last few months to watch and learn listening to the executive. Happy to help where able with some smaller tasks similar to helping Erin (NDC Sig).</li> <li>• Amy invited Shelley as ordinary member who advised that recent retirement has meant health has remained the same. PHD has recently been cancelled however is able to publish results and supported by Mary to do this. Would like to continue editing as this is Shelley's love and passion – offered to support and assist anyone who is interested. Shelley would like to offer a presentation on her PHD results when ready as it is very interesting. Shelley will also touch base with executive once articles are published to share with the College.</li> <li>• Amy invited Karen as ESO who asked Amy how she is going with the role of President. Amy advised that working part time has allowed her to take on this position with a work/life balance. Amy wouldn't be able to take on this role without the support of the entire executive. Nicol echo'd this support and thanked Amy for her support as president of the executive and college.</li> </ul> <p>Nicol asked if there will be an opportunity for ACNN to meet for a dinner at COINN in Darwin. Amy asked to keep Monday or Wednesday night free for an ACNN dinner. Sarah will assist in locating a venue to arrange dinner and/or drinks</p> <p>Karen feels privileged to be in a unique position as ESO on the committee. Karen is happy to offer any extra time as this her passion. Karen working hard to turn off computer over the weekend to allow for a break. Karen happy to support in extra capacity for short periods if needed. Karen suggested that role planning and transitional support will be needed in next 3-5 years. Karen reminded that no expectation to respond straight away every day to meet the flexibility of the ESO role. Grateful for the role which has allowed for networking and meeting incredible people.</p> <p>Amy advised that there is a lot of correspondence and be mindful for ongoing CC to minimise correspondence if only needed to be a direct reply to the person involved.</p>	<p>Patricia to be given access to the newsletter email inbox to support.</p> <p>Amy to email Melissa and CC Sarah and Samantha to organise a formal event for ACNN executive.</p>
<b>10.1</b>	<b>New Business/ Business without Notice</b>	

<b>10.1</b>	<b>FFA, Justine's, Education and Leadership SIG emails removed from website</b>  Family Appreciation Award, Justine's, Education and Leadership SIG emails removed from website. Reminder that each email account is limited to 15GB of data and to ensure that email accounts remain under this.	
<b>10.2</b>	<b>Comment/response to media article - Amy</b>  Amy presented a media article that was sent through to ACNN by Clare Seccombe ADG Media (Sydney) who is a news reporter. Requesting a comment within 24 hours on Tuesday, March 3, 2026 11:25 AM.  Amy replied: replied and explained they gave us 36hrs to respond and very disappoint they have published a very bias article. I mentioned that was a personal response and not a comment nor statement from the ACNN.  Clare then advised on 5/3/26 13:00 that the media piece had been pushed back by 1 week. Amy then provided a formal comment:  <i>"Australian Neonatal Units and their workforce are continually striving to implement and practice family-centered care consistently for all neonates and families. Australian College of Neonatal Nurses (ACNN) recognises that some families may not receive such care consistently, however in Australia there are Standards for Practice of Neonatal Nurses available on our website (<a href="#">ACNN - Standards For Practice for Neonatal Nurses</a>), which are updated regularly and promoted to members and non-members of ACNN. These standards are increasingly implemented within tertiary neonatal courses as we aim to continually improve the care for neonates and families."</i>  Amy has since request final copy of the published article on 26/3/2026 with no response from Clare.	
<b>10.3</b>	<b>NSW Branch</b>  Jennifer presented a question from the NSW branch about whether any members who have joined in the last 6-12 months and could they be offered financial support from the branch to attend COINN. Mindful of members how have been members for 18 months+ to be offered a higher amount. Non-members cannot be supported by the branch. Samantha and Amy felt that this was appropriate.  Jennifer also had a question regarding fundraising with raffle tickets and how to identify these funds in the NSW branch account.	Jennifer will email Karen and Samantha offline to confirm the fundraising process.
<b>10.4</b>	<b>May Madness</b>  May Madness <b>2025</b> was a contribution towards an ACNN event or COINN until May 2027. Executive agreed that May Madness <b>2026</b> will be a contribution towards COINN 2026 Darwin or an ACNN Event up until December 31 <sup>st</sup> 2027. <ul style="list-style-type: none"> <li>• 3 existing members to win \$300</li> <li>• 3 new members to win \$200</li> </ul>	Sarah and Nicol to meet to discuss finer marketing plan for May Madness.

	<ul style="list-style-type: none"> <li>\$1500.00</li> </ul> <p>Sarah and Nicol will discuss finer details regarding date and social media advertising.</p>	
<b>11.0</b>	<b>Saturday Meeting closed: 2:42pm AEDT</b>	<b>Next Executive Meeting:</b> Monday 11 <sup>th</sup> May 2026 7:30pm AEST

Accepted as a true and accurate record of the meeting.

*Amy Curran*

Amy Curran  
Meeting Chair and President  
11/05/2026