National Executive Meeting Minutes

11 May 2026

1.0 Meeting Commenced: 7:03pm AEST

Present: Amy Curran (President & Chair), Nicol Franz (Vice President and Membership Secretary), Samantha Lannan (Treasurer), Laura Briguglio (Secretary), Melissah Burnett (Conference Chair), Margaret Broom (Professional Officer), Jennifer Middleton (Ordinary Member), Shelley Reid (Ordinary Member), Sarah Neale (Social Media Officer), Emily McCorquodale (Ordinary Member), Trish Lowe (Ordinary Member) and Karen New (ESO)

2.1 Apologies: Alison Michaels (Ordinary Member)

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**	
	The Executive reviewed the minutes from the March 2026 Face-to-Face Executive Meeting. Minutes accepted as a true and accurate record. **Moved:** Trish Lowe **Seconded:** Margaret Broom	Nil
5.0	**Business Arising from Previous Meetings**	
5.1	**Strategic Plan** Strategic Direction 5 from the Strategic Plan was carried over from the March 2026 Face-to-Face Executive Meeting for further review and discussion. Executive members reviewed the document prior to the meeting, with additional comments and amendments completed collaboratively during the meeting. Discussion occurred regarding branding consistency across ACNN promotional and marketing materials. Sarah Neale and Karen New advised that marketing materials and logos frequently require resizing or reformatting prior to publication. Executive discussed the potential future development of additional branding guidance resources to support consistency across college communications. It was acknowledged that this	Karen to collate amendments and prepare a clean updated Strategic Plan document.

	work would be considered later in the year due to current workloads. Executive reviewed the use of SMS reminders relating to membership cancellations and payment notifications. It was acknowledged that the process is time-intensive and has had limited effectiveness to date; however, Executive agreed the strategy should remain within the Strategic Plan for future consideration as communication processes evolve. Discussion also occurred regarding recognition of long-term members. Limitations within the current membership database prevent reliable identification of continuous membership duration, creating a risk of inadvertent omission of members. Executive agreed this initiative could not currently be implemented in a fair and equitable manner and resolved to remove it from the Strategic Plan at this time. Executive reaffirmed expectations that scholarship recipients contribute a newsletter article, social media content, or reflective overview regarding their scholarship experience and outcomes. Track changes and proposed amendments within the Strategic Plan were reviewed during the meeting. Executive endorsed the proposed amendments to Strategic Direction 5.	
6.0	**Governance**	
	Governance Register – Amy Curran Amy Curran advised that the Governance Register and associated policy and guideline documents are available within Dropbox for Executive review and reference. Executive discussed the importance of maintaining governance oversight and monitoring policy review dates, compliance obligations, and upcoming governance requirements. It was agreed that the Governance Register would remain a standing agenda item at future Executive Meetings. Executive noted the Governance Register update.	Laura to add Governance Register as a standing agenda item for future Executive Meetings.
7.0	**Finance**	
7.1	**Treasurers Report – Samantha Lannan** Samantha Lannan presented the Treasurer's Report and provided an overview of the College's current financial position. The current account balance was reported as approximately $537,170. Executive noted that a term deposit had recently been renewed for a four-month period at an interest rate of 3.95%.	Nil

	Executive discussed ongoing monitoring requirements regarding financial audit thresholds and compliance obligations. Regular monthly operational expenditure and costs associated with Branch and Special Interest Group (SIG) events were noted within recent financial activity. An update was also provided regarding COINN 2026 finances and registrations. At the time of reporting, 230 delegates had registered to attend the conference, with 178 registrations fully paid, generating approximately $124,485 in registration income. Outstanding registrations included 19 Australian delegates and 27 international delegates awaiting payment. Executive noted that ACNN had provided 16 complimentary registrations, while the COINN Board had provided an additional 15 complimentary registrations. Attendees receiving complimentary registrations were reminded that conference dinner tickets and additional event tickets remained payable where applicable. Melissah further advised that 26 invited speakers had been confirmed, with 13 yet to finalise registration. Of the 72 oral presenters accepted, 52 had registered and 42 had completed payment. Trade sponsorship for COINN 2026 was reported as progressing positively, with 19 trade sponsors confirmed and invoiced. Sponsorship income received to date totals approximately $89,430, with a further $30,030 currently outstanding. Executive also noted progress regarding the NTBE Grant funding, with $45,650 received from a potential total funding allocation of $116,000. A second grant payment of $34,650 has been invoiced and is due during May 2026, with the remaining balance anticipated in September 2026. Current COINN 2026 expenditure includes venue costs of approximately $31,131, marketing expenses of $18,961, insurance and Stripe fees of $3,838, and speaker travel expenses of $8,287. Executive reviewed the COINN 2026 Profit and Loss Summary, with projected income reported at approximately $517,467 and projected expenses at $418,798, resulting in a current projected surplus of approximately $98,669 before GST considerations, although Samantha reported that this is a generous estimated profit which is likely to be much less.	
7.2	**Membership Report – Nicol Franz** Nicol reported current ACNN membership numbers at 1,176 members. The annual "May Madness" membership campaign commenced on 1 May, with acknowledgement given to Nicol	Nil

	Franz and Sarah Neale for coordinating promotional activities. A final membership review will occur at the conclusion of the campaign period. Nicol advised that 54 members remain within the transitional 3–5 year membership structure from the previous scheme, with only 12 members expected to remain on this structure by next year. Executive discussed increasing feedback from some retiring members regarding subscription renewals. Nicol advised that where members had unintentionally selected automatic renewal, arrangements had been made to either continue membership or provide refunds where appropriate. Nicol further advised that the membership application form has been amended to include a “How did you hear about us?” question to support future membership reporting and strategic planning. Two recently retired members have taken up the Legacy Membership option.	
8.0	**Conference and Events**	
8.1	**COINN 2026 – Transforming Neonatal Care: Innovate, Influence, Inspire – Melissah Burnett** Melissah advised that communication had continued with abstract recipients regarding conference registration. Approximately 27 oral presenters were still awaiting confirmation due to pending funding applications and organisational approval processes. Planning for the conference social program was reported as progressing as scheduled, including promotion of the “Anchors Away” farewell conference dinner. Melissah further advised that 18 abstracts remained pending review, with some requiring further review allocation and others requiring correction of abstract template formatting issues.	Nil
8.2	**ACNN Seminar Series 2027** Planning discussions have commenced for the 2027 Seminar Series, locations confirmed for: • Western Australia • Australian Capital Territory • South Australia	Nil

	The proposed theme of "East Meets West" was discussed. The Research SIG has expressed support and willingness to assist with planning and collaboration. Executive acknowledged there remains sufficient time for planning and agreed that further focus would occur following completion of COINN 2026 planning activities. It was noted that Jonno White had previously expressed interest in contributing to the Seminar Series. Although an earlier opportunity had been declined, he remains interested in future involvement and will be contacted later in the year once planning and scheduling are further progressed.	
8.3	**Mauritius Education Training Trip – October 2026** Expressions of Interest (EOIs) for the Mauritius Education Training Trip were circulated to members, with applications closing Friday 15 May 2026. Discussion occurred regarding management of EOI submissions through the portal process.	Sarah to download submitted EOIs from the portal. Laura to monitor the ACNN email account for any EOI submissions received directly via email.
9.0	**Operations**	
9.1	**Vice President Report – Nicol Franz** Nicol Franz advised that communication had been sent to decline partnership affiliation with WCHA at this time. No formal correspondence or requests had been received from Branches or Special Interest Groups (SIGs) since the previous meeting.	Nicol to reach out to branches and SIGs around time of next forum meeting.
9.2	**Professional Officers Report (including Scholarships) – Margaret Broom** Margaret Broom advised that COINN Late Breaking Abstract submissions had closed, with 18 abstracts received. Margaret Broom and Karen New will complete the review process and provide outcomes to applicants. The Mark New Scholarship applications have undergone preliminary review by Margaret Broom and Karen New, with an external reviewer engaged to assist with final assessment. The next scholarship round will open from 1–13 June 2026. Margaret advised she would be on leave during this period but available via email if required. Trish Lowe and Jennifer Middleton agreed to assist Karen New with initial scholarship review processes during this period.	Margaret and Karen to complete review of COINN Late Breaking Abstracts. Karen, Trish, and Jennifer to coordinate scholarship review arrangements for the June scholarship round.
9.3	**Social Media Report – Sarah Neale** Sarah Neale advised that Social Media Liaisons had been contacted and requested to provide content submissions by the end of April for scheduled publication during May.	Sarah to liaise with Samantha regarding META advertising fees and upcoming payment requirements.

	Discussion occurred regarding advertising payments, with Samantha Lannan advising that recent META advertising-related payments had not yet been processed through College accounts.	
9.4	**ESO Report – Karen New** Karen advised there were no additional matters for report.	Nil
9.5	**Secretary Correspondence – Laura Briguglio** Laura reported increased awareness and monitoring of incoming correspondence to ensure requests are appropriately actioned and followed up through relevant meetings and Executive processes. Most correspondence received during the previous month related to membership queries and requests for research or survey review referrals to the Professional Officer.	Nil
10.0	**New Business/Business without notice**	
10.1	**Website advertising costs – Samantha Lannan and Karen New** Samantha presented a comparison of ACNN advertising costs against similar professional organisations, including ACN, ACM, CENA, and ACNP. Executive reviewed current pricing structures for website job advertisements, newsletter advertising, banner placements, and promotional email communications. Discussion occurred regarding the competitiveness of ACNN advertising rates and recent reductions in advertising revenue, which has decreased from approximately $4,000 to $2,000 annually over recent years. Executive acknowledged the importance of balancing affordability for advertisers with maintaining sustainable revenue generation for the College. Karen advised that contact had previously been made with NIDCAP regarding advertising opportunities and fee structures; however, no further feedback had been received to date. Executive agreed that current advertising pricing structures would remain unchanged at this time, with the matter to be reviewed again later in 2026 following further monitoring of advertising uptake and revenue trends. Executive agreed to maintain current advertising pricing and review the matter again later in 2026.	Nil
10.2	**Torie Finnane Foundation – Samantha Lannan** Samantha raised concerns regarding ongoing communication difficulties and outstanding invoices relating to the Torie Finnane Foundation partnership arrangements. Executive discussed that invoices issued under the existing Memorandum of Understanding (MOU), including an invoice	Samantha to continue follow-up communication with NSW Branch regarding outstanding invoices and ongoing liaison with the Torie Finnane Foundation, with Amy Curran copied into correspondence where appropriate.

	originally issued in October 2025, remain unpaid despite previous correspondence indicating payment would be processed. Follow-up communication has occurred on multiple occasions; however, limited response and ongoing communication delays have impacted resolution of the matter. Discussion also occurred regarding current communication pathways between the NSW Branch and the Torie Finnane Foundation following events conducted under the agreement. Executive acknowledged the importance of maintaining clear communication and ensuring agreed financial obligations and reporting processes are appropriately managed moving forward as per MOU. Executive noted the ongoing concerns regarding communication and outstanding invoices associated with the Torie Finnane Foundation agreement.	
10.3	**Miracle Babies – Marlene Dunn Scholarship – Margaret Broom** Margaret Broom advised that three applications had been received for the Marlene Dunn Scholarship, with significant variation in the level of detail and supporting documentation provided across submissions. Discussion occurred regarding the need for a structured assessment process and formal assessment criteria to support equitable review and decision-making. It was noted that Miracle Babies Foundation does not wish to participate directly in the assessment process but would like to be informed of outcomes. Executive agreed that assessment would be managed through a smaller review panel rather than requiring full Executive review.	Margaret to develop a scholarship assessment framework and criteria in consultation with the Scholarship Committee. Amy, Nicol, Trish, Emily, and Karen to assist Margaret with scholarship assessment processes.
10.4	**College Membership Demographics – Nicol Franz** Nicol advised that correspondence had been received from an ACNN member undertaking PhD research regarding the feasibility of conducting a national survey. The member requested access to demographic information including: • numbers of AHPRA-registered members, • profession, • workplace information, • membership by state or territory, • and rural/metropolitan or tertiary/non-tertiary breakdowns. Executive discussed privacy and ethical considerations associated with disclosure of member information. Jennifer	Nicol to respond, copying in the Secretary and Professional Officer, providing de-identified membership numbers by state and territory and advising that workplace information and rural/metropolitan data cannot be disclosed.

	raised concerns regarding the sharing of identifiable or potentially sensitive information without appropriate ethical approval and member consent processes. Karen acknowledged the importance of supporting neonatal nursing research and member-led scholarly activity where appropriate. Executive agreed that de-identified aggregate membership numbers by state and territory could be provided; however, workplace information and additional demographic data not routinely collected by the College would not be disclosed.	
10.5	**ACNN Executive Dinner – COINN** Dinner reservations for the ACNN Executive Dinner during COINN 2026 have been confirmed at Wharf One, Darwin, for Monday 21 September 2026. Apologies were noted from Trish Lowe and Shelley Reid. Confirmation from Alison remains pending.	Alison to confirm if able to attend ACNN Executive Dinner to Amy and Melissah.
	Meeting closed: 9:00pm	**Next Executive Meeting:** Monday 13th July @ 7:30pm AEST

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
13/07/2026