

1.0 Meeting Commenced: 7:31pm AEDST

Present: Amy Curran (President & Chair), Nicol Franz (Vice President and Membership Secretary), Samantha Lannan – **left at 9:22pm** (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), Alison Michaels (Ordinary Member), Emily McCorquodale – **left at 8:50pm** (Ordinary Member), Karen New (ESO)

2.1 Apologies:

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	
	Executive Meeting Minutes – 10 November 2025 accepted by Margaret Broom and Jennifer Middleton Special General Meeting – 8 December 2025 accepted by Jennifer Middleton and Nicol Franz	Nil
5.0	Business Arising from Previous Meetings	
5.1	Strategic Plan – Amy Curran	
	Amy confirmed that the Strategic Plan has been agreed and accepted and is available in Dropbox. Members were asked to consider the plan with a longer-term focus to 2030 and to provide feedback to support refinement and implementation.	<ul style="list-style-type: none"> All Executive to review the Strategic Plan in Dropbox and submit feedback, suggestions, or proposed amendments by the March 2026 Executive meeting.
5.2	SIG and Branch Updates – Nicol Franz	
	<p>Education SIG</p> <p>Nicol presented ongoing challenges with engagement within the Education SIG were discussed. Despite continued communication and attempts to refocus the SIG’s purpose, engagement remained minimal. It was noted that while the intent to support educators remained strong, the SIG was not</p>	<ul style="list-style-type: none"> Nicol to formally notify Education & Leadership SIG members of the decision to fold the SIG and outline next steps. Amy and Nicol to draft communication for SIG member distribution Karen to circulate a wrap-up email to all ACNN members advising of the outcome.

	<p>functioning effectively in its current form. The Executive agreed that the Education SIG will fold.</p> <p>Leadership SIG</p> <p>Nicol presented similar engagement challenges were discussed in relation to the Leadership SIG. Efforts to sustain activity and explore alternative approaches had not resulted in increased participation. The Executive agreed that the Leadership SIG will also fold.</p> <p>SA Branch</p> <p>An update was provided regarding governance and leadership issues within the SA Branch. It was noted that the Branch Chair was not included in AGM planning and subsequently stepped down. The Co-Chair has relocated interstate, and current leadership arrangements remain unclear.</p> <p>The Executive became aware of these issues following circulation of the annual report. AGM attendance was low, with eight registrations recorded. Nicol awaiting follow up email from SA Branch with updated governance information.</p>	<ul style="list-style-type: none"> • Nicol to follow up with SA Branch regarding committee and AGM outcome.
<p>5.3</p>	<p>Electronic Newsletter – Amy Curran and Sarah Neale</p> <p>Sarah discussed the proposed electronic newsletter format on Canva, noting that lengthy submissions had resulted in a flipbook of approximately 16 pages. It was agreed that future editions should be more concise and visually appealing. Guidance was proposed for future submissions, including:</p> <ul style="list-style-type: none"> • Word limit of approximately 150–400 words • Inclusion of images • Confirmation of photo consent for online publication <p>Shelley was acknowledged for her work in editing and formatting content. It was agreed that Shelley would continue editing submissions and condensing content as required, with final content forwarded to Sarah (with Laura available for secondary support) for upload using the agreed Canva template.</p> <p>A potential cut-off date of 1 week post forum meetings for following month publication.</p> <p>Executive discussed a plan to change to a bimonthly newsletter with special editions for COINN and Scholarship Reports. Plan for SIGS and Branches to submit a minimum of 4 reports per year as per requirements.</p>	<ul style="list-style-type: none"> • Shelley to continue editing and condensing newsletter submissions. • Sarah (and/or Laura) to upload approved content using the agreed template. • Amy to confirm final cut-off dates for March publication and advise contributors. • Karen to communicate updated submission guidelines to Branches and SIGs.

5.4	<p>WCH Australasia Affiliate Opportunity – Nicol Franz</p> <p>This item was noted for information and will be revisited once further detail and affiliate membership opportunities become available.</p>	<ul style="list-style-type: none"> Justine and Nicol to provide follow up update at next executive meeting.
6.0 Finance		
6.0	<p>Treasurer’s Report – Samantha Lannan</p> <p>Samantha reported an overall balance of approximately \$425,464, noting decreased activity over the Christmas period. An additional contribution of approximately \$13,000 from Medela was noted. Conference registrations currently stand at 72 generating steady financial increase, with strong interest observed.</p>	Nil
	<p>Membership Report – Nicol Franz</p> <p>Nicol provided an update on website changes relating to membership options and fees. Applicants are now required to select their membership category and indicate how they heard about ACNN.</p>	<ul style="list-style-type: none"> Nicol to monitor membership application data and provide update in 3 months on “How did you hear about us” check box.
7.0 Governance		
7.1	<p>Governance Register – P5, G4, AV & Photo Consent</p> <p>Amy reminded executive of governance register. Register was shared on screen to all in meeting. Documents requiring review for 2026 include P5, G4, AV & Photo Consent.</p> <p>It was confirmed that policies will be accessible on the website for members only.</p> <p>P5 working group: Karen, Jennifer, Amy G4 working group: Karen and awaiting interest via email from executive members AV and Photo Consent: Karen, Sarah, Laura</p> <p>Consideration was sought regarding updating to an electronic acknowledgement (tick-box consent) for AV and Photo Consent form update in 2026. Executive agreed this would be good update.</p>	<ul style="list-style-type: none"> Executive to review governance register and nominate to assist in reviewing a document via email to Karen. Note that support from ESO Karen offered for any member who may be new to reviewing documents within ACNN.
7.2	<p>Constitution Amendment – Form A6</p> <p>Form A6 was approved and submitted. The contribution change has been accepted by the Office of Fair Trading.</p>	<ul style="list-style-type: none"> Laura to retain confirmation documentation for records.
8.0 Conference and Events		
8.1	<p>March Virtual F2F Meeting</p> <p>The March extended virtual F2F meeting will be held on 28–29 March, commencing at 9:00am AEDST, with the meeting concluding at approximately 3:00pm AEDST on Sunday.</p>	<ul style="list-style-type: none"> Executive to ensure availability for the March meeting.

<p>8.2</p>	<p>COINN 2026 – Transforming Neonatal Care: Innovate, Influence, Inspire – Melissa Burnett</p> <p>An update was provided on preparations for COINN 2026. Registrations currently stand at 72, including 53 three-day registrations. Margaret advised that approximately 170 abstracts have been received, with feedback indicating a high standard of submissions. Family-centred care has emerged as a strong and consistent theme across abstracts. The scientific meeting is scheduled for 21 January 2026 at 8:00am.</p> <p>The Executive discussed the <i>Birth on Country</i> work being undertaken in <i>Elcho Island</i>, noting its relevance and importance to neonatal care, particularly for Aboriginal and Torres Strait Islander families. It was acknowledged that there is strong interest in showcasing this work at COINN 2026; however, logistical and financial barriers exist in supporting researchers and presenters to travel from remote locations.</p> <p>The Executive discussed the possibility of providing funding support to enable researchers from Elcho Island to attend and present, including support to fly researchers to the conference. The Executive agreed that this work is of significant value and warrants further consideration. Members were invited to provide ideas and feedback regarding potential funding models or support mechanisms.</p>	<ul style="list-style-type: none"> Executive to review the proposal and provide ideas or suggestions regarding potential funding support to enable researchers from Elcho Island to attend COINN 2026.
<p>8.3</p>	<p>2027 Planning – Amy Curran</p> <p>Amy led a discussion regarding longer-term planning for 2027, with a focus on reviewing ACNN’s education and engagement model. It was noted that there may be value in exploring a return to a seminar-style series, potentially delivered every second year, as a complementary model alongside major conference event on the alternate year.</p> <p>The discussion acknowledged that a seminar series could provide more frequent, targeted professional development opportunities e.g. education support for educators and leadership following the folding of education and leadership SIGs.</p>	<ul style="list-style-type: none"> Executive to provide feedback on the concept and identify potential risks, benefits, and opportunities.
<p>9.0</p>	<p>Operations</p>	
<p>9.1</p>	<p>Vice President Report – Nicol Franz</p> <p>Nicol provided an update on current engagement across Branches and SIGs. It was noted that the Vice Presidents continue to play a key role in maintaining communication, supporting governance requirements, and identifying areas of risk or low engagement. Ongoing monitoring and liaison with Branch leadership remains a priority.</p>	<ul style="list-style-type: none"> Nicol to continue regular liaison with Branches and escalate any governance or engagement concerns to the Executive as required.

9.2	<p>Professional Officers Report (including Scholarships) – Margaret Broom</p> <p>An update was provided on Professional Officer activities, including scholarship processes and reporting requirements. It was noted that scholarship work remains ongoing and that further detail will be provided once reporting is finalised.</p> <p>Sarah enquired about deadlines for scholarships for 2026 to ensure marketing plan can be established.</p>	<ul style="list-style-type: none"> • Margaret to meet with Amy and Karen to review dates and finalise ASAP.
9.3	<p>Social Media Report – Sarah Neale</p> <p>An update was provided following a recent meeting with Social Media liaisons. The meeting was described as productive, with clearer expectations established regarding roles and responsibilities. A WhatsApp group has been implemented to improve communication, and work is underway to standardise templates across Branches to ensure consistent branding and messaging.</p> <p>It was noted that Social Media liaisons are not required to attend next forum unless they choose to do so.</p> <p>Sarah planning to increase advertising opportunities on LinkedIn for COINN. Alison and Emily interested to assist on the platform as required.</p>	<ul style="list-style-type: none"> • Sarah to continue coordinating Social Media liaison communications and templates. • Alison and Emily to liaise with Sarah regarding LinkedIn platform and advertising opportunities.
9.4	<p>ESO Report – Karen New</p> <p>Karen advised that annual reports have now been distributed to all Branches and SIG's.</p>	<ul style="list-style-type: none"> • Karen to respond to any follow-up queries relating to annual reports as required.
10.0	New Business/Business without notice	
10.1	<p>Organisation Partnered Membership – Nicol Franz</p> <p>Nicol shared draft website content relating to organisation partnered memberships was discussed. It was noted that partnered organisations advertising through ACNN are expected to provide a benefit to ACNN members, such as a member discount. Discussion occurred regarding the need to clearly differentiate between institutional and individual advertising arrangements.</p>	<ul style="list-style-type: none"> • Nicol to refine website content relating to partnered memberships and advertising parameters. • Executive to review proposed wording once updated.
10.2	<p>Website Groups for Configuring Email Communications – Nicol Franz</p> <p>An update was provided regarding recent changes to website group configurations to enable more targeted email communications in backend of website. Executive to be aware of this change and ensure correct groups are selected for email communications.</p>	Nil

<p>10.3</p>	<p>Position Statement – Neonatal Definitions – Amy Curran & Nicol Franz</p> <p>The Executive discussed inconsistencies in neonatal definitions at national and international levels. It was acknowledged that while this is an important issue, it is not currently an area where ACNN can meaningfully influence outcomes. Melissa advised that neonatal service definitions are created at a government level and not for ACNN involvement. The Executive agreed that developing a position statement is not a current priority.</p> <p>NSWNMA – Definitions / Scope of Practice – Jennifer Middleton</p> <p>NSWNMA approached ACNN, Amy and Nicol met with NSWNMA and advised would discuss with exec and provide a response. Jennifer provided further targeted discussion regarding NSW-specific definitions and scope of practice issues, noting that these are determined at a state level and closely linked to funding and industrial frameworks. The Executive acknowledged the importance of remaining informed while exercising caution about formal involvement as falls outside of college scope and governance.</p>	<p>Nil</p> <p>Amy and Nicol will reply.</p> <p><i>*Nicol responded on 19/2/26</i></p>
<p>10.4</p>	<p>Attendance – ACN Nursing & Health Expo – Nicol Franz</p> <p>Nicol discussed the opportunity for ACNN to attend the ACN Nursing & Health Expo, including the option of purchasing an advertising table. It was noted that the cost of approximately \$800 was considered high relative to the likely benefit, and that this was not viewed as the best use of targeted advertising funds at this time.</p> <p>The Executive agreed that ACNN will not proceed with attendance or purchase of an advertising table on this occasion.</p>	<p>Nil</p>
<p>10.5</p>	<p>Australian Living Evidence – RDS Management – Amy Curran</p> <p>Amy discussed a request relating to Australian Living Evidence and RDS Management. It was noted that Amy does not currently have the capacity to lead this work. Jennifer and Emily indicated they can assist with this item.</p>	<ul style="list-style-type: none"> • Jennifer and Emily to assist with review and progression of this item. • Amy to remain informed of progress as required.
<p>10.6</p>	<p>WA Branch – Preliminary Year Approval – Amy Curran</p> <p>Amy advised that WA have completed 12-month preliminary year for branch establishment. Reference was made to preliminary approval matters relating to the WA Branch (refer to G9 in Governance register), noting that formal endorsement remains subject to completion and review of governance documentation. Final documentation has been requested from WA Chair Vini.</p>	<ul style="list-style-type: none"> • Amy to follow up final documentation and review with executive for final endorsement

10.7	Annual Reports – Karen New Karen advised that annual reports have now been distributed to all Branches and SIG's.	<ul style="list-style-type: none"> • Karen to respond to any follow-up queries relating to annual reports as required.
10.8	ACNN Archiving – Karen New Carried over to March executive meeting.	<ul style="list-style-type: none"> • Laura to add to March executive agenda
10.9	Request to Review Draft AdPha Paediatrics and Neonatology Standards – Amy Curran and Nicol Franz Amy and Nicol discussed a request for ACNN to review the draft AdPha Paediatrics and Neonatology Standards. It was acknowledged that these standards have relevance to neonatal and paediatric practice and may intersect with nursing scope, interdisciplinary roles, and models of care. Awaiting final publication of standards with ACNN having requested an acknowledge of review and contribution to standards.	Nil
10.10	Cairns Convention Centre Lunch – 2 March (Brisbane) – Karen New Karen advised she will attend a lunch at the Cairns Convention Centre on 2 March 2026 in Brisbane, showcasing the venue as a potential option for future ACNN events.	<ul style="list-style-type: none"> • Karen to provide feedback to the Executive following attendance.
	Meeting closed: 9:36pm	Next Executive Meeting: Monday 9th March @ 7:30pm AEDST

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
09/03/2026