



National Executive Meeting Minutes

9 March 2026

1.0 Meeting Commenced: 7:30pm AEDT

Present: Amy Curran (Chair), Nicol Franz, Laura Briguglio, Samantha Lannan (Left at 8:55pm), Melissah Burnett, Margaret Broom, Sarah Neale, Justine Parsons, Patricia Lowe, Jennifer Middleton, Emily McCorquodale, Shelley Reid, & Karen New (Ex-officio)

2.1 Apologies: Alison Michaels

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 – 12 January 2026 accepted by Jennifer Middleton and Maragret Broom	To be signed electronically by the Chair and uploaded onto the website
5.0	Business Arising from Previous Meetings	
5.1	WCH Australasia affiliate opportunity Nicol had sent up a meeting with them on 19 th March.	<ul style="list-style-type: none"> Nicol to update at March Face-to-Face Meeting
5.2	NSWNMA 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.	<ul style="list-style-type: none"> Nicol responded to ANMF on 19/2/2026. Nil further action
5.3	Australian Living Evidence – RDS Management Emily and Jennifer were successful in joining the guideline group. The first meeting will be held on 31 March 2026, with meetings expected approximately four times per year. Karen enquired about reporting back to the Executive. The Executive was reminded that an online form is now available for reporting. The Executive agreed this form would be used moving forward.	<ul style="list-style-type: none"> Jennifer and Emily to submit a written report electronically 2 -4 times per year. Reports to be collated by the secretary and presented at the following Exec meeting.



	<p>Reports are to be submitted a minimum of twice per year (up to four times) for AGM reporting and newsletter publication.</p>	<ul style="list-style-type: none"> • Amy to follow up with Barbara and Renee regarding twice yearly reporting rather than annually.
6.0	Governance	
6.1	<p>Governance Register – G4 & P5 Guide 4 - accepted by executive Operational Guide 9 (Previously P5) – reviews and comments have been addressed – accepted by executive</p>	<ul style="list-style-type: none"> • Karen will send G4 & P5 to Shelley for editing then upload to website
6.2	<p>TOR / Co-author The Nutrition and Feeding SIG identified a concern regarding copyright for co-authors in the suggested wording to be included in the Terms of Reference. ACNN acknowledges this requires review and will allocate extended discussion time at the March Face-to-Face meeting.</p>	<ul style="list-style-type: none"> • Laura to add to agenda for March Face-to-Face meeting
7.0	Finance	
7.1	<p>Treasurer’s Report – Samantha Lannan The formal Treasurer’s Report will be sent to the secretary post this meeting. Term deposit discussion: Upcoming outgoings include:</p> <ul style="list-style-type: none"> • \$34K in May – venue payment • \$90K in July – venue payment <p>The Executive will also need to consider audio visual payments and international travel expenses. The NT Grant is expected to be received around the same time. The final grant payment will be provided at the end of the conference. If funds are required earlier, it would take approximately 30 days to withdraw money from the term deposit. The second term deposit matures on 2 September. The Executive agreed that Samantha can reinvest funds for 3–4 months.</p>	<ul style="list-style-type: none"> • Samantha to provide treasurers report/details to secretary for minuting. • Samantha to reinvest term deposit
7.2	<p>Membership Report – Nicol Franz Current Members: 1160. Affiliation membership type remains a work in progress with no updates currently.</p> <p>Failed payment process: Operational Guide 5 outlines the process for failed payments, with Day 4 and Day 28 used as key benchmarks. Each time a recurring payment attempt is made, members receive an email notification. Some members are surprised when their membership is cancelled after 28 days despite receiving notifications at Day 4 and Day 28. One member suggested that a text message notification may also be helpful. Nicol raised whether SMS notifications might help reduce cancelled memberships. Currently the messaging system integrated into the website is not switched on but available. Justine noted that members should also take responsibility for maintaining their memberships.</p>	<ul style="list-style-type: none"> • Nicol and Samantha to trial text message option on the website and report back at the March Face-to-Face

	<p>Margaret asked what would be easiest for Samantha and Nicol to manage administratively.</p> <p>Karen suggested investigating the cost of adding SMS messaging through the website, noting that phone numbers tend to remain unchanged more often than email addresses.</p> <p>Data provided:</p> <ul style="list-style-type: none"> • Over 180 people have had unsuccessful payments this financial year • Approximately 26 memberships have been cancelled since introducing the process • 33 annual memberships have been cancelled • Only 3–4 members responded surprised <p>The Executive agreed that personal mobile phones should not be used for this purpose.</p> <p>Karen quickly reviewed online options and noted SMS messaging via Oncord is approximately 16 cents per message.</p> <p>Executive agreed that it was feasible to trial the SMS system via Oncord.</p>	
8.0	Conference and Events	
8.1	<p>COINN 2026 – Transforming Neonatal Care: Innovate, Influence, Inspire – Melissah Burnett</p> <p>Current registrations:</p> <ul style="list-style-type: none"> • 135 registrations total • 66% attending all three days • 18% from Low-Middle Resource Countries <p>Social events:</p> <ul style="list-style-type: none"> • 91 attending conference dinner so far (14 accompanying partners) • 147 attending welcome reception <p>Workshops:</p> <ul style="list-style-type: none"> • 7 planned workshops (6 currently open for registration – Sanofi not yet open) • 22 registered for QI workshops • 20 for feeding and nutrition • 7 for skin and wound care • 26 for respiratory (only 3 paid) • 22 for NDC <p>Sarah asked whether there was a maximum number for the Crocosaurus and dinner events and whether advertising should be slowed if limits were being reached.</p> <p>Melissah thanked Margaret and the Scientific Committee for reviewing over 150 abstracts. Abstract acceptance confirmations are currently being finalised, with secondary emails sent due to some confusion during the process.</p> <p>Oxford Platform demonstration: Melissah shared a sample delegate view of the Oxford platform. This includes rooms, plenary sessions, concurrent sessions, titles, and presentations in order. Exhibitors will also have access to their profiles on the platform.</p> <p>Social program: Sarah has organised a photo booth and confirmed the theme of “Going Tropical” with the Navy Band. Additional options such as karaoke, DJ, and music are also being explored.</p>	<ul style="list-style-type: none"> • Melissah to confirm if there is a cap on conference dinner and welcome reception

8.2	2027 Planning – Amy Curran Carry over to March Face-to-Face	<ul style="list-style-type: none"> • Laura to add to the Face-to-Face Agenda
8.3	March Virtual Face to Face Meeting dates: 28–29 March Agenda and documents will be circulated in the coming weeks. Focus areas will include the Strategic Plan and Annual Reports. Start times: <ul style="list-style-type: none"> • 9am QLD AEST • 10am Sydney AEDT 	<ul style="list-style-type: none"> • Laura to distribute draft minutes and agenda prior to the meeting • All exec to review meeting documents available in Dropbox prior to the meeting
9.0	Operations	
9.1	Vice President Report – Nicol Franz Nicol has recently met with Branches and SIGs following their AGMs and continues to provide ongoing support.	<ul style="list-style-type: none"> • Nil
9.2	Professional Officers Report – Margaret Broom Scholarship applications are beginning to come through, although numbers for COINN remain limited at this stage. The new scholarship template is working well. Scholarship promotion is scheduled for this week by Sarah.	<ul style="list-style-type: none"> • Nil
9.3	Social Media Report – Sarah Neale Work continues with social media liaisons to develop ideas and increase promotion. LinkedIn promotion is underway, with Justine offering to assist Sarah with LinkedIn. For newsletter promotion, communication should come directly from Branches and SIGs rather than relying solely on a promotional image from flyer. Sarah noted that the newsletter required a significant amount of work (10+ hours), including several rounds of revisions with Karen and Laura to ensure accuracy. Sarah was thanked for her work. Amy noted that new executive members may wish to consider volunteering for new roles within the college.	<ul style="list-style-type: none"> • Nil
9.4	ESO Report – Karen New Nil update – carry over to March F2F	<ul style="list-style-type: none"> • Laura to add to March Face-to-Face agenda
9.5	Secretary Correspondence – Laura Briguglio The correspondence register is now operational for 2026. It mainly captures external emails sent to the Secretary and ACNN email accounts. Internal ACNN communications (such as routine daily operational emails) are not included. It is important that the Secretary remains aware of key communications across the College. In many cases, this is simply to ensure the matter is being followed up and appropriately documented, rather than requiring a response. All meeting apologies should be sent to the Secretary. Members may also copy the President if they wish.	<ul style="list-style-type: none"> • Laura to share correspondence register at March Face-to-Face meeting
10.0	New Business/Business without notice	

10.1	<p>ACNN Shirts – Qld Branch query</p> <p>The QLD Branch requested guidance on shirt colour. The Executive had no concerns with the Branch proceeding with shirts using their own budget. To avoid confusion with midwifery branding, purple should not be used. Preferred colours are ACNN blue or navy with the ACNN logo. Discussion included the intention behind wearing the shirts and the importance of maintaining consistent branding. The QLD Branch prefers polo shirts rather than corporate-style shirts.</p> <p>Nicol noted that it is common for Branches and SIGs to order their own shirts.</p> <p>A robust discussion followed regarding options including bulk ordering, polo versus corporate styles, and ensuring the logo and colour usage remain consistent.</p> <p>The company, colour, and logo version should be recorded on file with the supplier.</p>	<ul style="list-style-type: none"> • Sarah to review merchant website colours and advise which colour is best suited for design profile of the college. • Karen to then contact QLD branch with details
10.2	<p>Listing of neonatal units – document archive</p> <p>Thanks were extended to Alison for updating the QLD details on the neonatal unit listing document. Karen circulated the document for information to Branches and SIGs.</p> <p>This could also serve as a useful resource for welcome packs to support contact information for hospitals. Melissah noted that local governments should maintain up-to-date records of neonatal units and their capabilities, although often this does not include current NUM or contact details. Jennifer advised that internal systems are often more accurate than external records. Nicol commented that many people naturally turn to ACNN for this information but that individuals should also reach out directly.</p> <p>Due to the administrative workload required to maintain this list, the document will be archived for now.</p>	<ul style="list-style-type: none"> • Karen to archive document
10.3	<p>Newsletter advertising costs</p> <p>An enquiry was received following the electronic newsletter regarding advertising opportunities. Karen suggested exploring advertising costs of approximately \$100–\$200, including options for half-page versus full-page colour advertisements. The Executive will consider options further.</p>	<ul style="list-style-type: none"> • Executive to think about and consider options. Carry over to March Face-to-Face
10.4	<p>NSW Branch raffle for COINN</p> <p>The NSW Branch is planning a raffle to support members attending COINN, offering 1-, 2-, or 3-day attendance support. Funds raised would assist nurses in attending COINN and support COINN activities. The NSW Branch is encouraged to think creatively about ways to support members.</p> <p>Amy expressed support for the initiative.</p>	<ul style="list-style-type: none"> • Amy to email NSW branch confirming support to go ahead.
10.5	<p>LRC SIG – Sarah Neale</p> <p>The LRC SIG was introduced by Emma Yeomans (ACNN member) to a doctor seeking support for neonatal training in Mauritius. The doctor is from Mauritius but is currently undertaking a research fellowship in Victoria and is connected with the Vic Branch.</p> <p>Sarah Neale as the LRC SIG trip co-ordinator has been communicating with him to better understand the needs. The doctor may have funding available (Ministry of Health, Mauritius) to support 4-6 members to travel to provide training. This would potentially come under ACNN and not the LRC SIG whose remit is the South Pacific region. The concept involves a potential five-year</p>	<ul style="list-style-type: none"> • Sarah to provide an updated report with further information at the March Face-to-Face meeting.

	<p>plan with annual visits. Sarah suggested a potential two-week trip across multiple sites, requiring experienced nurses in delivering such a program in a low resource setting. Participation numbers (2, 4, or 6 nurses) would affect feasibility.</p> <p>Discussion points included:</p> <ul style="list-style-type: none"> • funding sustainability over five years • Whether this falls within COINN jurisdiction – Sarah noted that COINN does not do in-country training, online education • Possible involvement of TPA in the future made available • Nicol noted the significant effort required to organise such a program alongside existing LRC SIG commitments. • Nicol asked what benefits this initiative would provide to ACNN members and whether it aligns with the College’s scope. • Karen acknowledged that supporting training in less resourced areas aligns with ACNN values but noted the LRC SIG Terms of Reference currently focus on the South Pacific. • Sarah highlighted the opportunity for ACNN representation internationally. • Amy requested further details including timing, commitments, locations, and participant requirements. <p>Karen asked whether this is something ACNN should formally support or whether individuals should pursue independently.</p> <p>As a separate point - Karen noted Western Pacific networking work occurring through COINN and raised the need to clarify overlaps with work being done by TPA (Katherine). This has not been brought to the executive and will require follow up.</p>	<ul style="list-style-type: none"> • Amy, Nicol and Karen to communicate with the LRC regarding COINN Western Pacific Committee involvement for clarification.
	<p>Meeting closed: 9:28pm</p>	<p>Next Executive Meeting: Virtual F2F Saturday 28th March & Sunday 29th March 2026 @ 09:00am AEST</p>

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
29/03/2026