



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 7:30 PM Monday, 10 June 2019

1. Meeting open

Meeting Opened By Karen Walker at 7:30 PM

2. Attendance & Apologies

Attended

Amy Forbes-Coe
Jennifer Dawson
Karen Walker
Karen New
Linda Ng
Samantha Lannan
Shelley Reid

Apologies

Anndrea Flint
Jane Roxburgh

NSW branch - Shelley Reid, QLD branch - Linda Ng, SA branch - Miriam Long, VIC branch - Jennifer Dawson, Social Media - Deanne August, LRC SIG - Jane Langford, NNL SIG - Angela Casey, NNP SIG - Jane Langford, NNE SIG - Jennifer Dawson.

3. Confirmation of the minutes of the previous general meeting

Motions

038 The minutes of the meeting held on 13 May 2019 were a true and accurate record.

Status: Carried **Mover:** Amy Forbes-Coe **Second:** Jennifer Dawson

4. Business arising from the minutes of the previous general meeting

1. Travel arrangements for Patricia Bromley and Anne Walsh: discussion on whether the NNE SIG had sufficient funds. Agreed to pay these costs from allocated NNE funds.
2. EOI for ANZNN representative: see 9.4 below.
3. STABLE Course - to be discussed further with Justine Parsons (Newcastle) - Amy Forbes-Coe to follow up.

Action Items

046 STABLE course

Amy to contact Justine Parsons

Due Date: Monday, 8 July 2019 **Assigned To:** Amy Forbes-Coe **Completed:** Monday, 9 September 2019

5. Correspondence

- Request from PSANZ Early Life Nutrition Coalition (ELNC) to promote campaign - see 11.1 below.
- Offer from Obstetric Malpractice Conference organisers for cross promotion - see 11.2 below.
- Inquiry from Voluntary Services Overseas (VSO) regarding collaboration opportunities - see 11.3 below.

6. Finance

1. Financial report: ACNN remains in a positive balance. So far 335 members to date have renewed.
2. Kangaroo Awareness Day sponsorship: only five hospitals applied, one gave no bank details so Sam has reimbursed \$50 to four applicants.
3. Tasmania grant funds remaining: still \$200 available. The committee will consider advertising a scholarship for the 9 November event to use up these funds.

7. Governance

1. Breastfeeding and breastmilk substitutes position statement: needs to be reviewed by Shelley and Jennifer before sending out to the rest of the executive for a final review - aim to complete by the next meeting.
2. Breastmilk substitutes policy: as above. Both documents to be finalised at the next executive meeting.

Action Items

047 Finalise breastfeeding substitutes documents

Address comments made by Karen New.

Due Date: Monday, 8 July 2019 **Assigned To:** Jennifer Dawson, Shelley Reid **Completed:** Monday, 9 September 2019

8. Legal

No action required.

9. Operations

1. Branch reports
 - 1.1. Victoria: disappointed that RWH could not participate in the Kangaroo-a-thon due to sponsorship agreements in place with Life's Little Treasures - hoping this can be clarified with advertising next year as it is a global initiative. Jennifer Dawson confirmed the Town Hall will be lit up purple for World Prematurity Day and planning on Federation Square for next year as well. Confirmed a seminar will be held on 22 June in collaboration with the NSW Branch. The new ACNN table cloth will be used.
 - 1.2. NSW: Westmead Children's Hospital will be lit up for World Prematurity Day but unfortunately not the Opera House. The Albury country seminar has twenty registrations so far. Disappointing turn out, query communication breakdown possible due to the firewall protection within the hospital networks. Suggested to email the local hospitals next time as well and advertise through social media.
 - 1.3. Queensland: the Storey bridge and Victoria bridge will be lit up for world prematurity day. QLD have just hosted their second workshop with 50 attendees, the annual meeting was conducted and a new committee formed - details to be forwarded to Shelley. Looking at conducting two regional workshops next year possibly in Townsville and Bundaberg.
 - 1.4. South Australia: meeting due tomorrow to discuss World Prematurity Day. Busy organising a twilight meeting, will have dates and speakers for the next meeting. If confirmed beforehand will advertise through website and social media.
 - 1.5. Tasmania: Sam Lannan to discuss further in Tasmania about World Prematurity Day.
 - 1.6. ACT: representative not present.
2. SIG reports

- 2.1. Leadership: last meeting was conducted in New Zealand and planning to have a twilight session on 8 November with guest speakers and dinner, currently reviewing local venues.
- 2.2. NNP: the last meeting was cancelled, the next one is on for 18 June. Meeting confirmed with the Australian College of Nurse Practitioners (ACNP) to discuss a membership discount / link between the two colleges - Amy Forbes-Coe to follow up.
- 2.3. NNE: looking at conducting a combined Research / Education day - still early days for further discussion.
- 2.4. LRC: recently back from PNG. Another very successful trip, conducting grand rounds and presentations within the hospital. Looking to go to Kokoda in August. Ongoing fundraising and collecting resources for the next trip. Discussing fundraising for specific equipment - still considering a wine drive and selling wine but needs to be discussed further at executive level regarding concerns raised and the implications regarding an association between ACNN and alcohol.
- 2.5. Research: no representative present.
- 2.6. NDC: no representative present.
3. Social media committee: new committee member has joined: Sarah O'Neal. Cassandra is currently away so the team have been busy catching up and reviewing Facebook pages/links and likes. Currently don't have the password to Instagram but feel they have enough work in the meantime. Discussed using LinkedIn, whether of benefit to ACNN, not all members agreed but will discuss amongst their group. Feel they are reaching more people through advertising events and want all events emailed to the social media address, if no response consider personal emails too. Discussed obtaining permission for photos and bios to be used on social media - recommended to put a statement within the conference program "All photos taken at this event will be used for promotion". The social media team also proposed a questionnaire - who are we? - to circulate throughout the executive committee so members can get to know them better. Deanne will discuss with the committee about using hash-tags (#) and @acnn_inc - to try and clarify the link across networks if a social media team members are not posting the information.
4. ANZNN representative: EOI to be advertised for further discussion at the next meeting.
5. Executive, Branch and SIG activity summary for 2018 - not discussed.

Action Items

048 Contact with ACNP

Discuss potential links between ACNN and ACNP.

Due Date: Monday, 8 July 2019 **Assigned To:** Amy Forbes-Coe **Completed:** Monday, 9 September 2019

10. Conferences and events

1. Academic tour with Nancy Feeley: dates and venues have been organised. The program and costs for each venue need to be finalised so flyers and programs can be printed and the events advertised. This needs to be discussed further with Nikki re: involvement in all venues or just focusing on Sydney as the Branches and SIGs have done a lot of the work. However, Nikki's contract has a cost per registration with minimum of 130 registrations for 2019 and unsure if this cost applies to all the events or just the Sydney one - Karen Walker to follow up. Jane did join the call briefly and added Nikki was due back from leave next week and would organise a conference call - need to focus on the sponsorship for Sydney to recoup some costs, calculate prices for registration costs and venue catering.
2. ACNN 2020, Canberra: need to start discussing next year's conference and need to know Nikki's availability - again Karen Walker felt a conference call would answer a lot of questions and asked Karen New to be involved as the ESO especially if Jane steps down this year. Hopefully we will have more information at the next meeting.

11. New Business

1. PSANZ ELNC: this group has launched a campaign to improve nutrition and nutritional status during the 'First 1,000 Days' ranging from preconception to early childhood. They are asking ACNN to participate in promoting the

- campaign through social media and providing access to their pregnancy and nutrition advice booklet.
2. Obstetric Malpractice Conference: the organisers have requested ACNN promote this conference and will offer a 15% discount for registration to ACNN members. Discussed by the committee and approved.
 3. VSO: this organisation has contacted ACNN for help in recruiting nurses for volunteer work in Africa and Asia. The committee agreed their work was similar to MSF and any requests could be considered in the same way.
 4. Tablecloths: review quality and consider purchasing them for Branches and SIGs.
 5. Fundraising by wine sales: feedback about the implications around ACNN's association with alcohol were relayed back to the LRC by Anndrea Flint and is no longer being considered for fundraising.

12. Meeting Close

Meeting closed at 9:16 PM

Next Meeting

General Meeting

7:30 PM, Monday, 8 July 2019

Karen Walker

Signature

Actions Summary

#	Title	Assigned To	Due Date	Completed
046	STABLE course	Amy Forbes-Coe	Monday, 8 July 2019	Monday, 9 September 2019
047	Finalise breastfeeding substitutes documents	Jennifer Dawson, Shelley Reid	Monday, 8 July 2019	Monday, 9 September 2019
048	Contact with ACNP	Amy Forbes-Coe	Monday, 8 July 2019	Monday, 9 September 2019

Motions Summary

#	Title	Mover	Seconder	Status
038	The minutes of the meeting held on 13 May 2019 were a true and accurate record.	Amy Forbes-Coe	Jennifer Dawson	Carried