



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 7:30 PM Monday, 12 August 2019

1. Meeting open

Meeting Opened By Karen Walker at 7:32 PM

2. Attendance & Apologies

Attended

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

Apologies

Representative ACT Branch

QLD - Kristin Hughes, NNE - Linda Ng, LRC - Donna Hovey, SMC - Deanne August, NSW - Shelley Reid, VIC - Jennifer Dawson, SA - Megan Bater, NNP - Anndrea Flint, NNL - Wendy Carlish, NNR - Jann Foster.

3. Confirmation of the minutes of the previous general meeting

No amendments required.

Motions

038 The minutes of the meeting held on 8 Jul 2019 were a true and accurate record.

Status: Carried **Mover:** Anndrea Flint **Seconder:** Jennifer Dawson

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

1. Term deposit rollover: see 6.2 below.
2. Notification to external committee representatives: all current representatives were notified by Shelley Reid.
3. Procedure for NNL funding requests: the SIG was advised by Anndrea Flint on the current policy.
4. Completion of breastmilk substitutes company sponsorship and position statement: both documents finalised and now on ACNN website.

5. Correspondence

- Request to post Broken Sleep Conference on ACNN website
- MOU from UTas for 2020, see 8.2 below

6. Finance

1. Financial report: ACNN remains in good financial standing. Membership renewals are the main income currently, outgoings mostly for the visiting academic tour events.
2. Term deposit: Sam still to organise, will advise the Executive by email.

7. Governance

1. AGM 2019: advance notice sent to members to allow time for planning to attend the post conference F2F meeting, for those intending to nominate for an ordinary member position on the National Executive Committee. Branch and SIG representatives also to be invited.

8. Legal

1. MOU with Kokoda Trail Foundation: this document was reviewed by the Executive since last meeting.
2. MOU with University of Tasmania: re-signed for another year of affiliation with the same discount of 50 per cent for ACNN members.

9. Operations

1. Branch reports

1.1 NSW: Shelley Reid reported that NSW held a successful country seminar in conjunction with the VIC branch. The branch has fulfilled all tasks relating to the event on 9 November. Will be organising a planning meeting before November.

1.2 QLD: Kristen Hughes reported the branch had recently discussed their strategic plan. Activity has been planning for Nancy Feeley event and for workshops next year. Reviewed website, would like to change the pictures on some pages but the Executive noted this requires finding some appropriate ones from stock photos. Discussed methods for recruitment of new members, would like data about where members are located. Suggested the Welcoming message for new members to include more information and perhaps a specific second one from branches. Noted not all branches have same level of information on the website.

1.3 SA: Megan Bater asked about terms of reference, should they be updated. Recent event went well. Reviewed committee membership, and will send changes to the Secretary for updating.

1.4 VIC: Jennifer reported on joining in with the NSW country seminar. Working on the Nancy Feeley event in Melbourne. A local member will facilitate this with Anndrea.

1.5 ACT: Karen Walker reported the recent event went well.

2. SIG reports

2.1 NNR: Jann Foster reported on the recent joint workshop with NNE, which went well with good interaction. Hoping to hold another similar event. Costs were equally shared between the two SIGs and sponsorship brought in some funds although Samantha noted that not all of them had paid.

2.2 NNL: Wendy Carlish reported that a member is going to the Australian College of Nursing (ACN) conference in Hobart. Wendy noted that the NNL letter to the Executive had been about getting more involved with ACN. Karen Walker reported on discussions with the ACN President and CEO, still in progress.

2.3 NNP: Anndrea Flint reported on a workshop happening later this month; the SIG committee will also meet at this event. Amy Forbes-Coe reported that discussion with the Australian College of Nurse Practitioners on potential mutual benefits is in progress.

2.4 LRC: Donna Hovey reported the SIG is busy fundraising for PNG, also putting in three abstracts for the Impact Conference in Port Moresby, on 4 December this year.

2.5 NNE: Jennifer Dawson noted that the free abstract presenters at the NNR and NNE workshop were presented with a scholarship of \$500 each but one was not a member. Discussion by Executive on proper process for these initiatives. Linda Ng noted that the scholarship funds were not advertised for members only so scholarship was still awarded. Linda Ng reported that the NNE is planning to start a Facebook closed account.

2.6 NDC: Ursula Haack has tendered her resignation from the SIG committee. Karen Walker asked Anndrea Flint to follow up with the SIG about succession to the chairperson role.

3. Social media: Cassandra Prezioso has stepped down from the committee. Facebook is increasing in profile, Instagram is active. Sarah Neale to write a brief on opening an avenue for donations. Have started a Monday member profile program.

4. Professional Officer: no new applications since change in scholarship and awards management.

5. Newsletter Sep 2019 issue: items received from NSW, QLD and SA branches, and the LRC and NNP SIGs.

10. Conferences and events

1. Visiting academic tour: all arrangements complete and registration is open.
2. Conference 3-5 September 2020, Canberra: venue inspections done, selecting Hotel Realm with dinner at the National Gallery.

11. New Business

1. PSANZ guidelines for care around stillbirth and neonatal death, section 3: following a long delay this section of the guidelines has been updated. ACNN endorsed this part of the guidelines, along with other professional bodies. This section will be linked on the ACNN website for members and the ACNN palliative care guideline will be archived.
2. ACNN scholarships: now to be administered by the Professional Officer. They are to be advertised through social media accounts as well as included in email round-up broadcasts.
3. International Neonatal Nurses Day 2019: discussion on sponsoring the catering for this event with agreement to sponsor as for last year, for \$50. To be advertised through social media.

12. Meeting Close

Meeting closed at 8:48 PM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 9 September 2019



Signature

Motions Summary

#	Title	Mover	Seconder	Status
038	The minutes of the meeting held on 8 Jul 2019 were a true and accurate record.	Anndrea Flint	Jennifer Dawson	Carried