



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 7:30 PM Monday, 14 October 2019

1. Meeting open

Meeting Opened By Karen Walker at 7:35 PM

2. Attendance & Apologies

Attended

Anndrea Flint
Jane Roxburgh
Karen Walker
Karen New
Linda Ng
Samantha Lannan
Shelley Reid

Apologies

Amy Forbes-Coe
Jennifer Dawson

LRC SIG - Robyn Schmid, Social Media - Sarah Neale, NSW branch - Jenny Ormsby, SA branch - Anna Seppelt, NNR SIG and ACT branch - Marg Broom, NNL SIG - Jo Sheils, QLD branch - Kathryn Lawler.

3. Confirmation of the minutes of the previous general meeting

Motions

038 The minutes of the meeting held on 9 Sep 2019 were a true and accurate record.

Status: Carried **Mover:** Samantha Lannan **Seconder:** Linda Ng

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

1. INND pictures for newsletter: further pictures sent to Shelley for inclusion in September issue. This action completed.
2. Third request for research recruitment: Linda reported there has been no follow up on this. Action closed.
3. TOR for branches and SIGs: in progress.
4. Executive representatives at Melbourne event: see 10.1 below.
5. Breastmilk substitutes company sponsorship: see 10.3 below.
6. MOU with ACNP: see 7.3 below.
7. Research request from UTS student: this has been circulated by Linda Ng. Action completed.

5. Correspondence

- Request to translate ACNN guideline Palliative Care in the Neonatal Nursery into Greek

- Enquiry from J&J re sponsorship for 2020 conference
- Request to advertise NSW NETS event, offering early bird discount for ACNN members
- EOI for Prader-Willi Research Foundation of Australia Research Grants
- Notice from NHMRC that Guidelines for Guidelines resources have been updated and are available
- SA Branch committee update
- Draft scholarships from LRC SIG

6. Finance

1. Treasurer's report: due to national events there is currently more funds outgoing than incoming but ACNN remains in good financial standing.
2. Disbursement of funds to eligible SIGs: noted that Samantha has not yet contacted the SIGs but will do so very soon.

Action Items

[047 SIG conference funds disbursement](#)

Due Date: Saturday, 9 November 2019 **Assigned To:** Samantha Lannan **Completed:** Monday, 11 November 2019

7. Governance

1. AGM notice and call for Executive applications: to be sent out when AGM time confirmed. Shelley has prepared all documents.
2. Strategic planning day 10 Nov 2109: Wendy Carlish has indicated she will attend this meeting.
3. MOU with ACNP: this document requires further work but not urgent as it relates to the ACNP annual conference that is always held in September.
4. Associate members and office-bearing roles: ACNN associate members are eligible for all member benefits except the right to vote therefore could not fulfil the duties of an office-bearing role on any ACNN committee. Associate members include those employed by commercial companies, enrolled nurses, undergraduate student nurses, and pre-existing members who relocate overseas but still wish to retain membership.
5. LRC scholarships: two draft documents are submitted for approval, one for a neonatal nurse and one for the LRC SIG. Linda will discuss with Donna Hovey the timing of these scholarships.
6. Branch committee update: the SA branch submitted the names of the new committee, which has been updated on the website except for one person who was found to not be a member when Shelley checked. The SA branch secretary was informed of this circumstance.

8. Legal

No action required.

9. Operations

1. Branch reports
 - 1.1. SA branch: promoting Nancy Feeley event, and planning another event for next year.
 - 1.2. NSW branch: meeting on Wednesday 16 October to form the committee for next year, and work on a strategic plan.
 - 1.3. QLD branch: getting ready for first Nancy Feeley event next week. Kathryn enquired about ACNN slides - these are being prepared by Anndrea and will be circulated when ready.
 - 1.4. ACT branch: Margaret reported on behalf of Leanne Ehrlich. Promoting their Nancy Feeley event, and have secured sponsorship to cover costs.
 - 1.5. VIC branch: no representative to report.
2. SIG reports

- 2.1. LRC: Robyn reported on a recent trip, and explained the new proposal to work with Rotary in PNG. Discussion on this proposal has just started and will continue with Executive approval. A quorum was present to vote in favour of exploring this potential collaboration with Rotary. The LRC SIG will keep the Executive updated on progress.
- 2.2. NNR: Margaret reported on the recent seminar held conjointly with the NNE SIG.
- 2.3. NNE: Linda reported that the SIG would like a closed Facebook account, but finding the process has changed to make it more complicated. Still exploring this initiative.
- 2.4. NNP: Anndrea reported their recent workshop went well, and the group is organising their annual meeting.
- 2.5.>NNL: Jo reported on the dinner meeting that is to be held on 8 November but needs to clarify the intention to award scholarships on the night.
3. Professional Officer: Linda reported circulating one research request to members, regarding bottle feeding.
4. Social Media: Sarah Neale reported on promotion of the Nancy Feeley events, and asked for information on anything that could be promoted via ACNN social media.

10. Conference and events

1. Visiting Academic tour: overall 180 registrations for all events. However, Sydney event is very poorly attended. Need to alert sponsors if they still wish to attend, and the plan is to locate them in the foyer area. However, formula company cannot be located in this public space. Euan Wallace has agreed to not attend this year's event and will present at the 2020 conference instead. Need to alert the other four invited speakers of low numbers and ask if they still wish to present - Shelley will contact them tomorrow. Agreed to reduce registration fee to \$135/\$145 (no early bird) and enable free registration for fulltime undergraduate nursing or midwifery students.
2. Conference 2-4 Sep 2020: initial flyer has been developed with the title of 'Culture, Collaboration and Caring' and key themes of stillbirth, perinatal mental health, and Indigenous health.
3. Statement on sponsorship from breastmilk substitutes companies: suggestion from Jennifer Dawson to add a statement on the ACNN policy for sponsorship from companies producing breastmilk substitutes on the opening page for conference information, as was done for COINN in May. Shelley is developing a statement for consideration by the Executive.

11. New Business

1. Request for translation of ACNN Palliative Care in the Neonatal Nursery: the Executive discussed this request and agreed to decline permission as ACNN has withdrawn this publication from public access. Members are now provided a link to the SCRE/PSANZ/SANDA *Clinical Practice Guideline for Care Around Stillbirth and Neonatal Death, Section 3: Respectful and Supportive Perinatal Bereavement Care*, endorsed by ACNN. Shelley will respond to the request.

Action Items

[048 Request for translation of ACNN Palliative Care guideline](#)

Executive declined permission as this document has been archived.

Due Date: Sunday, 10 November 2019 **Assigned To:** Shelley Reid **Completed:** Monday, 11 November 2019

12. Meeting Close

Meeting closed at 8:54 PM

Next Meeting

General Meeting

10:00 AM, Sunday, 10 November 2019

Karen Walker

Signature

Actions Summary

#	Title	Assigned To	Due Date	Completed
047	SIG conference funds disbursement	Samantha Lannan	Saturday, 9 November 2019	Monday, 11 November 2019
048	Request for translation of ACNN Palliative Care guideline	Shelley Reid	Sunday, 10 November 2019	Monday, 11 November 2019

Motions Summary

#	Title	Mover	Seconder	Status
038	The minutes of the meeting held on 9 Sep 2019 were a true and accurate record.	Samantha Lannan	Linda Ng	Carried