



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 7:30 PM Monday, 9 December 2019

1. Meeting open

Meeting Opened By Anndrea Flint at 7:32 PM

2. Attendance & Apologies

Attended

Amy Forbes-Coe
Anndrea Flint
Dustylee Williams
Karen New
Linda Ng
Megan Culell
Samantha Lannan
Shelley Reid

NSW branch - Shelley Reid, QLD branch - Wendy Carlish, NNE SIG - Patricia Bromley, NDC SIG - Ursula Haack, ACT branch - Margaret Broom, SA branch - Miriam Long, NNL SIG - Dustylee Williams, SMC - Deanne August, NNP - Anndrea Flint.

3. Confirmation of the minutes of the previous general meeting

Motions

038 The minutes of the meeting held on 11 Nov 2019 were a true and accurate record.

Status: Carried **Mover:** Dustylee Williams **Seconder:** Anndrea Flint

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

Outstanding items are added to agenda below.

5. Correspondence

- Invitation for an ACNN member NNP to attend Parliamentary Breakfast for discussion on Advanced Practice: NNP SIG sent Jo Scott who will provide a report for the newsletter.
- Endorsement request for Safer Baby Bundle e-learning modules
- Notice for Breastfeeding Advocacy Workshop for ACNN website listing

6. Finance

1. Financial report: Sam not present for full meeting due to work commitments, will provide a report to the Executive

- by email.
2. Flight bookings for F2F meeting in March 2020: Amy and Shelley have not yet booked flights. Sarah Neale will be attending also and will require a flight from Sydney.
 3. Academic tour resolution of PCO fees: Nikki Abercrombie sent an offer to Karen New of a \$3,000 (approx.) reduction to the final invoice for the 2019 event. The Executive agreed to accept this offer, with thanks. Karen will reply to Nikki with our response.

7. Governance

1. Anndrea and Linda met with Bonnie French, Senior Admin UTAS and discussed the following issues.

NNP program: the NNP program is being develop by UTas by Assoc. Prof Katy Tori who is the postgraduate coordinator and is also the current Chair of ACNP. Anndrea has offered the help of NNP SIG to develop the program. Bonnie will take Anndrea's suggestion back to Utas.

MOU with ACNN: currently the MOU is valid until 2020. However from 2021, there is a suggestion that the MOU will be signed for three years instead of annually. Currently all ACNN members have 50 per cent off fees until 2020 and Bonnie does not think that the university will further reduce the current offer, which most probably will remain at 50 per cent.

Direct entry midwives working in neonatology: there has been concern raised by this particular group as they are unable to specialise due to the postgraduate course offered by UTas being only for those with BN qualifications. There is now a postgraduate course for direct entry midwives who are working in SCN/ICN to specialise (Graduate Certificate in Midwifery Special Care).

2. Executive Support Officer contract: Second contract signed. Karen will be paid extra hours for time spent on updating and organising the website.

8. Legal

1. Submission of financial summary to NSW Fair Trading: form completed by Shelley and submitted with payment by Samantha on 24 November.

9. Operations

1. Branch reports

1.1 QLD - has held annual planning meeting, has a very stable committee.

1.2 NSW - targeting membership in 2020 as state membership is declining. Will attend NSW events to promote ACNN, starting with Babes in the Vines in March.

1.3 ACT - planning seminars for next year plus promoting the annual conference.

1.4 SA - planning seminars early in year then will also promote national conference.

2. SIG reports

2.1 NNE - there has been a change of committee, with Patricia Bromley now leading. The group has been doing some research and following up on this with an abstract accepted for an international conference, and writing papers. Has updated TOR, and looking into starting a closed Facebook page to be moderated by Jennifer Dawson and Justine Parsons (see 10.3 below).

2.2 LRC - dates are set for Goroka in May and September, will release an EOI for these trips. There is an opportunity for getting funding from a NSW Rotary Club for focused interventions in a new area (Wewak) in PNG.

2.3 NNL - has a new committee, and is reviewing TOR, planning events, and targeting members in more remote areas.

2.4 NNR - planning of meetings in progress. Looking for grants for research, and to provide information to members rather than hold events.

2.5 NDC - new committee with Ursula remaining as chair. Have established a scholarship, are contributing to the newsletter. Held a seminar on 16 November. Planning to meet regularly, participate in ACNN conference, and survey SIG members.

2.6 NNP - met for planning of future activity, and confirmed committee. Anndrea asked all SIGs to keep in touch with the Executive.

3. **Social media committee:** Deanne August and Sarah Neale are working on connecting with branches/SIGs for promotion of events. Melissah Burnett is standing down, so an EOI for more committee members will be sent out in January and close in February. Planning to send out items about award recipients.

4. ACNN committee name badges: The Executive has agreed to purchase badges with ACNN logo for designated roles, such as ACNN President, and for Branch and SIG committees. These badges will allow delegates at the annual conference to identify committee members. Karen will liaise with Samantha on the final version.

10. New Business

1. Suggested acknowledgement of Aboriginal and Torres Strait Island people for website: statement below was accepted by the Executive, to be displayed on the ACNN website homepage.
The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander peoples across the nation as the traditional custodians of the lands on which we live, learn and work, and to honour elders past and present.
2. Formation of new SIG: Skincare Forum members are working through the process to form ACNN SIG, following general agreement for this new SIG by members present at the AGM.
3. Closed Facebook groups: NNE unable to create a separate closed group. Deanne advised that this could only be a subpage and the Social Media Committee (SMC) would be monitoring it. The Executive expressed concern about managing multiple subpages. The SMC will meet with NNE on 17 Dec to discuss and clarify purpose. The Executive suggested exploring other mediums such as WhatsApp.

11. Conferences and Events

1. Conference 2020: Welcome reception will have a market, similar to 2018, and the conference dinner will be at the National Gallery Australia.
2. SIG sessions in conference (optional): streams will be created around SIGs. There are options for times, such as breakfast sessions although these will need extra funding if not in the main program. Will be necessary for concurrent SIG sessions, but will try not to clash. Wednesday morning (preconference) is available until 2pm as the ballroom is booked all day. If interested, SIGs are to put forward suggestions, and can also nominate speakers (1-2 speakers each only).
3. Statement on sponsorship from breastmilk substitutes companies at ACNN events: this is to be added to the conference website and sponsor prospectus to reflect the position statement and policy released in July this year; to be approved by the Executive by 20 December.

12. Meeting Close

Meeting closed at 9:10 PM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 13 January 2020

Last modified: 10/03/2020 10:10 PM

Anndrea Flint

Signature

Motions Summary

#	Title	Mover	Seconder	Status
038	The minutes of the meeting held on 11 Nov 2019 were a true and accurate record.	Dustylee Williams	Anndrea Flint	Carried