



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum Meeting Minutes 7:30 PM Monday, 13 April 2020

1. Meeting open

Meeting Opened By Anndrea Flint at 7:34 PM

2. Attendance & Apologies

Attended

Amy Curran
Anndrea Flint
Dustylee Williams
Karen New (ESO)
Linda Ng
Research SIG
SA Branch
Samantha Lannan
Shelley Reid

LRC - Karen New, NNE - Linda Ng, QLD - Dustylee Williams, NNL - Lynn Chapple, SMC - Deanne August and Sarah Neale, NNP - Karen Hose, SA - Miriam Long, NSW - Shelley Reid, NNR/ACT - Margaret Broom

3. Confirmation of the minutes of the previous general meeting

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

1. Post office box: decision made to change to small PO box when renewal falls due next year.
2. Meeting with VIC Branch: arranged for 14 April by Zoom.

Action Items

049 Branch and SIG guidelines

Improve clarity on requirements for annual reporting by branches and SIGs

Due Date: 12/04/2020 **Assigned To:** Shelley Reid

050 To-do list

Quick guide for branches and SIGs on their responsibilities

Due Date: 12/04/2020 **Assigned To:** Shelley Reid, Amy Curran

051 NNE Report

Should be formatted using the NNE template

Due Date: 12/04/2020 **Assigned To:** Anndrea Flint, Linda Ng

052 NNR research request

Due Date: 12/04/2020 **Assigned To:** Anndrea Flint

053 ACNN Fellow nominations

Due Date: 12/04/2020 **Assigned To:** Shelley Reid, Amy Curran

054 EOI for Neonatal Feeding SIG

Due Date: 12/04/2020 **Assigned To:** Shelley Reid

5. Correspondence

Correspondence since 10 February 2020

- Invoice from Australia Post forwarded to treasurer
- Enquiry from member about not receiving renewal notices – sent history from her contact details
- Newsletter from CNMO re COVID-19
- Notification of successful applicant for Social Media Committee, Natasha Good
- Research proposal from NNR SIG
- Correspondence with ACM President re ACNN conference
- Request to post invitation for survey on neonatal pain on ACNN social media
- Enquiry from member for information on preterm care and safe practice during the COVID-19 pandemic
- Links to resources for COVID-19 from the Raising Children Network
- Request to review safe sleeping document for maternity and neonatal care providers from Safer Care Victoria
- Notice to Branches and SIGs to cancel any events until end of May
- Response to NNE SIG regarding research proposal
- Request for invitation to participate in research on kangaroo care to be circulated to members

6. Finance

1. Financial report: ACNN remains in good financial standing. Term deposit rolled over this month with similar interest rate. Samantha is still processing refunds for cancelled events.

7. Governance

1. Branch and SIG annual reports 2019: received by all except one branch, reviewed at F2F meeting in March and funding approved in line with Sustainable Committees Plan. Karen New has worked with authors of some reports to make corrections.
2. Branch and SIG governance: instructions being updated, for Executive approval.

8. Legal

No actions required.

9. Operations

1. Branch reports

1.1 QLD - seminar in Townsville is to be postponed, the Logan event is cancelled but going ahead for Toowoomba. Membership drive in progress.

1.2 NSW - has cancelled the annual country seminar with loss of deposit. Promotion for new and renewing members in progress. Unable now to promote the branch at events due to cancellations of same.

1.3 ACT - plans cancelled for the time being.

1.4 SA - held the February meeting, plans for another meeting on hold but planning the program in anticipation.

2. SIG reports

2.1 NNP - online meetings held and documents finalised. Planning workshop adjunct to Cool Topics but not confirmed if going ahead. STABLE training postponed until international flights are resumed.

2.2 NNE - planning social media posts, intending to offer some free online education.

2.3 NNR - opened up meetings to more members, discussed topics to be presented in future meetings, which are happening approximately every month. Working on research project to resubmit to Executive. Plan to make more use of FaceBook.

2.4 NNL - waiting to hear about the annual conference before confirming plans, working on fact sheet.

2.5 LRC - all activity cancelled until COVID-19 pandemic has passed.

3. Professional Officer report: scholarships have been reviewed, for Executive approval.

4. Social Media Committee: had planned output but have postponing this due to COVID-19 restrictions. Responded to inquiry on COVID-19. Continuing to post on Nursing and Midwifery leaders, noted not many Australian ones found.

10. Conferences and Events

1. Annual conference: If restrictions listed in time will go ahead as planned. If postponement is necessary, tentative dates are for November 2020 or September 2021. Abstracts still being accepted but deadline will be extended. Invited speakers sending information on basis that event still going ahead. Program is ready.
2. Branch and SIG events: all postponed or cancelled if being held before end of May. After discussion agreed to extend this deadline out to events being held before 31 July.

11. New Business

1. Proposed neonatal skin care SIG: application tabled and approved for a provisional year of operation. Shelley will send a formal letter to the provisional committee.

12. Meeting Close

Meeting closed at 8:28 PM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 11 May 2020



Anndrea Flint, Meeting Chair and President
8 June 2020

Actions Summary

#	Title	Assigned To	Due Date	Completed
049	Branch and SIG guidelines	Shelley Reid	12/04/2020	
050	To-do list	Shelley Reid, Amy Curran	12/04/2020	
051	NNE Report	Anndrea Flint, Linda Ng	12/04/2020	
052	NNR research request	Anndrea Flint	12/04/2020	
053	ACNN Fellow nominations	Shelley Reid, Amy Curran	12/04/2020	
054	EOI for Neonatal Feeding SIG	Shelley Reid	12/04/2020	