



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Branch and SIG Forum MINUTES OF MEETING 7:30 PM Monday, 8 June 2020

1. Meeting open

Meeting Opened By Anndrea Flint at 7:30 PM

2. Attendance & Apologies

Attended

Amy Curran
Anndrea Flint
Dustylee Williams
Karen New
Linda Ng
Representative LRC SIG
Representative SA Branch
Representative Social Media
Representative ACT Branch
Samantha Lannan
Sarah Neale
Shelley Reid

Apologies

Megan Culell

NSW Branch - Shelley Reid, LRC SIG - Donna Hovey, SA Branch - Miriam Long, Qld Branch - Karen Hose, Education SIG - Linda Ng, Neo-skin SIG Deanne August and Karen New, Neurodevelopmental Care SIG - Ursula Haack, Research SIG - Margaret Broom.

3. Confirmation of the minutes of the previous general meeting

Held over to Executive meeting on 13 July 2020.

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

See agenda below.

Motions

042 The minutes of the meeting held on 11 May 2020 were a true and accurate record.

Status: Unresolved

Action Items

049 Branch and SIG guidelines

Improve clarity on requirements for annual reporting by branches and SIGs

Due Date: Sunday, 12 April 2020 **Assigned To:** Shelley Reid **Completed:** Sunday, 13 September 2020

050 To-do list

Quick guide for branches and SIGs on their responsibilities

Due Date: Sunday, 12 April 2020 **Assigned To:** Shelley Reid, Amy Curran **Completed:** Sunday, 13 September 2020

051 NNE Report

Should be formatted using the NNE template

Due Date: Sunday, 12 April 2020 **Assigned To:** Anndrea Flint, Linda Ng **Completed:** Sunday, 13 September 2020

052 NNR research request

Due Date: Sunday, 12 April 2020 **Assigned To:** Anndrea Flint **Completed:** Sunday, 13 September 2020

053 ACNN Fellow nominations

Due Date: Sunday, 12 April 2020 **Assigned To:** Shelley Reid, Amy Curran **Completed:** Sunday, 13 September 2020

054 EOI for Neonatal Feeding SIG

Due Date: Sunday, 12 April 2020 **Assigned To:** Shelley Reid **Completed:** Sunday, 13 September 2020

5. Correspondence

- Notice to Branches and SIGs regarding intention to hold virtual conference in 2020
- Notice to ACNN Secretary on change in secretary for NDC SIG
- Enquiry from NSW member regarding staffing for special care nurseries: referred to Jo Sheils, Perinatal Services Network (NSW)

6. Finance

1. Treasurer's report: in good financial position. Some refunds to conference sponsors, others carried over to 2021. Renewal options for more than one year are popular.
2. Budget request from Research SIG: Executive to review and respond after July meeting.

7. Governance

1. Draft scholarship guideline for Neo-Skin SIG: these were approved by Executive.
2. Revised guidelines for branches and SIGs: held over to Executive meeting in July.

8. Legal

1. PCO contract: in progress, clarifying some points, including costs for speakers, before finalising.

9. Operations

1. Branch reports

SA: not much happening due to COVID-19, but meeting this week to plan for later in year.

QLD: meetings cancelled but holding one in Townsville (without workshop) and planning to participate in the ACNN virtual conference in September, sponsor lunches for small groups who are participating.

ACT: planning for participating in the virtual conference, including a members' meeting, and looking for sponsorship.

NSW: membership drive extended to 30 September as the prizes of conference attendance will now apply for 2021.

No representative present from Vic Branch.

2. SIG reports

Neo-Skin SIG moving along with setting up, and scholarship is approved.

Neurodevelopmental Care SIG is testing how to hold a small webinar, would like to hold larger webinar with recording for later viewing, possibly with guest speakers; there has been a change in SIG change in secretary, National Secretary was notified.

Education SIG is exploring the use of university Zoom accounts. Submitted revised fact sheet, and a position statement on neonatal nursing education. Proposing to award a prize for conference and poster presentation. Planning a panel discussion for members.

Low Resource Countries SIG - all PNG trips are cancelled due to COVID-19, hoping to resume next year. Will be able to use a recent grant for that purpose. Certificates for donors are being updated, and the SIG is developing a donation gift card.

Research SIG has submitted budget for review by Executive. Planning a virtual meeting. Has received some inquiries from members on research methods for QI projects.

Nurse Practitioner SIG is meeting next week. Thinking of meeting at Cool Topics time, if that event is still held.

Leadership SIG is focusing on self care initiatives for members and their teams.

3. Professional Officer: no report.

4. Social Media Committee: Sarah reported on advertising conferences, receiving inquiries about research, and planning to continue to promote membership. International Neonatal Nurses Day promotion - \$2020 for 20 members by draw, on 15 Aug (to make voucher for events in 2021).

10. Conference and Events

1. Virtual conference 2020: six invited speakers as agreed by conference committee. Anndrea and Margaret Broom are to finish the event. Karen is contacting people who submitted abstracts. There will not be a poster session.
2. Annual Conference, Canberra 2020: arrangements booked, other organising is on hold until next year.

11. New Business

1. Proposed Infant Feeding SIG: Shelley reported EOI from 20 members, so a scoping meeting by Zoom was held on 3 June with 13 attendees. General discussion formed a basis for developing an application, which will be worked on over the next few months.

12. Meeting Close

Meeting closed at 8:30 PM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 13 July 2020

Actions Summary

#	Title	Assigned To	Due Date	Completed
049	Branch and SIG guidelines	Shelley Reid	Sunday, 12 April 2020	Sunday, 13 September 2020
050	To-do list	Shelley Reid, Amy Curran	Sunday, 12 April 2020	Sunday, 13 September 2020
051	NNE Report	Anndrea Flint, Linda Ng	Sunday, 12 April 2020	Sunday, 13 September 2020
052	NNR research request	Anndrea Flint	Sunday, 12 April 2020	Sunday, 13 September 2020
053	ACNN Fellow nominations	Shelley Reid, Amy Curran	Sunday, 12 April 2020	Sunday, 13 September 2020
054	EOI for Neonatal Feeding SIG	Shelley Reid	Sunday, 12 April 2020	Sunday, 13 September 2020

Motions Summary

#	Title	Mover	Seconder	Status
042	The minutes of the meeting held on 11 May 2020 were a true and accurate record.			Unresolved



Anndrea Flint, Meeting Chair and President
10/08/2020