



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Branch and SIG Forum MINUTES OF MEETING 7:30 PM Monday, 10 August 2020

1. Meeting open

Meeting Opened By Anndrea Flint at 7:36 PM

2. Acknowledgement

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 honour elders past and present.

3. Attendance & Apologies

Attended

Amy Curran
Anndrea Flint
Karen New
Linda Ng
Representative LRC SIG
Representative NSW Branch
Representative SA Branch
Representative Social Media
Representative NNP SIG
Samantha Lannan
Shelley Reid

Apologies

Dustylee Williams
Megan Culell

Leadership SIG: Alyssa Fraser; Research SIG/ACT branch: Margaret Broom; NSW branch: Jo Sheils; NNP SIG: Karen Hose; SMC: Sarah Neale; SA branch: Miriam Long; Neo-Skin SIG: Deanne August; VIC branch: Jennifer Dawson; LRC SIG: Robyn Schmid; QLD branch: Kristen Hughes; Education SIG: Linda Ng; NDC SIG: Annie Chang.

4. Confirmation of the minutes of the previous meeting on 8 June 2020

Motions

046 The minutes of the meeting held on 8 Jun 2020 were a true and accurate record following a minor amendment.

Karen Hose from NNP SIG corrected her name in the minutes.

Status: Carried **Mover:** Anndrea Flint **Seconder:** Representative NNP SIG

5. Business arising from the minutes of the previous meeting

1. Infant Feeding SIG: Shelley reported that the interested members have met twice by Zoom and an application to establish the SIG is in preparation.

6. Branch Reports

1. **ACT:** Margaret reported that The Canberra Hospital has given permission for a room to be used for the virtual annual conference. Celebrating International Neonatal Nurses Day (INND) with a cake for staff.
2. **NSW:** Jo reported that the branch committee met last week. The NSW membership drive will close on 30 September. The John Hunter Children's Hospital is planning a celebration for INND and will take pictures that can be displayed at the virtual annual conference.
3. **QLD:** Kristen reported that the workshop in Toowoomba is going ahead on 28 August. The QLD branch membership drive has concluded and winners notified. INND is being celebrated by individual events with support from ACNN.
4. **SA:** Miriam reported that the branch committee now Zooms for meetings and is finding this gives better attendance. A seminar is being planned for October.
5. **VIC:** Jennifer reported that activity is limited by lock-down. Seven new members were recruited to the branch committee. Lee Hopper has stood down and Jennifer thanked her warmly for her longstanding contributions to the committee. Jennifer also reported that the Melbourne Town Hall will be lit up in purple for World Prematurity Day, 17 November.

7. SIG Reports

1. **Education:** Linda reported that the committee is planning a workshop on moral distress after the virtual annual conference. This workshop will be run via MS Teams and not recorded. Also planning to sponsor two prizes of \$500 each for the 2020 conference; usually these are given to education-related presentations but will make the criteria wider for this year due to the program restrictions. The prizes are for best presenter and best new presenter.
2. **Research:** Margaret reported planning for 30-minute presentations by neonatal nurse researchers, with two confirmed so far.
3. **Nurse Practitioner:** Karen Hose reported the SIG is planning Zoom workshops in each state, and currently working through the logistics for this with a view to starting in December.
4. **Low Resource Countries:** Robyn reported all trips to PNG are suspended. The SIG terms of reference have been updated. Thank-you cards have been developed to send in response to donations. The Rotary Club donation has been officially announced and will be held over until next year.
5. **Leadership:** Alyssa reported on engagement with social media via the Social Media Committee. A planned workshop has been deferred to next year.
6. **Neurodevelopmental Care:** Annie reported that Kristen Hughes is presenting a Zoom seminar on 26 August, on introducing FINE training practices in the Sunshine Coast SCN. Planning for another Zoom seminar in October.
7. **Neo-Skin:** Deanne reported that the SIG will hold monthly meetings, two closed then one open meeting in succession. The SIG is working on concerns about some products used for neonatal skincare.

8. Conference and Events

1. 2020 virtual annual conference: program will include AGM, will need to achieve the quorum of 20 financial members. Certificates of attendance will be sent to individual registrants, and groups will be managed by asking anyone registering for a group to name each person in the group. Margaret asked for photos or short videos to add to the closing presentation.
2. 2021 annual conference, Canberra: arrangements have been deferred to next year.

9. General Business

1. Social Media: please contact the team with suggestions or requests.
2. Zoom meeting arrangements: Karen New explained the process for booking Zoom meetings. Recent changes mean that all meetings must have a password. Only the host can use the share screen function but the host can allocate this to another person after the meeting has commenced.
3. Strategic Plan 2021-2025: this has been formally approved by the Executive and will be released later in the year for SIGs and Branches to consult when planning activity for 2021.
4. Branch and SIG guidelines: these are being updated by the Executive.

10. Meeting Close

Meeting closed at 8:32 PM

[Next Meeting](#)

Branch and SIG Forum

7:30 PM, Monday, 12 October 2020

Motions Summary

#	Title	Mover	Second	Status
046	The minutes of the meeting held on 8 Jun 2020 were a true and accurate record following a minor amendment.	Anndrea Flint	Representative NNP SIG	Carried



Anndrea Flint, Meeting Chair and President
12/10/2020