



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Branch and SIG Forum MINUTES OF MEETING 7:30 PM Monday, 12 October 2020

1. Meeting open

Meeting Opened By Amy Curran at 7:35 PM

2. Acknowledgment

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
Dustylee Williams
Karen New
Linda Ng
Samantha Lannan
Sarah Neale
Shelley Reid

Apologies

Anndrea Flint

ACT Branch and NNR SIG: Margaret Broom; NSW Branch: Shelley Reid; QLD Branch and Neo-Skin SIG: Kristin Hughes; SA Branch: Megan Bater; NNE SIG: Linda Ng; NNP and LRC SIGs: Amy Curran; NDC SIG: Ursula Haack and Annie Chang; NNL SIG: Jo Sheils; Infant Feeding SIG: Heather Taylor. Amanda Merchant attended as an observer.

4. Confirmation of the minutes of the previous forum

Motions

[The minutes of the meeting held on 10 Aug 2020](#) were a true and accurate record.

Status: Carried **Mover:** Sarah Neale **Seconder:** Representative ACT Branch

5. Business arising from the minutes of the previous forum

None arising.

6. Branch reports

1. ACT: Margaret reported that a recent virtual seminar went well, planning for another event in November with mix of in-person and online attendance.
2. NSW: Shelley reported the committee met last week and is planning for the branch annual meeting on Wednesday 9 December. Names for the member lucky draw for new and renewing NSW members as at 30 September were sent to Karen New to provide a randomised selection of winners.

3. QLD: Kristin reported the branch annual meeting was held in Toowoomba with a new committee formed for 2020-2021 that will meet again soon.
4. SA: Megan reported that a seminar is planned for 21 October with multidisciplinary presenters. The annual meeting will also be held at that time.
5. VIC: no representative present to report.

7. SIG reports

1. Education: Linda reported the annual meeting was held and the committee reappointed with one new member. Another online seminar is planned for 10 November; as it is based on a bio-ethical case study it will not be recorded.
2. Research: Margaret reported the online seminars are well attended, will hold the annual meeting and plan for next year.
3. Nurse Practitioner: Amy reported the last meeting was in September and will hold the annual meeting later this month, to elect a new committee and plan online events.
4. Low Resource Countries: Amy reported a new committee has been appointed, now chaired by Karen New. Considering an MOU with the Taking Paediatrics Abroad charity and planning activity for next year.
5. Leadership: Jo reported that the annual meeting is to be held in November. The committee is working on a fact-sheet and considering how to engage with members under the current restrictions.
6. Neurodevelopmental Care: Ursula reported that online seminars are well received and planning to continue with more in November and December. Also working on a fact-sheet. The next committee is appointed with Annie Chang taking on the role of chairperson.
7. Neo-skin: Kristin reported that the SIG open meetings have gone well, with good discussions. Currently considering developing resources for managing traumatic fetal scalp injuries, and may approach Wounds Australia for possible collaboration. Also planning to seek Executive approval for materials created by the former Queensland Skin Forum (now merged with the Neo-skin SIG).
8. Infant Feeding: Heather reported that the new SIG committee is meeting tomorrow to start planning and organising to launch the SIG activities.

8. Conferences and events

Karen went through the draft 2021 conference program, in particular the parts that related to SIGs. Each SIG is asked to nominate a speaker who could present in a plenary session as well as the SIG stream in concurrent sessions. A call for abstracts will be reissued next month and will close in April.

9. General Business

1. Branch and SIG annual meetings: Karen reminded all branches and SIGs are to hold an annual meeting by the end of the year, to elect the committee and plan activities for 2021. Names of the new committee are to be sent to Shelley for updating on the website.
2. Dropbox usage: Karen demonstrated how the ACNN Dropbox account is set up, and went through the resources available to Branch and SIG secretaries in the Branch and SIG folder. It was stressed that no one is to delete any file from Dropbox as this will be permanently lost. Karen explained that using the web version of Dropbox was not the best approach and Branch or SIG secretaries are advised to download the free Dropbox app to create a personal account, which will be linked to the ACNN folder where documents can be viewed or updated.
3. Zoom bookings: Karen explained that Zoom meetings must be booked singly as only one meeting can run at any time. The calendar is available in the Branch and SIG Dropbox folder and secretaries may book any time slot if still blank. One person from each Branch or SIG is given access to book sessions as the ESO in order to use the share screen function.
4. Website: Karen demonstrated the areas of the website available to members only, and where to find resources.
5. Subcommittee governance guide: Karen went through this document, still in draft but close to approval by Executive. Further suggestions for this document are welcomed.

10. Meeting Close

Meeting closed at 8:46 PM


[Next Meeting](#)

Branch and SIG forum

7:30 PM, Monday, 14 December 2020

Motions Summary

#	Title	Mover	Second	Status
	The minutes of the meeting held on 10 Aug 2020 were a true and accurate record.	Sarah Neale	Representative ACT Branch	Carried



Amy Curran, Meeting Chair and Vice President
14/12/2020