



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Branch and SIG forum MINUTES OF MEETING 7:30 PM Monday, 14 December 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
Shelley Reid

Apologies

Anndrea Flint
Representative SA Branch
Representative VIC Branch

LRC SIG: Leanne Sheppard, Research SIG/ACT: Margaret Broom, Neo-Skin SIG: Lynne Chapple, NNP SIG: Jane Langford, NSW Branch: Jo Sheils, QLD Branch/Education SIG: Linda Ng, Infant Feeding SIG: Shelley Reid, NDC SIG: Annie Chang, Social Media: Sarah Neale.

4. Confirmation of the minutes of the previous forum

Motions

[The minutes of the meeting held on 12 Oct 2020 were a true and accurate record.](#)

Status: Carried **Mover:** Linda Ng **Seconder:** Samantha Lannan

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

None arising.

6. Branch reports

1. ACT: annual meeting held, same committee re-appointed. Held a twilight meeting recently, now planning for 2021 and looking forward to Annual Conference in Canberra.
2. NSW: annual meeting held, committee re-appointed except for Jenny Ormsby who stepped down. Annual report with planning for 2021 completed.
3. QLD: annual meeting held in November, planning for regional events in 2021.
4. SA: no report.

5. VIC: no report.

7. SIG reports

1. Education: welcomed a new committee member, Rebecca Winterburn. Planning for 2021 Annual Conference.
2. Research: held annual meeting last week, gained 2 new members, Jennifer Middleton and Jeewan Jyoti.
3. Nurse Practitioner: held annual meeting and formed new committee, planning events for 2021.
4. Low Resource Countries: held annual meeting, formed a new committee, planning activities for 2021 that may include a virtual alternative to role playing for training.
5. Leadership: planning to meet next week, working on a fact sheet.
6. Neurodevelopmental Care: has held monthly virtual meetings, will meet 2-monthly next year.
7. Neonatal skin: meeting monthly with every second one open to all members. Contributing to social media posts and have Executive endorsement of materials created by the former Queensland Neonatal Skin Forum.
8. Infant Feeding: holding first virtual seminar tomorrow, good number of registrations.

8. Conferences and events

1. Annual Conference 2021: Karen New reported that the program is mostly complete. Also noted that certificates of attendance will no longer be issued for ACNN events, as these do not necessarily verify delegate attendance. Members should retain the program and write reflections on sessions to contribute to personal CPD records.
2. Virtual events: Karen reminded those present that the ACNN Zoom account does not allow concurrent sessions so these must be reserved on the Zoom calendar to prevent double-booking.

9. General Business

1. Virtual event guide and processes: Sarah noted that if the organisers of an event would like social media advertising, she requires a minimum of one week to prepare the post.
2. Executive action plan: Amy updated the Branch and SIG representatives on the resources updated by the Executive recently. These include a guide for subcommittees and a mandatory slide for virtual presentations that includes an acknowledgment to country and disclaimers. The Executive has been busy updating governance documents throughout the year with new versions placed in the website members' area once finalised. The Executive is also considering possible affiliations with other professional groups.
3. Social Media Committee: Sarah discussed how the committee works, currently she is the only member but hopes to recruit more early next year. Noted that Facebook posts require preparation time of at least a week, and Sarah would appreciate liaising with a designated person for these.
4. Website: branches and SIGs need to check their website pages and ask for updates to be done - send these requests to the Executive Support Officer Karen New, who also needs some lead-in time to accomplish them.
5. Branches and SIGs: reiterated to representatives that Branches and SIGs are to hold regular meetings that should be no longer than 3 months apart and at least half of SIG meetings must be open to all ACNN members (general meetings) with options to meet in person and online via Zoom.

10. Meeting Close

Meeting closed at 8:30 PM

[Next Meeting](#)

Branch and SIG Forum

7:30 PM, Monday, 8 February 2021



Amy Curran, Meeting Chair and Vice President
8/2/2021

Motions Summary

#	Title	Mover	Seconder	Status
	The minutes of the meeting held on 12 Oct 2020 were a true and accurate record.	Linda Ng	Samantha Lannan	Carried