



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

General Meeting MINUTES OF MEETING 9:00 AM Saturday, 28 August 2021

1. Meeting open

Meeting Opened By Anndrea Flint at 9:05 AM

This meeting extends over two days.

2. Attendance & Apologies

Attended

Amy Curran
Anndrea Flint
Denise Harrison
Karen New (ex officio)
Linda Ng
Samantha Lannan
Sarah Neale
Shelley Reid

3. Acknowledgment

The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait peoples across the nation as the traditional custodians of the lands on which we live, learn and work, and honour elders past and present.

4. Confirmation of the minutes of the previous general meeting

Motions

The minutes of the meeting held on 12 Jul 2021 were a true and accurate record.

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

5. Correspondence, for noting only

12/7 Offer from Susan Ryan Seminar organisers of free sponsorship opportunity

19/7 Response from Anndrea to Kylie Pussell from Miracle Babies Foundation in regard to sponsorship offer

19/7 Request from NDC SIG to present their workshop virtually during the conference

19/7 Offer of Professional Officer role accepted by Denise Harrison

21/7 Updated information sheet and terms of reference submitted by NDC SIG

27/7 Contact from new UTas Relationships Manager, Michelle Phillips

Last modified: 3/07/2022 8:20 PM

7/8 Call for abstracts for the 4th International Family Integrated Care virtual conference, 14-15 October 2021

12/8 Contract from Western Sydney University for NNOM Project

26/8 Enquiry from Sharlene Collier regarding prize for conference attendance

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

1. New link for UTas to be added to website: new link not required as the application process remains unchanged and although fees have changed these are in a separate place on the website. Linda will send information about new fees to the Executive.
2. Conference decision: has now converted to fully virtual format.
3. Offer of sponsorship for the Family Appreciation award from Miracle Babies Foundation: Anndrea has responded to Kylie that we decline the offer due to changing circumstances around when this award is to be given.
4. ACNP MOU under discussion: see agenda below.
5. Neonatal Nurse Excellence award/Family Appreciation award document: see agenda below

7. Finance

1. Treasurer's report (ABN update): Samantha reported little activity since last meeting. Income includes trade sponsorship but this is now being refunded. We received a refund of \$3,000 from the National Art Gallery booking. Membership income has been approximately \$5,000. Expenses include annual accountancy fees and regular monthly costs such as website, ESO, and Xero. The accountant will follow up on the ABN issue when EOFY busyness has settled.
2. Financial report: Current balance across all accounts including term deposit and PayPal is \$526,505. One term deposit matured on 22 August and was closed with the balance of \$200,877 plus \$1,607 interest being transferred to the ACNN Cash Reserve account.
3. Membership report: currently have 1,017 members with 848 renewing for 2021-2022. There are 147 members who have not yet renewed, including half-year members. There have been 20 new members since last meeting.
4. Conference refunds for prizewinners: these are being sorted by Samantha. NSW Branch will follow up with prizewinners from their membership draw. Karen New is to email SIGs about free conference registrations.

8. Governance

1. ACNP MOU: Anndrea presented the discussion with NNPs on the proposed MOU with ANCP. There needs to be equity about access to educational platforms. Proposal to discuss and review the MOU with ACNP then discuss with the NNP SIG again.
2. UTas MOU: Linda will be handing over to Denise.
3. NDC SIG TOR, information sheet: the information sheet was accepted, however the TOR document was incorrect. The SIG will be advised to submit again for 2022.
4. NNOM project/contract: contract is finalised. The timeline for part 1 is extended to 4 months although this was not discussed with the Professional Officer. The project meetings are meant to be held monthly and it is not clear who is leading the team. Linda and Denise will arrange a meeting with the SIG committee for handing over.
5. P16 Awards Process review - further discussion around awards. The Family Appreciation award is to be announced on World Prematurity Day, 17 November. Sarah will format a nomination certificate. Mark New award: no nominations received by June, to be reviewed in 2022. Conference Presenter Award - agreed this is to be \$700. Potential candidates are not self-nominating when submitting abstract, may need to clearer on eligibility criteria.
6. G1 National Executive Positions review: finalised with the condition that Assistant Treasurer or Assistant Treasurer must complete one year on the Executive before taking on these roles being changed from essential to preferably having experience on other ACNN committees.
7. Research request document review: discussion on process for external requests for research participation, including requests channeled through CoNNMO, whether to charge a fee for non-members, especially for repeat requests. Also must specify if wanting notification to members via social media in addition to email. Denise and

- Karen will review this for the next meeting.
8. ACNN Style Guide: this review was held over to March 2022.
 9. Subcommittee Quick Reference Guide (operating guidelines): new guide to be distributed to Branches and SIGs. TOR to include report on past year's activity and plan for the next year. Decision also to limit education sessions to 2 per month, not topic specific, with none being scheduled for the 2 weeks before and after the conference.
 10. ACNN Fellow: this award will be presented at the 2022 conference.

9. Legal

1. AGM: notice and nominations for the Executive has been sent to members. Members may join the AGM without attending the conference (no cost).
2. Executive nominations: starting to come in.

10. Operations

1. Strategic plan: reviewed by the committee. Denise offered to assist Sarah with Twitter posts as she is an active tweeter. Discussion on whether to repeat the May Madness member drive next year, perhaps annually. Member survey: first 20 members to complete to get \$50, all others to go into a draw for one year's free membership.
2. Social media committee report (Celebration days/media/video/promotional flyer): the NNE post received the highest traffic so far this year. Sarah has reduced the number of awareness days that are featured as there are too many for all to be included.
3. Member/non member surveys/ groups: this will be constructed in Question Pro and distributed to non-members (from 30 Sep 2021) in 2022.
4. Sustainable committees matrix: Karen presented a spreadsheet that would track the performance of subcommittees (Branches, SIGs). This would be used in the annual assessment of performance and allocation of funds.
5. ACN affiliation benefits: benefits resources not yet received in the post - wrong address used, ACN to send again. Amy is to send the ACNN logo for posting on the Affiliates web page. Discussion on who should receive the one complimentary membership - not decided.
6. Potential affiliates: discussion on which group to approach next, suggestion was for PSANZ. Noted that the position for a neonatal nurse on the PSANZ board will open up when Lynn Sinclair steps down.
7. Professional Officer report/Denise: Linda will conduct the presenter awards for this year as she finishes her term at the AGM. Winners selected by the Education and Research SIGs, and any Branches, will be announced post conference. Denise will start communicating with members as Professional Officer following the AGM.

11. Conferences and Events

1. Annual Conference 2021: speaker gifts were calculated as \$50 per speaker and donated to Roundabout Canberra, a Canberra-based charity that helps families with children. Abstract book needs last few sponsor logos and a photo of Anndrea.
2. Annual Conference 2022: Coffs Harbour on 14-16 September. Need to select a theme. Denise and Amy will work with Karen as co-chairs.
3. Annual Conference 2023: Adelaide.

12. New Business

1. Branch Information sheets: Anndrea to follow up with each one, and provide the Sustainable Committees policy and the Subcommittees Quick Reference Guide.
2. Infant Feeding SIG provisional year: deadline for the provisional report is 14 September. Suggestion for infant feeding to be a conference theme in 2022.
3. External committee representatives: these were reviewed, most had ceased to exist. Still participating in CoNNMO. Considering approaching PSANZ and possibly other organisations that might affiliate with ACNN.
4. Zoom bookings: from 2022 the spreadsheet will be available as read-only and requests for bookings are to be

managed solely by ESO. This will prevent duplicate bookings on duplicate spreadsheets. Will also quarantine the 2 weeks before and after the annual conference.

5. Consumer input: discussion on how to access this group in order to form a reference group for ACNN. Their contributions would be to review documents and inform the conference program. Anndrea to draft terms of reference. This item to be revisited at the November meeting.

13. Meeting Close

Meeting closed on Sunday 29 Aug 2021

Meeting closed at 11:00 AM

[Next Meeting](#)

General Meeting

7:30 PM, Monday, 8 November 2021

Motions Summary

#	Title	Mover	Second	Status
	The minutes of the meeting held on 12 Jul 2021 were a true and accurate record.	Linda Ng	Samantha Lannan	Carried



Anndrea Flint (Meeting Chair and President)
11 October 2021