



THE PEAK PROFESSIONAL BODY  
FOR NEONATAL NURSES IN AUSTRALIA

## Forum Meeting MINUTES OF MEETING 7:30 PM Monday, 13 December 2021

### 1. Meeting open

Meeting Opened By Anndrea Flint at 7:30 PM

### 2. Attendance & Apologies

#### Attended

Amy Curran  
Anndrea Flint  
Denise Harrison  
Karen New (ex officio)  
Kristin Hughes  
Linda Ng  
Melissah Burnett  
Nicol Franz  
Samantha Lannan  
Sarah Neale  
Shelley Reid

#### Branch representatives

ACT - Margaret Broom, NSW - no representative, QLD - Karen Hose, SA - no representative.

#### SIG representatives

Education - Linda Ng, Infant Feeding - Heather Taylor, Leadership - Kristin Hughes, Low Resource Countries - Donna Hovey, Neonatal NP - Jane Langford, Neonatal Skin - Judy Macey, Neurodevelopmental Care - no representative, Research - Margaret Broom.

### 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 forum meeting

#### Motions

The minutes of the meeting held on 11 Oct 2021 were a true and accurate record.

**Status:** Carried    **Mover:** Sarah Neale    **Seconder:** Linda Ng

### 5. Business arising from the minutes of the previous forum meeting

Last modified: 14/02/2022 11:19 PM

1. Order for ACNN polo shirts: Kristin will place order, Executive to purchase from general funds.
2. Neurodevelopmental Care SIG chairperson: no representative present to report.

## 6. Governance

1. Annual report/terms of reference: Anndrea spoke to the annual Branch and SIG reports, due by 28 February. Revised guidelines will be circulated and are available in the Members section on the website.
2. Information sheets: required from Branches as well as SIGs. ACT and SA Branches still to produce these.

## 7. Branch Reports

1. ACT: annual meeting to be held, next meeting in February. Scholarships available from family donations.
2. NSW: no representative.
3. QLD: annual meeting held with change in committee. Reviewed documents for the Executive. Education day was held successfully. Some members received conference scholarships.
4. SA: no representative.

## 8. SIG Reports

1. Education: have prepared annual report and other documents. Planning to hold one online seminar in 2022.
2. Infant Feeding: meeting tomorrow to plan for 2022.
3. Leadership: new committee has met, reviewed documents, and will meet in January.
4. Low Resource Countries: planning education sessions for Taking Paediatrics Abroad. Melissah Burnett is the social media liaison committee member.
5. Neonatal Nurse Practitioner: meeting in January and February for planning. Proposing a workshop in South Australia in May.
6. Neonatal Skin: have met and re-organised workload for committee members. Now meeting every 6 weeks. Planning education session for March 2022 and developing resources such as FAQ and information flyers.
7. Neurodevelopmental Care: no representative.
8. Research: met in October, mentoring of new chairperson commenced. Will hold a workshop in Sydney to plan for 2022.

## 9. Operations

1. Social Media: Sarah reported a bit quieter at this time of year. Asked for suggestions to celebrate member achievements.
2. Executive Support: Zoom bookings Excel file now read-only, check for availability of dates and time then send request to Karen New to reserve that session. Should plan for 2 - 3 education sessions (green) per month overall. Branches and SIGs to check their web pages and notify Karen of any required updates.
3. Professional Officer: Denise noted a decrease in applications for SIG scholarships in the past year.

## 10. Conferences and Events

1. Annual Conference 14-16 Sep 2022: Karen New reported that 2 international speakers are confirmed: Professor Linda Franck from USA, and Dr Barbara Cormack from New Zealand. SIGs are asked to put forward suggestions for speakers at their conference meetings. There will also be breakfast sessions.
2. Annual Conference 2023, Adelaide: nothing to report.

## 11. Business without notice

None.

## 12. Meeting Close

Meeting closed at 8:05 PM

Next Meeting

**Forum Meeting**

7:30 PM, Monday, 14 February 2022

Motions Summary

#	Title	Mover	Seconder	Status
	The minutes of the meeting held on 11 Oct 2021 were a true and accurate record.	Sarah Neale	Linda Ng	Carried

*Amy Curran*

Amy Curran (Meeting Chair and Vice President)  
14 February 2022