



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum Meeting MINUTES OF MEETING 7:30 PM Monday, 14 February 2022

1. Meeting open

Meeting Opened By Amy Curran at 7:35 PM

2. Attendance & Apologies

Attended

Amy Curran
Karen New (ESO)
Kristin Hughes
Linda Ng
Melissah Burnett
Nicol Franz
Sarah Neale
Shelley Reid

Apologies

Anndrea Flint
Samantha Lannan

Branches

ACT - Margaret Broom

NSW - no representative

QLD - Wendy Carlish

SA - Miriam Long

SIGs

Education - Linda Ng

Infant Feeding - no representative

Leadership - Sarah Neale

Low Resource Countries - Gill Mibus

Neonatal Nurse Practitioners - Gill Mibus

Neonatal Skin - Deanne August

Neurodevelopmental Care - Annie Chang

Research - Margaret Broom

3. Acknowledgement

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

Accepted following minor amendments.

Motions

[078 The minutes of the meeting held on 13 Dec 2021 were a true and accurate record.](#)

Status: Carried **Mover:** Karen New (ESO) **Second:** Kristin Hughes

Attachments

[2021-12-13 Minutes - Forum Meeting](#)

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

Included in the agenda.

6. Governance

1. Subcommittee quick reference guide, annual report and TOR templates: Karen New asked that the Branch and SIG committees read the quick reference guide, as it has been updated to improve guidance. Anndrea Flint circulated these three documents previously to the subcommittees and they are also available in Dropbox.
2. SIG scholarships policy update - closing and assessment dates, changes in funding: the Executive approved by circular motion to increase the scholarship funding to \$9,000 annually so that it may be divided equally between the three assessment periods. Karen had asked for feedback on SIG scholarship categories and has updated some.
3. Zoom Admin access and meeting bookings: the Excel spreadsheet for Zoom meetings is now read-only, for members to check for availability before arranging online presentations or meetings. Booking requests are sent to the ESO for processing. Admin rights for Zoom are required to facilitate screen sharing and are available to Executive members and subcommittee chairs/secretaries. Karen requested input on how to facilitate this process.
4. Website updates: Karen asked that Branches and SIGs check their web-pages and send requests for updating as required.
5. Strategic plan update: the Executive reviews the Strategic Plan from time to time. Most recent version is dated August 2021. Items in the plan may be used for annual reports, as appropriate.
6. Information flyers: Branches as well as SIGs are required to produce information flyers for promotional purposes. ACT and SA have yet to format these.
7. Constitution review: this is in progress by Executive to check whether it requires updating due to changes in how ACNN operates. If so will require voting by special resolution at the AGM with a minimum notice of 4 weeks in advance.

7. Treasurer's Report

1. SIG and Branch finances: Karen New is acting treasurer while Samantha Lannan is overseas visiting family. Karen reported that SIG scholarship money is not to be used for other purposes as SIGs are allocated an additional \$1,000 per year for costs such as venue hire etc. This funding rolls over if not used therefore all SIGs have adequate funds for operational needs.

8. Branch Reports

1. ACT: Margaret Broom reported a meeting this month and a further meeting planned for March. Considering holding a seminar in May and possibly October or November.
2. NSW: no representative present to report.

3. QLD: Wendy Carlish reported that the branch committee had met to plan for events, reviving plans for Townsville (postponed from previous year). Welcomed new members to the committee. Annual report and terms of reference have been submitted.
4. SA: Miriam Long reported that a meeting will be held in the next few weeks. Planning two sessions for members. Also welcomed new committee members, and seeking to encourage more engagement from nurses at Flinders Medical Centre.

9. SIG Reports

1. Education: Linda Ng reported that the SIG committee has met and submitted annual report documents. A presentation on organ donation has been arranged for 29 March.
2. Infant Feeding: no representative present to report.
3. Leadership: Sarah Neale reported that the committee is small but has met already, and will meet again to complete annual report documents.
4. Low Resource Countries: Gill Mibus reported that virtual presentations for Taking Paediatrics Abroad are continuing, with up to 50 attendees. The Kokoda Trail Foundation partnership continues and the Rotary grant is on hold until plans can be made to return to PNG. HBB video to be rolled out.
5. Neonatal Nurse Practitioners: Gill Mibus reported the committee is holding a meeting soon to prepare the annual report. Also planning a pre-PSANZ workshop in Adelaide, open to all.
6. Neonatal Skin: Deanne August reported that meetings are scheduled every 6 weeks, committee members are being up-skilled. Planning an education session for March, and another for the conference. Discussion on how to distribute AWHONN skin care guidelines as a large supply of these are still in storage. Suggestions were to include in a member welcome pack, or send to neonatal units around Australia.
7. Neurodevelopmental Care: Annie Chang reported that the annual report was submitted. Planning two presentations, one for May on infant mental health and another in December on the Brazelton Newborn Behavioural Observation assessment. Submitting items for the newsletter. Planning a conference breakfast session on SMS4dads.
8. Research: Margaret Broom reported on a planned presentation on co-bedding twins in the neonatal period, and another on research approaches and methods. Have yet to hold annual planning meeting. Will be collaborating with conference invited speaker, Dr Stephen McKeever, to present a writing workshop. The Neonatal Nursing Outcome Measures project is making progress.

10. Operational Reports

1. Professional Officer: Denise Harrison called for volunteers to appraise conference abstracts. Denise approached the National COVID-19 Clinical Evidence Taskforce to request ACNN become a member of this body. ACNN was invited to provide a representative for the Guidelines Leadership Group, the Steering Committee, and the Pregnancy and Perinatal Care Panel. Anndrea Flint asked Melissah Burnett to attend the first meeting of the Guidelines Leadership Group on 31 January. Denise commented that scholarship applications were slow to come in.
2. Social Media Committee: Sarah Neale reported that activity is focussed on promoting the annual conference. Sarah asked that members wishing to promote an event on social media should ask specifically for this and not presume it will be done, especially as lead-in time of minimum 7 days for preparing posts is required.
3. Executive Support Officer: Karen New referred to other items in the agenda for her report.

11. Conference and Events

1. 30th Annual Conference 2022, Coffs Harbour: call for abstracts to go out soon. Registration to open in April.
2. 31st Annual Conference 2023, Adelaide: venue is Stamford Glenelg. Karen New will seek members for local input into planning.
3. SIG requests for conference speakers: these requests are to be confirmed.

12. New Business

1. Conference-related prizes: the Executive discussed the number of prizes now being offered at the annual conference, and the burden of judging these that falls on the Professional Officer to organise. The decision was that only Executive-sponsored prizes may be awarded at the annual conference. Prizes originating with Branches or SIGs may be offered at their own events by those that wish to do so. Other activities such as lucky draws may be offered by subcommittees at conferences.
2. Welcome pack (Neo-skin SIG): a suggestion to offer welcome packs to new members was put forward by the Neo-skin SIG so that the AWHONN guidelines may be distributed. This and any other suggestions for a welcome pack will be discussed by the Executive, so please send any ideas to the Secretary.
3. LRC presentation requests: these are undertaken by request from the organisation Taking Paediatrics Abroad, which provides online learning for low resource countries in our region. Feedback from delegates is positive although presenters are asked to speak louder and slower.
4. Social media content, lead-in time: Sarah Neale reminded those present of the minimum 7-day led-in time required to prepare social media posts.
5. National COVID-19 Clinical Evidence Taskforce: ACNN was offered 3 places on various task-force committees. Melissah Burnett is the ACNN representative on the Guidelines Leadership Group and attended on 31 January. Linda Ng attended a Steering Committee meeting and sent a report to the Executive.
6. Suicide prevention leadership grant: the Executive is liaising with Carmen Betteridge on appropriate resources for ACNN members.
7. Requests from external bodies for contributions by ACNN members: the Executive would like to remind members that requests from external bodies that come to Branches or SIGs and involve ACNN branding or representation must be cleared by the Executive first.

13. Meeting Close

Meeting closed at 8:55 PM

[Next Meeting](#)

Forum

7:30 PM, Monday, 11 April 2022

Amy Curran

Amy Curran (President)

31 May 2024 03:03

Motions Summary

#	Title	Mover	Seconder	Status
078	The minutes of the meeting held on 13 Dec 2021 were a true and accurate record.	Karen New (ESO)	Kristin Hughes	Carried