



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum Meeting MINUTES OF MEETING 7:30 PM Monday, 8 August 2022

1. Meeting open

Meeting Opened By Anndrea Flint at 7:30 PM

2. Attendance & Apologies

Executive: Anndrea Flint, Amy Curran, Shelley Reid, Linda Ng, Melissah Burnett, Nicol Franz, Kristin Hughes, Karen New (ex officio)

ACT Branch - Margaret Broom; NSW Branch - Jo Sheils; QLD Branch - Kristin Hughes; SA Branch - Anna Seppelt.

Education SIG - Linda Ng; Leadership SIG - Lyn Chapple; LRC SIG - Donna Hovey; NNP SIG - Karen Hose; NDC SIG - Annie Chang; Nutrition and Feeding SIG - Heather Taylor; Research SIG - Patricia Lowe; Neo-Skin SIG - Deanne August.

Apology: Samantha Lannan.

3. 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.

4. Confirmation of the minutes of the previous Forum meeting

Motions

085 The minutes of the meeting held on 13 Jun 2022 were a true and accurate record.

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

Attachments

[2022-06-13 Minutes - Forum Meeting](#)

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

1. Welcome pack: this item is moved to New Business.

6. Governance

1. **Scholarships report:** Denise Harrison reported 5 applications for 2022 FYI, with 2 from NNP SIG, one from Education SIG, one from Research SIG, and one from NDC SIG. These have just gone out for review. Denise noted that the quality of some applications could have been improved, including being incomplete or poorly formatted. Recommended adding checklist to the reviewed guidelines so that everything is in the one document to help applicants and reduce returns for more information. Thanked members from SIGs and Executive who were asked to

score applications. Margaret Broom asked if recipients are asked to report as a newsletter item or SIG presentation. Denise suggested the guidelines could include presentations as well as reports in the newsletter in the guidelines. Should there be feedback to the SIG committee as well as the recipient - agreed to cc the SIG committees in correspondence with recipients. Discussion on quality of applications, CVs, and whether to provide feedback and/or education to applicants. Possibly a topic for a seminar.

2. **Constitution update:** Shelley explained the recommended changes to the constitution, for voting by members at the AGM in September. Noted particular change of offering student membership, and updated objects.
3. **Annual reports:** Anndrea noted some outstanding updated documents from some SIGs or Branches from the spreadsheet. Jo Shiels reported on progress with NSW Branch documents. Infant Feeding and SA Branch still to supply documents. Required for conference.

7. Finance

1. Treasurer's report: Samantha not present to report. Financial report being prepared for presentation at AGM.

8. Branch Reports

1. **ACT:** Margaret Broom reported that 4 to 5 scholarships for annual conference attendance are being offered. Planning a seminar in November, and celebrating International Neonatal Nurses Day this month.
2. **NSW:** Jo Shiels reported undertaking a lucky draw for NSW members to attend the conference, for both new and renewing members. One member of the committee has stepped down and a replacement is required to maintain the requisite numbers for operation.
3. **QLD:** Kristin Hughes reported that the July event on Magnetic Island went well despite some problems with flights. Also conducted a membership draw related to the conference (travel grant), and a grant to QLD committee members for conference attendance this year or in 2023, plus a draw for 30 conference dinner tickets. Planning another online seminar, about QI activities, combined with annual meeting.
4. **SA:** Anna Seppelt reported on recent committee meetings. Twilight seminar postponed from August to September. Planning for an annual meeting, on 6 October. Sophia Dong was provided with financial assistance to attend the annual conference, where she is presenting.

9. SIG Reports

1. **Education:** Linda Ng reported waiting for feedback from Executive on letter requests. Will be holding annual meeting at conference.
2. **Nutrition and Feeding:** Heather Taylor reported on a seminar on nutritional additives, presented by a dietitian from Children's Hospital at Westmead, NSW. The committee also agreed to the name change to Nutrition and Feeding SIG, will hold annual meeting at conference.
3. **Leadership:** Lyn Chapple reported that 2 scholarship recipients had given feedback at a meeting, and recommended other SIGs reaching out for feedback also as it is worthwhile.
4. **Low Resource Countries:** Donna Hovey reported that 2 indigenous midwives and one health worker from the ATSI Health Service at Coffs Harbour, from the Maternal and Child Health team would attend the conference in Coffs Harbour. Thinking about how to continue activity in the context of Covid-19.
5. **Neonatal Nurse Practitioner:** Karen Hose reported that last meeting had to be cancelled due to work commitments. Looking for new replacements on the committee via EOI. A 30-minute presentation on the NNP role will be given by Amy and Jane at the ACNP conference in October. STABLE training is being arranged for NNP SIG members.
6. **Neurodevelopmental Care:** Annie Chang reported on a presentation in April, and a meeting held in May. A breakfast session at the conference has been organised, 43 delegates so far. Discussion on support for financial support for presenters. There will be a virtual meeting in December.
7. **Research:** Patricia Lowe reported on the progress of the NNOM project, with ethics approval for focus groups, to be held in next few weeks. Three scholarships were provided for members. HESTA is a sponsor for the SIG at the conference. Another SIG meeting will be held on 25 August. Conference workshop on academic writing and publication. Next presentation in October.

8. **Neo-skin SIG:** Deanne August reported a trial run of the conference presentation on neonatal skin assessment, with committee members in July. Continuing to work on information material (quick tip sheets) and planning an online meeting on extravasation injuries with a guest speaker. There are discussions with La Trobe University on potential collaborations. Holding annual meeting at conference, interacting with scholarship recipients.

10. Operations

1. **Social Media:** Sarah Neale happy to be contacted about planning promotional activities at the conference, or on other occasions. Has planned social media activities to promote 30th anniversary of ACNN. Kristin enquired about announcing prizewinners on social media. Karen New explained permission required for privacy reasons, Sarah not happy with including names without consent. Karen advised that people not responding to emails could be contacted by phone.
2. **Executive Support:** Karen New reported that the SIGs and Branches will have tables at the conference, mostly on a shared basis. Please inform Karen on what is required. Delegate numbers exceed 200 at this point.

11. Conferences and Events

See 10.1 and 10.2 above.

12. Other Business

1. Welcome pack moved to this item for the next Forum.
2. All winners advised by email. Discussion on non-response from some recipients.
3. Anndrea thanked the Executive for all their work and dedication. She is stepping down from the President role at the AGM.

13. Meeting Close

Meeting closed at 8:30 PM

[Next Meeting](#)

Forum

7:30 PM, Monday, 10 October 2022



Anndrea Flint (Chair and President)
10 October 2022

Motions Summary

#	Title	Mover	Second	Status
085	The minutes of the meeting held on 13 Jun 2022 were a true and accurate record.	Kristin Hughes	Karen New (ESO)	Carried