



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum MINUTES OF MEETING 7:30 PM Monday, 10 October 2022

1. Meeting open

Meeting Opened By Amy Curran at 7:30 PM

2. Attendance & Apologies

Attended

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

Apologies

Denise Harrison

Jo Sheils, Lyn Chapple, Donna Hillyard, Erin Church, Sara Jones, Gabrielle Kerlake, Patricia Lowe, Emma Yeomans, Jeewan Jyoti, Petra Noble (late due to time confusion).

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 8 Aug 2022 were a true and accurate record.

Status: Carried

Attachments

[2022-08-08 Minutes - Forum Meeting](#)

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

None arising.

6. Finance

1. Treasurer's update: Samantha gave an informal report. She is working with Karen New on reconciling and finalising

the budget and reports for 2022, part of which relates to the funds provided by Destination NSW. Payments relating to scholarships and conference grants in progress. Amy noted next deadline for scholarships is 25 November.

7. Governance

1. Branch and SIG annual reports, terms of reference and information sheets: due to be revised and submitted by 28 Feb 2023. Terms of reference not necessarily requiring updating but must be reviewed.
2. Strategic plan: Karen noted that items from the plan should be addressed in annual reports from Branches and SIGs.
3. Sustainable Committees document: this recognises those who work on committees and offers up to 3 conference registrations for each subcommittee. The value of this may be divided equally at the discretion of the committee. Branches with their own funds may use them in any way that promotes the college and benefits members.

8. Branch Reports

1. ACT: Margaret reported the branch gave out 2 scholarships for conference attendance. Promoting a free event in November for members and will start planning for next year.
2. NSW: Jo Shiels reported that 2 new members were recruited to the committee, Jennifer Middleton and Kristy Chesworth. Looking for a date for the planning meeting, to be held before end of year. Have also organised an online education session for ACNN members, a presentation by Dr Crista Wocadlo from RPAH on long term outcomes for autism in the very preterm. Noted that the NSW session had been booked early, however QLD Branch had changed a meeting due to availability issues with speakers, to within 2 days of the NSW event; this should be avoided in future.
3. QLD: Linda Ng reported that the annual meeting had been organised but moved to a day within 2 days of the NSW event due to the invited speakers not being available on the original date; to be discussed and negotiated after this meeting. Rockhampton has expressed interest in hosting a workshop in 2023.
4. SA: Petra Noble reported recruiting new committee members and hosting a meeting where a doctor and parents talked about their experiences.

9. SIG Reports

1. Leadership: Lyn Chapple reported that the SIG had their annual meeting at the conference but was unable to form a committee for the next year. An open meeting is booked for 24 October to call for nominations again. Also have 2 scholarship recipients booked to give a report on their leadership journey and scholarships at this meeting. Hoping to be able to spark enough interest to form a committee so that the SIG can continue. Karen New asked if the name of the SIG is the best one, noting that some members feel they need to be in a leadership role, such as NUM, before coming on to the SIG committee. Lyn agreed this is the feedback despite the SIG emphasising that the SIG is for those interested in leadership, not just those that hold a formal leadership role, and that this is a hurdle for the SIG to overcome. Discussion on how to make it clearer to members.
2. Low Resource Countries: Linda Ng reported on the partnership with Taking Pediatrics Abroad (TPA) by delivering education sessions online to LRC countries. Mel Burnett and Donna Hovey will be coordinating with TPA on how to run the program in 2023. Also planning a trip to PNG in May next year, not yet confirmed.
3. Neonatal Nurse Education: Linda Ng reported on planning for an online education session next year, on peri-visibility, a topic raised at the SIG meeting in Coffs Harbour. Planning for 2023 conference, considering who to invite as speaker. Also reported that the SIG wants to collaborate with the NSW Branch to deliver education to Broken Hill, reported agreement from NSW Branch so will be discussing speakers and program, and has sent a request to the Executive for extra funding for this proposal.
4. Neonatal Nurse Practitioner: Donna Hillyard reported a good year, with some changes to the committee. Amy Curran has stepped off to take up the ACNN President role. Jane Langford has stayed on as chair, Jo Scott and Karen Hose are sharing the secretary role, and Donna taking on treasurer liaison role plus 8 new ordinary members. Have 2 more meetings planned for the remainder of this year, one next week and another virtual session on children's surgery. Jane and Amy will be presenting at the ANCP conference in Sydney on the role of the

- Neonatal NP. STABLE program - first training day scheduled for 26 October. Planning for next NNP Recharge and Reconnect workshop for 4 March (pre PSANZ). Karen Hose has contributed to the December newsletter.
5. Neurodevelopmental Care: Erin Church (chair) and Sara Jones (secretary) present to report. Excellent feedback from conference breakfast session. New committee formed including several ordinary members. Meeting this week. Meeting and presentation planned for December.
 6. Nutrition and Feeding: Gabrielle Kerslake reported on the new committee, including several ordinary members. Meeting tomorrow to plan further for 2023. Will be running another peer practice Q&A session next month - November - as this was successful when previously held. Lee Hopper has stepped down from the SIG committee as she has officially retired and was thanked for her contribution.
 7. Research: Patricia Lowe is the new chair and reported on the successful SIG meeting held at the conference, on research and publishing. Margaret Broom and Jann Foster presented the completed NNOM outcome measures project at the conference and announced that the first clinicians focus group had been completed and a second focus group with parents is planned. Further work includes finishing 2 pieces of work, a scoping review and a pilot of a neonatal nurse outcome measures tool, and members of the Research SIG steering committee have volunteered to assist with timely completion of these. Next research SIG meeting is scheduled for 27 October, with a presentation by Dr Peter Barr on moral distress experienced by neonatal nurses. Patricia reported on working through the administrative responsibilities for her role with ESO. Next committee meeting on 24 November. Jeewan (secretary) also present at this meeting.
 8. Neo-skin: Emma Yeomans reported on a successful conference meeting and workshop. Karen New and Nicol Franz stepped down from the committee and were thanked for their contribution. De August and Lyn Chapple are co-chairs, Kristin Hughes is secretary, Judy Macey is Treasurer Liaison. The group also has a social media role, currently held by Emma. Next meeting in November is to be open, will discuss skin-related guidelines, and if time permits, a resource for simple wound dressing. Planning a face-to-face meeting for January (TBC) to plan for next year.

10. Conferences and Events

1. Annual Conference 2022, Coffs Harbour: feedback was that SIG sessions were good, breakfast sessions were well received although started too early for some people.
2. Annual Conference 2023, Adelaide: need to start thinking about SIG sessions, and breakfast sessions. Need input from SIGs on potential invited speakers. Suggestion for Nutrition and Feeding SIG to consider inviting Carmel Collins.
3. Representation at external events: may be opportunities to have a table at events other than ACNN, to promote the college. Karen suggested this is a good opportunity for Branches. Also noted that Branches may use their own funds to support committee members to attend the national conference.

11. Operations

1. Professional Officer update: no report.
2. Social media update: Sarah introduced herself to new members and emphasised she must have permission from the people in the posts due to privacy issues. Recommended allocating one committee member to liaise with her but requires at least 7 days' notice.
3. Executive Support Officer: Karen has been in touch with most of the SIG groups and noted that the SIG chairs and secretaries need access to the ACNN Dropbox folder so she will send a link. Access is given to the Governance folder. She gave an introduction to Zoom bookings, the presentation guide, Committee quick guide, email access, and document templates. The Forum meetings are held every 2 months, on the even numbered month. There must be one representative from each group attending, does not have to be the same person and may be more than one from each group. Also noted that agendas etc are sent to the official SIG or branch email address. Karen will assist in setting up meetings and sends emails etc on behalf of the branches and SIGs, also will set up online education sessions. Branches and SIGs have a table at each conference and are expected to contribute an item to each quarterly newsletter. Karen will update webpages but must be advised this is required. Noted that there are both

public and members-only pages to be kept up to date. Group emails will be sent by Karen using ACNN data allowance. Zoom bookings are only done by Karen to prevent double bookings, and the booking calendar is available to view with only one meeting allowed for each time slot. The time of sessions is always set for NSW time. Karen also emphasised that there is a new PO Box number and ABN, and old templates/documents must be updated.

12. Other business

1. Celebration days - upcoming are World Prematurity Day. Karen noted it was also about celebrating members.
2. Welcome pack update: Sarah discussed the concept of welcome packs for new members and has formed a small group to create these. Aiming to raise awareness in places where membership is low.

13. Meeting Close

Meeting closed at 8:30 PM

[Next Meeting](#)

Forum

7:30 PM, Monday, 12 December 2022

Amy Curran

**Amy Curran (Meeting Chair and
Vice President
12 December 2022**

Motions Summary

| # | Title | Mover | Seconder | Status |
|-----|--|-------|----------|---------|
| 085 | The minutes of the meeting held on 8 Aug 2022 were a true and accurate record. | | | Carried |