



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum MINUTES OF MEETING 7:30 PM Monday, 13 February 2023

1. Meeting open

Meeting Opened By Amy Curran at 7:31 PM

2. Attendance & Apologies

Attended

Amy Curran
Jennifer Dawson
Karen New (ex officio)
Kristin Hughes
Linda Ng
Margaret Broom
Melissah Burnett
Nicol Franz
Sarah Neale
Shelley Reid

Apologies

Denise Harrison
Samantha Lannan

Karen Walker, Gabrielle Kerslake, Kristy Chesworth, Jane Langford, Justine Parsons, Judith Hitchcock, Heather Taylor, Patricia Lowe, Wendy Carlish, Stephanie Webster, Robyn Schmid, Lyn Chapple, Nicola Timmers, Katelyn Effeny, Jeewan Jyoti, Sarah Morris, Jeni Scott, Laura Briguglio.

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

Previous for 12 Dec 2022 were confirmed by Kristin Hughes and Patricia Lowe.

5. Business arising from the minutes of the previous Forum

1. Review and approval of fully audited financial statement for year ending 30 June 2022: these were displayed on screen for attendees to see, including notes at the end. Explanations given by Karen New. Statement accepted by a quorum of members present (28).

6. Branch reports

1. **ACT:** Laura Briguglio presented an update on ACT activity. Met in January to form the new committee, well attended meeting. New members came on to committee, plan for the coming year was set for activities such as meetings. First seminar planned for May.
2. **NSW:** Justine presented an update on NSW activity. New committee appointed, with Justine as Chairperson, Karen

- Walker as Treasurer Liaison, Shelley Reid as Secretary. Also recruited some new ordinary members. Looking forward to contributing to the planned Broken Hill workshop. Annual documents nearly ready for submission.
3. **QLD:** Katelyn Effeny presented an update on QLD activity. Katelyn is a new member of the QLD Branch committee. First meeting was held in January to discuss and compile the annual report documents. Planning a day in Rockhampton with a broad program. Guidelines for holding events that were developed by the QLD Branch have been distributed to all ACNN groups, with good feedback.
 4. **SA:** no one present to report.

7. SIG reports

1. **Education:** Karen Walker presented an update. Held a meeting recently to work on a research project regarding impact of Covid on clinical education, also working on the next virtual seminar in April, which will cover the topic of perinatal viability. Broken Hill workshop project - collaboration between Education SIG, NSW Branch and SA Branch, to be held on 12 - 13 October (1.5 days). Also supported by Sydney University, which has teaching facilities at Broken Hill. Will be looking for sponsorship opportunities. Karen New raised the question of the proximity to the ACNN conference, and even if unlikely to affect attendance pointed out that decision should have been referred to the Executive before confirming dates. Karen New asked that there should be more consideration to holding events in the first half of the year.
2. **Leadership:** Sarah Morris presented an update, thanked Melissah Burnett and Karen New for their support. Committee is meeting to try to formalise plans for the SIG, and Sarah noted that new committee members may find it difficult to organise events within a short space of joining the committee. However, will consider this more for 2024. Other planning underway for 2023.
3. **Low Resource Countries:** Robyn Schmid presented an update. Held a couple of meetings this year, working on the strategic plan and other annual report documents. Small delegation returning to PNG in May, to assess how it goes this year after a long hiatus. Open meeting to be held in May on thermoregulation, to be presented by Hannah Skelton. Continuing TPA sessions in the South Pacific.
4. **Neonatal Skin:** Kristin Hughes presented an update. Met at end of January, planning 3 open meetings featuring topics about skin. These will be advertised and are distributed throughout the year. Will be collaborating on a research project exploring the relevance and usefulness of education on wound assessment and skin injury for clinical nurses. Plan to pilot the education as invited speakers in one Queensland metropolitan hospital and one NSW metropolitan hospital, will inform the Executive of the details for this project. Planning activity for annual conference, with some invited speakers and possibly a panel discussion in a breakfast session. Planning on updating their webpage throughout the year. Also happy to contribute to other non ACNN educational events.
5. **Neurodevelopmental Care:** Nicola Timmers presented an update. New member to SIG, which has new office-bearers and other members. Have decided on Megan Bater as their conference invited speaker, to speak on her PhD work. Working on annual reports, also aligning with more inclusive language, as adopted by WHO and other bodies. Have contributed a social media video and hope to produce more. Challenges include many new members but are supported by some experienced members. Conference session to include a speaker from Stella Bella beads.
6. **Neonatal Nurse Practitioner:** Jenni Scott presented an update. Have completed their annual report documents. Recharge and Reconnect workshop arranged for March then a virtual session in May. Collaborating with ACNP to participate in their conference program in October in Melbourne, as an entire stream so abstracts from other neonatal nurses will be welcome. Jennifer Dawson congratulated the SIG in forging a successful collaboration.
7. **Nutrition and Feeding:** Heather Taylor presented an update. Having 2-monthly meetings, will complete their annual report documents at the next meeting tomorrow. Have booked a virtual session for 23 March with a speech pathologist from Children's Hospital Westmead in and considering another speaker for November. Still discussing speakers for the annual conference. Committee has several new members.
8. **Research:** Patricia Lowe presented an update. Representatives from JBI, Ashley Whitehorn and Kylie Porritt, have met with SIG Committee to discuss the workshop at the annual conference. Will be running the workshop with some assistance from committee members. Have received a brief overview, content TBC within 2 months. Met in January for planning and have been allocated 2 education sessions, one on 30 March and then 25 October. Group

is considering aims and plans for the SIG this year. Patricia would like to focus on writing groups and support for publication. Annual report documents were reviewed and submitted. The NNOM project continues, focus groups clinicians, Miracle Babies Foundation and Life's Little Treasures are complete, which is the end of the data collection process. Mapping document and scoping review are nearing completion. Focus is on exploring additional funding to continue the project. Next meeting will be on 23 February.

8. Governance

1. PCO tender: only one EOI was received, from current PCO Nikki Abercrombie. Some members of the Executive will meet with Nikki to discuss her proposal and seek a best and final offer.

9. Finance

1. (Acting) Treasurer's update: Karen New noted that Branches and SIGs received their current balances in January. Amy noted that information sent to Branches and SIGs go to the ACNN addresses and should be forwarded by the secretary or treasurer liaison to the rest of their committee.

10. Operations

1. Professional Officer: Denise was an apology for this meeting. Next round of scholarships is due to open 1 March and close on 15 March.
2. Social Media: Sarah Neale reported on social media activity. Has reached out to branches and SIGs, particularly for short videos as these increase reach and exposure. Keen for more content. Sarah has also created Zoom backgrounds for branches and SIGs, will finish editing then distribute. Nicol thanked Sarah for posts aimed at students.
3. Executive Support Officer: Karen New noted that Branch and SIG secretary and chairs can view the Zoom calendar before requesting a virtual booking. Asked members to be mindful of timing for back-to-back sessions. Also need to send information to Karen in good time for setting up the event. Reminded that annual reports are to be submitted by 28 February.

11. Conferences and Events

1. **Adelaide 2023:** Karen reported that the ESC workshop is confirmed with speakers from University Hospital BC, Vancouver. Welcome reception will be offsite, in Adelaide Hills area, including a brewery for food and drinks. Karen discussed the issue of too many concurrent sessions so only two sessions will be allowed to be concurrent. Amy Keir confirmed for both Nutrition and Feeding SIG and the Education SIG. Other speakers to be confirmed. No suggestions from Leadership SIG. Registration site to open soon so Karen asked for final information for the program. May not be time for some groups to have their annual meeting during the conference. Karen noted that at the last conference where SIG meetings were in the program, as soon as that was announced to start, people would leave. Karen suggested starting breakfast and concurrent sessions with a short introduction to the SIG, perhaps 2 - 3 slides, before the invited speaker starts. This may better inform the members on the aims of SIGs. No conference dinner for this year. Discussion on program and how abstracts are distributed by themes as much as possible. Research SIG can help with writing abstracts.
2. **Melbourne 2024:** Venue to be determined.
3. **Conference in 2025:** Executive is considering ACT as the venue.

12. New Business - Executive only

1. Assistant Secretary role: The Executive noted this role had not been developed so far. There was discussion on the workload arising from management of a high number of scholarships throughout the year, and there was a suggestion that an assistant secretary would be helpful for sharing this particular workload with the Professional Officer. This suggestion will be explored further at the Executive F2F meeting in March.
2. Possibility for use of more plug-ins from the Oncord website to streamline activities that have developed over time. To be discussed at the Executive F2F meeting in March.

13. Meeting Close

Meeting closed at 8:33 PM

[Next Meeting](#)

Forum

7:30 PM, Monday, 10 April 2023