



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum MINUTES OF MEETING 7:30 PM Monday, 10 April 2023

1. Meeting open

Meeting Opened By Amy Curran at 7:32 PM

2. Attendance & Apologies

Attended

Amy Curran
Karen New (ex officio)
Kristin Hughes
Linda Ng
Nicol Franz
Samantha Lannan
Sarah Neale
Shelley Reid

Apologies

Denise Harrison
Margaret Broom
Melissah Burnett

Laura Briguglio, Justine Parsons, Amanda Bates, Miriam Long, Alicia Blake, Judy Macey, Renee Muirhead, Heather Taylor, Patricia Lowe.

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 general meeting

Motions

[The minutes of the meeting held on 13 Feb 2023 were a true and accurate record.](#)

Confirmed by Miriam Long and seconded by Justine Parsons

Status: Carried **Mover:** SA Branch **Second:** NSW Branch

[Attachments](#)

[2023-02-13 Minutes - Forum](#)

5. Business arising from the minutes of the previous Forum

None arising.

6. Branch reports

1. ACT: Laura Briguglio reported the committee has met recently, started planning for a small local event in late

May/early June. Discussion on involvement in the conference, as a way to encourage membership. Some staff were assisted in writing abstracts. Reviewing sponsorship options, including new sponsors. Meeting again after Easter to confirm arrangements.

2. NSW: Justine Parsons reported that the workshop in Broken Hill is planned for October. Firming up the program and confirming speakers and hoping to receive sponsorship from companies, Fisher & Paykel and others to be approached. Recent meeting had to be deferred due to unexpected work issues, will reconvene the meeting at a later time.
3. QLD: Amanda Bates reported meeting last month to plan for the 20 May workshop in Rockhampton, just getting speaker details. Planning on travel grant arrangements for the annual conference, with discussion on those who have an abstract accepted receiving some funding. Will check if the branch has permission to raise the profile of other units in the state.
4. SA: Miriam Long reported that the committee met last week by Zoom, planning an upcoming event on 26 April, featuring a presentation by a paediatric nephrologist. Hoping for a parent speaker or a case study at same session. Discussed encouraging local people to attend the conference, with financial support for up to 10 people, prioritising those with accepted abstracts. Encouraging new members to sustain the committee.

7. SIG reports

1. Education: Justine Parsons reported that the next seminar on perinatal viability is happening tomorrow. The committee is planning to focus on education-related topics for future events, following feedback from the Executive.
2. Leadership: Alicia Blake reported that the speaker for the conference is confirmed. There will be an open meeting in May, speaker has been confirmed. Hoping to hold another open meeting in July, and also conferring with the Education SIG on a possible workshop towards the end of the year.
3. Low Resource Countries: Judy Macey reported that Gill Mibus and Donna Hovey are planning a scoping trip to PNG in May, which will direct SIG activity. Also continuing the collaboration with Taking Paediatrics Abroad, asked for volunteers to give presentations. Also thinking about making teaching videos. Meeting in May will feature Hannah Skelton talking about thermoregulation. Donna is planning a poster on TTU (touching the untouchables) for the safe motherhood program in the Pacific region. Will be reallocating roles on the committee.
4. Neonatal Skin: Judy Macey reported that there was a proposal in development to run workshops on a 2-year pilot education program on wound assessment and products, to take place in a Queensland metropolitan hospital and a NSW metropolitan hospital. Feedback will be by the Delphi technique, to improve the workshop as it goes on. Also developing quick reference guides for topics such as MARSI, skin tears, medical adhesives. Next open meeting on 19 April, with speaker arranged.
5. Neurodevelopmental Care: Renee Muirhead reported that Philippa Mann is presenting a webinar, possibly in May, on non-pharmacological measures. Have been planning for the conference. Also seeking to have more media presence by making videos. Were invited to present on NDC to a group of transitional nurses in Victoria, hoping to be invited again, will develop consistent content for that. The group requires a treasurer-liaison committee member but Renee filling the role for the moment.
6. Neonatal Nurse Practitioner: Miriam Long reported that the pre-PSANZ Recharge-Reconnect event in March was successful. Planning an open meeting and webinar, now for 13 June. The SIG has some trained STABLE instructors, and hope to have a STABLE pre-conference workshop in Adelaide, and another one before the ACNP conference in Melbourne. Confirmed conference speaker will be a local pharmacist.
7. Nutrition and Feeding: Heather Taylor reported a webinar last month on introducing sucking feeds presented by a speech pathologist, and that the committee is meeting tomorrow.
8. Research: Patricia Lowe reported that the committee has met twice since February and confirmed their role with the JBI workshop at the Adelaide conference. Received an update from Margaret Broom on the NNOM project and association publications. March presentation was by Gill Noreiks from RBWH. The SIG is considering collaborating with the Leadership SIG on a neonatal workforce workshop. Date, location and format are to be decided, with possible times being late June or early 2024, to avoid clashing with the conference. Happy for other SIGs to be involved in this workshop.

8. Governance

1. Annual report feedback to Branches and SIGs: to be emailed to all members of each Branch and SIG committee, by 16 April.
2. Introduction of handover document: the Executive is asking each SIG to write a preliminary report up to the time of the ACNN AGM, which will be handed over to the incoming committee to complete at the end of the year for the annual reports. This will ensure a change in committee will not lead to incomplete reports. To be available by 1 September in Dropbox.
3. Branches and SIGs: the Executive will introduce 3-minute reports from each group at the AGM, to promote interest.
4. Executive F2F meeting: the Executive plans to invite Branch and SIG chairs to attend planning meetings in 2024, as part of sustainable planning.
5. Sustainable committees: Executive members are to step down from Branch and SIG committee office-bearing roles by the AGM in September although may stay as ordinary member, to provide support for new members and corporate knowledge.
6. EOI for observer role on Executive Committee: an invitation for ordinary members (not Branch or SIG office-bearers) to observe at Executive meetings is planned for those who might consider stepping up, at the time when applications for the Executive open in July.
7. NNOM project: Margaret Broom not present, however reported to the Executive last month that the project was progressing well.

9. Finance

1. Treasurer's report: Samantha Lannan has returned to Australia and is receiving handover from Karen New. ACNN is now registered for GST so this is to be added to all fees except membership, where GST will be absorbed in the current rates. Also noted that the 5-year renewal option is no longer available, due to low uptake and the complexity of calculating GST over this extended time.
2. Membership: member numbers are currently close to 1,000.

10. Operations

1. Professional Officer: Denise was not present to report.
2. Social media: Sarah reported receiving a great video for the Rockhampton event. Starting to focus now on the ACNN conference.
3. Executive Support Officer: Karen New reported that the Zoom calendar will be formatted horizontally for easier reading, by request. External events of interest to members will be added to prevent overlap of ACNN events, plus significant dates. Karen noted that there will be only 2 virtual presentations per month, not in same week. Need to be aware of available times before negotiating with speakers.
4. Website update: Karen asked for webpages to be kept updated. Branches and SIGs have been moved to a new tab on the horizontal bar for easier access. Branches and SIGs need to check links are still working and available.

11. Conference and events

1. Adelaide 2023: program and speakers are being confirmed. Karen New recommended that SIGs open their annual meetings at the conference with a short presentation about the SIG (2 to 3 slides, not same as for AGM) at the start, so that delegates hear about the SIG and encouraged to remain for the SIG meeting at the end of the scheduled presentation. Discussion on whether there is enough room in the conference program for all SIGs to hold their annual meeting.
2. Melbourne 2024: planning still in progress, more information at the next forum.

12. New business

1. Assistant secretary role: the Executive agreed to appoint an assistant secretary whose role is to help the Professional Officer coordinate the scholarship program as the work required for this has increased substantially. Kristin Hughes has taken up this role. There will be a dedicated email.

2. President's leave: Amy will be overseas from 17 April to 20 May, still receiving emails but not attending meetings. Linda Ng (VP) will act in the president's role during Amy's absence.
3. Scholarship applications: the Executive is streamlining the process further by introducing an email address for applications. There is one allocated amount of funds for all scholarships and applications are not always affiliated with any particular SIG. Assessment process remains the same, but process is now better streamlined and easier to track.

Meeting closed except for Executive and ESO.

ESO contract: this is due for renewal this year. The Executive discussed the role with Karen New and received her views and feedback. Discussed variation in workload which is covered by capacity to invoice extra hours.

13. Meeting Close

Meeting closed at 8:31 PM

[Next Meeting](#)

Forum

7:30 PM, Monday, 12 June 2023

Motions Summary

#	Title	Mover	Secunder	Status
	The minutes of the meeting held on 13 Feb 2023 were a true and accurate record.	SA Branch	NSW Branch	Carried