



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum MINUTES OF MEETING 7:30 PM Monday, 14 August 2023

1. Meeting open

Meeting Opened By Amy Curran at 7:33 PM

2. 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.

3. Attendance & Apologies

Attended

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

ACT Branch - Laura Briguglio; NSW Branch - Krischelle York; QLD Branch - Lyn Chapple; Education SIG - Krischelle York; Leadership SIG - Melissah Burnett; LRC SIG - Lyn Chapple; NNP SIG - Jo Scott; Neo-Skin SIG - Kristin Hughes; NDC SIG - Annie Chang; Nutrition and Feeding SIG - Gabrielle Kerslake; Research SIG - Patricia Lowe.

4. Confirmation of the minutes of the previous general meeting

Moved by Kristin Hughes and Samantha Lannan.

Motions

[The minutes of the meeting held on 12 Jun 2023 were a true and accurate record.](#)

Status: Carried

Attachments

[2023-06-12 Minutes - Forum](#)

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

1. Annual documents feedback: Quick reference guide has been updated and renamed as the Reference Guide due to more information being added. Will include subheadings from matrix.

6. Governance

1. Branch reports

- 1.1. ACT: Planning to celebrate International Neonatal Nurses Day tomorrow with a lunch. Held a successful event in June and now planning for another one on 7 November. Awarded 2 travel grants to the ACNN conference. Noted higher number of ACT members registering for conference.
- 1.2. NSW: collaborating with SA Branch and Education SIG, with program for Babies in the Bush is complete. Held an open meeting last month, planning for next one later in the year. Focussing on retention and recruiting members, will have table at the NeoPaed event. Introduced a policy for allocation of Branch funds. Gained new committee member.
- 1.3. QLD: Held workshop in Rockhampton, working through feedback and working on standardising the feedback form. Planning another workshop next year at Sunshine Coast University Hospital. Travel grants awarded to members to attend and present at the ACNN conference. May Madness draw was completed. Preparing interim report. Offering support for units to celebrate INND tomorrow.
- 1.4. SA: no representative at this meeting.

2. SIG reports

- 2.1. Education: finalising plans for the Babies in the Bush event at Broken Hill. Planning more virtual events with an education focus and ideas for conference table.
 - 2.2. Leadership: open meeting held in July, featuring speaker from Victorian Dept Health on psychological contracts and used external Zoom for breakout discussions. Meeting tomorrow for further conference planning, guest speaker for SIG is Paula Medway. Annual documents were resubmitted.
 - 2.3. Low Resource Countries: the group has decided to not go to PNG at this point and is considering whether to focus on Tonga. Continue to participate in Taking Paediatrics Abroad (TPA) monthly education sessions. Conference planning in progress. Providing a scholarship for an ATSI nurse to attend the conference.
 - 2.4. Neonatal Nurse Practitioner: meeting planned for tomorrow. Virtual presentation on metabolic theme given in June, planning another later in the year on a surgical theme. Gave a presentation for TPA. Presenting STABLE training at ACNN (22 attending) and ACNP events.
 - 2.5. Neonatal Skin: open meeting held in July, went well. Worked on quick reference guide, discussed inquiries that had come in. Meeting next week to plan for conference. Other events being planned. Submitting an item for the newsletter.
 - 2.6. Neurodevelopmental Care: met on 22 June with virtual presentation on twin beds. Conference speaker is Meg Bater, to present her work. Organising activity with prizes for conference, including guessing decibel levels competition, a NeoView camera set up, nest-making and Stella beads. Organising tote bags and pens to give away. Erin Church received a scholarship to attend NBO training.
 - 2.7. Nutrition and Feeding: met last week, considering ideas for conference table. Heather is chairing a conference session. Planning another virtual session for November on feeding the preterm infant, possibly including a mother and baby to discuss their experience in NICU.
 - 2.8. Research: held 2 meetings since June and started compiling the annual report documents. Conference scholarship was divided among 2 SIG members. Hosting the JBI session at the conference, planning other activities including presenting at the AGM, and sharing a display table with the ACT branch. NNOM project going well, first 2 papers being written and almost complete, steering committee now planning next stage. Proposal for a free workshop in conjunction with the Leadership SIG to be held in Sydney was submitted to the Executive and will be on Friday 15 March 2024. The cost of the workshop will be shared by the 2 SIGs. Will finalise objectives and outcomes for the workshop at the next meeting on 18 August. There is a SIG meeting scheduled for 31 August, a presentation in October and an annual meeting in November.
3. Handover document: this was explained by Amy. This new initiative is for all groups to prepare interim reports so that information is handed over to the new committee members who will go on to complete the annual report for the whole year and submit to the Executive by 28 February. It is being introduced so that any committee that has a

complete new set of members will not be struggling to complete their annual report. Templates are available. These annual reports are included in the Year in Review report for ACNN and need to reflect all the activities of Branches and SIGs. To be submitted to Secretary by 31 August.

4. Short 3-minute presentation at AGM: another initiative is for each group to give a 3-minute overview presentation on their activity over the past year, including up to 3 slides that should be sent in advance to Melissah Burnett or Karen New. Thirty minutes have been allocated for this activity and templates are available. Number of slides may be variable as long as the presentation does not exceed 3 minutes. Karen New demonstrated a submission from the Research SIG.
5. Year in Review document: Amy gave a quick run-through of the 2022 report, now released and to be posted on the website soon.
6. ACNN champions: there has been a good response with 10 champions, located in NSW, QLD, TAS, VIC and WA. They are to be invited to Forum meetings.
7. AGM documents: these documents were sent to members on 9 August, including an EOI for Executive roles. Office-bearing roles are only open to those who have served a minimum of one year on the Executive. There must be at least 2 ordinary members, but more may be accepted if there is interest. Observers are welcome to join Executive meetings.
8. Neonatal Nursing Standards review and update in 2024: the Executive is starting to plan for this update and an EOI for a working party will be sent out later this year following the Executive planning meeting in Adelaide. Amy asked for feedback on the use of the current standards. Discussion on setting up a simple online survey.

7. Finance

1. Treasurer's report: Samantha reported that ACNN has \$443,000 in total. Recent activity has been mostly around conference income and expenditure, and Round 2 scholarships. There has been a request from groups holding events for a POS device to accept on-site payments and after considering options Samantha has purchased one (Square) for a trial. She will demonstrate this at the conference and it will be available for a group to trial after the conference.
2. Branch and SIG balances: these were displayed on screen with comments from Samantha. They will be distributed to all groups as summaries. Noted that SIGs receive an annual allowance of \$1,000 that accumulates and may be used for SIG purposes such as paying for conference attendance. These requests must be backed up by committee minutes. Complimentary registrations are for the early bird rate only so if registering after that closes then the registrant must pay the difference in fees.
3. Membership report: membership currently sits at 1,099 but Samantha noted that only about 850 members have renewed their membership. Annual renewal is open until 30 September.

8. Operations

1. Professional Officer report: Denise reported receiving a good number of Family Appreciation nominations (23). Winner was Keryn Hutchison at Mercy Hospital for Women in Victoria. Recommendation was to move the nomination form online to improve access for parents using a QR code. The Neonatal Nurse Excellence Award winner has been selected from several nominations, to be announced tomorrow. The Mark New Award winner will be announced at the annual conference. So far 20 members had received scholarships in 2023. Awaiting data from UTas on scholarship uptake. Denise has represented ACNN at ANZNN, FiCARE, Australian National Summit on Workforce, CoNNMO and NC19ET.
2. Assistant secretary (Scholarships): Kristin reported that 6 applications were received for the June round, will give a report at the conference. Next round closes in October.
3. Social Media report: Sarah thanked SA members for input on local attractions. Reported more help with social media from a couple of members. Seeking conference speaker input. Approached some ACNN member conference speakers for short videos to post on social media.
4. ESO report: no particular issues. Zoom calendar has been reformatted as requested for 2024. Some Branches and SIGs have already sent through 2024 bookings.
5. Zoom calendar: reminded members of restrictions on events per week (1) or month (3).

9. Conferences and Events

1. Adelaide 2023: Karen asked Branches and SIGs to let her know if they wished to share a table or not. Nothing else to report.
2. Melbourne 2024: conference chair will be Melissah Burnett. A conference committee is being formed. Theme is 'Game on!' and the venue is the MCG.
3. Executive F2F meeting 16-17 March 2024 in Sydney: Branch and SIG chairs will be invited to attend, or a delegate. Details will be sent out closer to the time.

10. New business

None arising.

11. Meeting Close

Meeting closed at 8:45 PM

[Next Meeting](#)

Executive Meeting

12:00 PM, Tuesday, 5 September 2023

Adelaide

Motions Summary

Title

Mover Second Status

The minutes of the meeting held on 12 Jun 2023 were a true and accurate record.

Carried