



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum MINUTES OF MEETING 7:30 PM Monday, 9 October 2023

1. Meeting Open

Meeting Opened By Amy Curran at 7:30 PM

2. Attendance & Apologies

Attended

Amy Curran
Education SIG
Karen New (ex officio)
Kristin Hughes
Margaret Broom
Melissah Burnett
Nicol Franz
Shelley Reid

Apologies

Samantha Lannan

Samantha Westcott, Renee Muirhead, Alicia Blake, Wendy Carlish, Leanne Sheppard, Jo Pegg, Gabrielle Kerlake, Sandra Meskell, Laura Briguglio, Jennifer Middleton, Sarah Neale, Sandra Meskell, Heather Taylor, Emma Yeomans, Samantha Westcott, Justine Parsons, Linda Ng, Chelsea Anderson.

Apologies: Rebecca Headon, Samantha Lannan.

3. Acknowledgment

The Australian Collage of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander people across the nation as the traditional owners of the lands on which we live, learn, and work, and honour their elders past and present.

4. Previous minutes

Forum minutes from August 2023 were accepted as true by Linda Ng and Margaret Broom.

5. Business arising

1. Invitation to Forum for ACNN champions: champions are to be invited to Forums, occurring on the even month throughout the year. Several were present at this meeting.

6. Governance

1. Introduction of new Executive members: Amy Curran introduced herself then asked the other members of the Executive to introduce themselves to the delegates: Samantha Lannan not available, but Linda Ng, Shelley Reid, Margaret Broom, Sarah Neale, Kristin Hughes, Melissah Burnett, Nicol Franz and Karen New briefly introduced

- themselves to the Forum attendees.
2. ACNN Standards for Neonatal Nurses 5th update: a survey on use of the Standards was sent to members for feedback and a call for EOI in joining the working party for this project has been sent out, closing Friday 13 October.
 3. ACNN event sponsorship declaration: Amy reinforced the requirement that all sponsors at any level of ACNN activity (including Branches and SIGs) must ensure signed sponsorship declarations are received from any sponsor for all ACNN events.
 4. Subcommittee reference guide: Amy spoke to the content and changes to this document, which will be emailed to all groups. Details the documents required to be submitted annually to the Executive no later than 28 February. Information flyer templates have been created by Sarah Neale and are available for updating if required. Terms of reference are to be reviewed. Amy noted that there should be a Branch or SIG committee member who is responsible for keeping their webpage up to date. The Executive is considering using the website for document storage rather than Dropbox, see 10.6 below. Each Branch and SIG must send one representative to each Forum, held on the second Monday in February, April, June, August, October and December with notices sent to each Branch and SIG secretary who is responsible for sending them to whoever is attending the Forum. Virtual meetings are to be limited to 2-3 per month and only one in any week. Reports from Branches and SIGs to be submitted to the newsletter. Strategic Plan is valid to 2025 and should be referred to for planning and reporting. QLD events guide added as an appendix.
 5. Subcommittee badges: these are to be handed over to incoming members. As there are more subcommittees since these were purchased another order will be made in the next few months.
 6. Branch and SIG annual reports: these are required no later than 28 February 2024 and are to conform to the ACNN Strategic Plan 2021-2025, located on the website in the Members Area in the General Members Document folder. Must include a report on activity for the year, an up-to-date information flyer, and reviewed terms of reference.

7. Finance

1. Treasurer's update: Samantha advised via email that balances will be sent to each Branch and SIG.

8. Branch Reports

1. ACT: Laura Briguglio reported the Branch was able to support about 6 members to attend the ACNN conference in Adelaide. One poster presentation from ACT member. Meeting tomorrow to plan for event plus AGM in November.
2. NSW: Justine Parsons updated on the Babies in the Bush collaborative event, there are currently 28 people registered. The Branch is also planning a dinner and AGM meeting for members in November, with presentation on ECMO service in collaboration with NETS. New committee members added recently.
3. QLD: Kristin Hughes reported the branch will hold a meeting in November, featuring 4 Qld members who presented at the conference and the AGM. Planning a workshop at Sunshine Coast University Hospital next year.
4. SA: no representative present to report.

9. SIG Reports

1. Education: Chelsea Anderson reported on the SIG AGM held in Adelaide and the Babies in the Bush seminar planned to be held at Broken Hill. Jennifer Dawson was interviewed by ABC RN about this event.
2. Leadership: Alicia Blake is the new SIG secretary, reported there will be an open meeting next week, featuring a presentation from scholarship recipient Kristen Bennie.
3. Low Resource Countries: Leanne Sheppard reported that the SIG is no longer able to visit PNG due to Covid and poor resources, considering Tonga as a possible place to visit. Still working with TPA and considering focussing 'on country' activity.
4. Neonatal Nurse Practitioner: no representative present to report.
5. Neonatal Skin: Emma Yeomans reported on a successful breakfast session and a concurrent session at the annual conference in Adelaide. Will be holding an open meeting with AGM in November with a guest speaker.
6. Neurodevelopmental Care: Samantha Westcott reported the SIG has some new members, still settling in. Good experience at conference table with delegates. Working on a position statement and social media content.

7. Nutrition and Feeding: Heather Taylor reported on the SIG AGM at the conference, require a new leader as Heather is stepping down but this has not yet been finalised. Bronwyn Bernerius is participating in Babes in the Bush in Broken Hill. Presenting a session on 1 Nov with a mother of preterm babies.
8. Research: Renee Muirhead reported that the SIG has some new members and have met twice since the last Forum to start planning for the next conference in Melbourne next year. Have some interest in more members joining the SIG. Planning for a workshop, and another webinar. NNOM project continues with some papers (scoping review, implementation model) in review for publication, with focus now on the next stage of a feasibility study. Workforce workshop will be in Sydney, 15 March 2024, in partnership with the Leadership SIG and possibly with an external speaker. Considering how to invite ACNN members in a way that is fair and diverse. Will be presenting a virtual event on 26 October featuring Patricia Lowe who will present her PhD work.

10. Operations

1. Professional Officer (transitional): Margaret Broom reported attending the recent CoNNMO meeting. Family appreciation nominations are coming in, 10 so far. Will be attending the ANZNN Committee meeting on 2 October and has been asked to chair a session at the upcoming ANZNN event. Has made contact with Michelle Phillips from UTas health partnerships.
2. Assistant Secretary (Scholarships): Kristin Hughes reported the current round closes 15 October, with 3 applications received so far with 6 days left. Will send to appropriate groups for assessment.
3. Social Media: Sarah Neale reported that templates for Branches and SIGs have been updated and made available. Will reach out to Branch and SIG committees later in the year once committees have been reformed. Has reached out to parent groups to help raise awareness of World Prematurity Day in November.
4. Executive Support Officer: Karen New has reformatted the Zoom calendar as requested, demonstrated the new look for each SIG and Branch subcommittee template, and requested that website updates such as committee changes be sent in for updating.
5. Zoom bookings: Karen New explained how the calendar was laid out, and the current rules for booking education sessions with no more than 2 in any one week. Will be located on the website rather than in Dropbox. Bright green sessions are education ones and should not be more than 1-2 per week.
6. Dropbox or website communication: Karen New led a discussion on whether to use the Dropbox or the website for communicating with members but some members do not have adequate space in Dropbox. Now opted to use the website so Karen demonstrated this through a shared screen. Described how webpages are used and what content is required. Discussed ACNN email addresses, which are available from the website and have been updated. Karen discussed how to use the emails to avoid use of personal addresses. Can send group emails. Noted that large MB file attachments should not be sent as the website does not have the capacity. Will need to add signature option.
7. ACNN champions: Emma Yeomans from Monash Health (and Neonatal Skin SIG) was present to represent this group. Spoke about promoting ACNN at local education sessions. There are currently 10 representatives who receive free membership for their contribution.

11. Conferences and Events

1. Conference 2023 feedback: feedback has been positive, no major problems. Survey for SA funding grant completed by members so Karen will forward to the SA funding body. ACNN met all requirements so will receive finding in full.
2. Executive F2F 16 March 2024 in Sydney: one member from each Branch and SIG invited to attend 0800 - 1400. Amy encouraged members to attend and to send details to Karen New for arrangements.
3. Annual Conference 2024, Melbourne: booked for MCG, conference committee led by Melissa Burnett has commenced planning. Karen is working with Sarah to conduct activities required for government funding. Melissa reported on progress, Karen noted that the conference will actually start on Wed afternoon with plenary sessions, will be 2 and a half days.

12. New Business

1. UTas education sessions: Nicol Franz asked for suggestions for guest speakers from ACNN Branches and SIGs to present to students as a regular event. She will format an email message to be circulated.
2. Research and Leadership SIGs workshop (Executive only): Karen New to send list of registered delegates by 1 November to the organisers.
3. JBI affiliation: Lind Ng reported that the presenters at the annual conference workshop were interested in maintaining a connection with ACNN. Shelley directed Linda to the Affiliates policy (P7).
4. Website: Executive agreed this needed updating as has not changed much in the last decade. Working party to consist of Karen New, Melissah Burnett, Sarah Neale and Nicol Franz.

13. Meeting Close

Meeting closed at 8:55 PM

[Next Meeting](#)

Forum

7:30 PM, Monday, 11 December 2023