



THE PEAK PROFESSIONAL BODY  
FOR NEONATAL NURSES IN AUSTRALIA

## Forum MINUTES OF MEETING 7:30 PM Monday, 11 December 2023

### 1. Meeting Open

Meeting Opened By Amy Curran at 7:30 PM

### 2. Attendance & Apologies

#### Attended

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

#### Apologies

SA Branch

Laura Briguglio (ACT), Justine Parsons (NSW), Donna Hovey (LRC), Nicola Timmers (NDC), Gabrielle Kerslake (NAF), Patricia Lowe (Research SIG)

Champions: Emma Yeomans (Monash Health), Tess Kent (Hobart), Tanya Pretty (Port Macquarie), Elayne Downie (WA).

### 3. Acknowledgment

The Australian College 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

1. Correction to previous Forum minutes item 12.3: correct name is Nicol Franz, not Linda Ng; updated at this meeting.
2. Update of subcommittee reference guide: previously called quick reference guide, available on the website. Contains information for Branches, SIGs and any other subcommittee, including governance compliance requirements.

#### Motions

[079 Previous Forum minutes, corrected](#)

Error corrected to item 12.3

## 5. Business arising

None arising.

## 6. Governance

1. Update on proposal to set up Victorian Branch of ACNN: Emma Yeomans is leading the group of Victorian members seeking to re-establish a branch. Prepared application and submitted to the Executive for approval. Decision to be made after this meeting.
2. ACNN champions (10): Emma Yeomans reported activity at Monash Health, especially new staff members. Karen New recommended promoting new applications starting 1 April to receive an extra 3 months' membership before renewing. Tess is located in the Royal Hobart Hospital and is working with Samantha to recruit more members. She is also active on the social media account. Tanya is from Port Macquarie, linking with John Hunter Hospital to encourage more membership from nurses and midwives. Noted that she was the only delegate to attend the conference at Coffs Harbour, which inspired her to become a champion.

## 7. Finance

1. Treasurer's report: ACNN remains in good financial standing.
2. Current Branch and SIG balances: Samantha has sent these reports to all groups.
3. Purchases of Square point of sale devices: recently purchased one for ACT Branch (\$65). Other Branches and SIGs may also purchase one, e.g. for raffles, although pre-registration for local events is to be encouraged for catering and other arrangements. Jennifer Dawson thanked Samantha for assistance with Babies in the Bush event at Broken Hill.

## 8. Branch Reports

1. ACT: Laura Briguglio reported on seminar based at the hospital, featuring Renee Muirhead and her work around neonatal pain, attracting 50-60 people. Planning a Christmas raffle to raise funds. Twilight seminar booking held over to March 2024, planning Branch AGM to be held soon. Samantha emphasised that she needs to know when groups are using the Square so that she can allocate income correctly.
2. NSW: Justine Parsons reported a successful dinner meeting with a presentation by the Sydney Kids ECMO service and AGM in November, supported by sponsorship from Paragon Care. Thinking of activity for next year, focussing on more regional Babies in the Bush activity.
3. QLD: Nicol Franz reported that Kristin Hughes had stepped down from the Branch Committee on 16 October for personal reasons before the Branch AGM. Held a virtual event on 20 November that showcased QLD members' work for posters featured at the ACNN conference. Branch committee re-appointed with no new members except for the vacant Secretary role, will follow up on this at next meeting on 18 December. Planning another event at Sunshine Coast, in March.
4. SA: no representative present, no written report received prior to meeting.

## 9. SIG Reports

1. Education: Jennifer Dawson reported on Broken Hill event, well organised. Had inquiries for other similar regional events in NSW, to be discussed. Planning virtual sessions, e.g. simulation, and for the conference to explore issues for indigenous nurses and nursing, making sure they have equal opportunities in neonatal care. Jennifer announced she is retiring from full-time work on 22 December, will continue some part-time work and remain on the SIG but will re-evaluate her participation at next year's AGM.
2. Leadership: Melissah Burnett reported that the SIG has improved activity at ACNN events and recruited 7 new members to the committee at the AGM. Planning an open session early next year on topics such as personality traits and managing teams, other leadership opportunities for roles outside neonatal nursing. Meeting on Mondays to improve attendance.

3. Low Resource Countries: Donna Hovey reported that the online presentation in collaboration with the NDC SIG went well, featuring a psychologist from South Africa who facilitates parent-infant programs. Looking to visit Tonga, working on a program and facilitating with the Tongan team, EOI to come in next month or so if all goes well. Also relinked and working with Kokoda Trail Foundation on future collaboration in PNG, and continuing with Taking Paediatrics Abroad education sessions, planned for each month and to include case studies from participating sites. Reviewed and finalised banner for emails. Reviewing documents for February deadline, considering how to welcome new members who nominate to join LRC SIG.
4. Neonatal NP: met last week, Elayne Downie reported plans to run more STABLE sessions throughout the year and another Recharge - Reconnect session in Newcastle in May. Mentoring 7 neonatal NP candidates in SIG group from around Australia. Plans to encourage NPs in child and adolescent health service positions to join ACNN. Hoping to increase WA membership to be able to form a branch.
5. Neonatal Skin: Linda Ng reported AGM on 29 November, Kristin Hughes has stepped down, 2 new members in addition to 4 current members. De August is chair, Lyn Chapple is Secretary and Judy Macey is Treasurer Liaison. Working on annual report documents and 2024 conference activities, possibly a workshop but yet to be discussed. Also planning conference activities, possibly a workshop, TBD.
6. Neurodevelopmental Care: Nicola Timmers reported on efforts on boosting numbers for NBO and FINE training, conference planning in progress. Reported on experience in South Africa as presented by visiting psychologist, focussing on input from elders' structure and their beliefs.
7. Nutrition and Feeding: Gabrielle Kerslake reported that still seeking a chair after Heather Taylor stepped down at the conference AGM although have recruited 3 new committee members. Successful online event in November featuring a family's experience of their 2 children requiring admission to RPA NICU, focussing on feeding aspects. Planning for conference in progress.
8. Research: Trish reported 2 meetings: a presentation in October and the AGM held in November to form the committee; current chair, secretary and treasurer liaison continuing in their roles and 10 new members added. An EOI has been issued to recruit some help for the secretary. Annual documents reviewed, no changes required. Presented plans for 2024 including a workshop in March, and for the conference. Next meeting planned for January.

## 10. Operations

1. Professional Officer (transitional): Margaret Broom reported 32 nurse nominations and 2 neonatal units for the Family Appreciation Award. The 28 non-members received one year's membership. Margaret attended an ANZNN meeting, which focussed on constitution updates.
2. Membership Secretary: Nicol Franz presented data on current membership, including a breakdown on state/territory numbers. Discussed possibility of SIGs being notified of new members being added to SIGs, Karen New spoke to difficulties in generating welcomes for specific groups, particularly if opting to join several. WA members are keen to start a branch, Elayne Downie is working on increasing membership.
3. Executive Support Officer: Karen proposed a scholarships committee to help reduce workload and reduce COI from SIGs; currently consists of Margaret Broom, Nicol Franz and Karen New. Moving away from affiliation with SIGs towards a constructed approach with a checklist, with assessment depending on compliance with the checklist.
4. Social media report: Sarah Neale reported a busy November, with high number of Family Appreciation nominations assisted by social media. Sarah will be seeking input from groups on appropriate content. Currently is Nurse Practitioner Week, content has been supplied from NNP SIG. Email banners for Branches and SIGs have been created, available in Dropbox. Created to match other material such as Zoom backgrounds.

## 11. Conferences and Events

1. Annual Conference 2024 (Melissah Burnett)
  - 1.1. Program update: first draft available, includes some confirmed international and national speakers (see website page). Also has a focus on sustainability, following on from the 2023 conference. Call for abstracts

in early 2024, reminders to members to book accommodation. Registration opening early February, similar prices to 2023 conference. Welcome reception will be at venue in the Sports Museum, conference committee working on this event. New initiative is an expo from neonatal units from around Australia, plus some education programs. Posters for conference available for general promotion by champions.

1.2. Volunteers to chair sessions: not addressed at this meeting.

## 12. New Business

1. Face to Face meeting March 2024 arrangements: Amy reported that details will be sent in the new year. Karen New will distribute confirmation for travel, parking and accommodation.
2. Standards of Practice working party: Shelley reported that an email will be distributed to those submitting an EOI for this activity.

## 13. Meeting Close

Meeting closed at 8:40 PM

[Next Meeting](#)

### Forum

7:30 PM, Monday, 12 February 2024



**Karen New (ESO) (Executive Support Officer)**

10 Apr 2024 02:59

## Motions Summary

#	Title	Mover	Seconder	Status
079	Previous Forum minutes, corrected	Nicol Franz	Linda Ng	Carried