



THE PEAK PROFESSIONAL BODY  
FOR NEONATAL NURSES IN AUSTRALIA

## Forum MINUTES OF MEETING 7:30 PM Monday, 12 February 2024

### 1. Meeting Opened

Meeting Opened By Amy Curran at 7:33 PM

Join Zoom Meeting <https://zoom.us/j/132976583>

Meeting ID: 132 976 583; Passcode 899307

Confirmation of December 2023 minutes:

The ESO and Nicol Franz noted that the minutes of the December 2023 forum meeting required the following corrections and amendments:

8.3 Amend to read (second sentence) - Held a virtual 'snack pack event and the branch AGM on the 20th of November. The 'Snack Pack' presentations showcased Qld members' work for posters featured at the ACNN conference' (end correction). Next: add Branch asked the executive for support, the ESO suggested a second email for EOI for the secretary position. The Branch to follow-up with the executive regarding the outcome.

9.4: The sentence "hoping to increase WA membership to be able to form a branch' does not sit under the Neonatal NP report.

9.8: 'Trish' to be corrected to Patricia Lowe

10.3: Correct to Scholarship Secretary Report (not Executive Support Officer)

Amendments not carried over for the October 2023 forum meeting as raised by Nicol Franz

12. New business - JBI Affiliation. It was noted by Nicol Franz that this item was raised after the close of the forum meeting. The executive members stayed on and a short meeting as held to discuss the issues noted as new business within the forum minutes. These items should have been noted as an extraordinary executive meeting and recorded at the next executive meeting held in November. Furthermore item 12.3 needed correcting to Nicol Franz raised this business and not Linda Ng. Wording to be corrected to: ACNN Secretary, Shelley Reid directed Nicol to the Affiliates policy, P7. Further to the affiliation discussion was also the discussion of exec support for the JBI ERG seeking ACNN to help with an EOI for the group. Email correspondence shared with exec. ACNN Exec accepted to support and instructed Nicol to take back to JBI, exec to await JBI EOI email.

### 2. Attendance & Apologies

## Attended

ACT Branch  
Amy Curran  
Education SIG  
Karen New (ESO)  
Linda Ng  
Low Resource Countries SIG  
Margaret Broom  
Melissah Burnett  
Neo-Skin SIG  
Nicol Franz  
NSW Branch  
QLD Branch  
Samantha Lannan  
Sarah Neale

In attendance: Emma Yeomans (Victoria Branch)

## 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. Governance

1. ACNN Champions - The President reported that ACNN currently has 10 champions across Australia. Many of them work in non-tertiary units. Having champions facilitates networking within the neonatal units.
2. Update on Victorian Branch - Looking to reinstate the branch which is being led by Emma Yeomans who is on the call tonight. Congratulations on the work done in re-establishing the branch and submitting the documents required by the executive. Emma Yeomans gave an update on the how the branch was proceeding with approval to be re-instated: Representation on the committee from 5 different hospitals across Victoria and from PIPER. Planning an open meeting and a presentation in March 2024. Speaker confirmed and planning another for later in the year.
3. Branch reports
  - 3.1. ACT Branch report presented by Laura Briguglio. A busy but quiet couple of months in Canberra. The AGM was postponed from 2023 and held in January 2024. New members have joined the committee and a ½ day planning meeting has been held to plan the activities for the coming year. Planning to focus on the peripheral hospitals that also feed into the Canberra Hospital and not just concentrate on the main Canberra Hospitals. Margaret Broom remains on the committee as an ordinary member and mentor. Had a Christmas Raffle which helped raise the profile of ACNN. The March 2024 seminar is organised with two confirmed speakers (Rose Boland and Jann Foster), registration is open and advertising will begin by the end of the week. Shelley Reid asked how many neonatal units in the Canberra area = 3 and several in NSW close to Canberra.
  - 3.2. NSW Branch report presented by Jennifer Middleton. AGM had at the end of November 2023. Holding a planning meeting tomorrow night for 2024 activities. Set all committee and general meetings for the year. The committee now has new members from smaller regional hospitals expanding from the main committee members hospitals (John Hunter and the RPA). Activities to boost ACNN profile and membership numbers including adding info to new grad packs.
  - 3.3. QLD Branch report presented by Melody Emerson. AGM was held late last year during a presentation event.

Re-election of positions during this time. The secretary position remains vacant. Have attempted to recruit several times among all branch members. No interest so far. Planning for this year to include a workshop at Sunshine Coast University Hospital – postponed from March to 15 June 2024. Amy (President) reiterated that no experience is needed to take on the secretary role and mentoring and assistance are available from several executive members including the ESO.

- 3.4. SA Branch report presented by Mirian Long. AGM was held in November during an event with two presenters. At the time it was thought the branch might disband, however, there was enthusiasm from others to join the committee in all roles and some new members will be mentored into some of the roles. A face-to-face committee meeting was held last week to plan activities for 2024. The first event is on 24 April then another in August before the conference, and another in November including the AGM. It's exciting to have attracted new committee members who are also keen to attend the conference this year.

#### 4. SIG reports

4.1 Education SIG report presented by Jennifer Dawson. Getting organised for the conference in September. Confirmed speaker for the education session – presenting on simulation. Working on running two babies in the bush seminars for 2024 following the successful one last year in Broken Hill. A foundation is offering to fund the two seminars (up to \$12,000) for 2 events (Wagga Wagga and Orange) to provide access for staff in rural locations to access professional development. Formal planning will commence once approved by the Executive. Will be in collaboration with other ACNN groups including NSW and ACT branches. Amy confirmed received by the executive and will communicate the decision within the week.

4.2 Leadership SIG report provided by Sanda Meskell. Will be having the first open meeting and presentation in March and working with the Research SIG to host the workforce workshop in March also.

4.3 Low Resource Countries SIG report provided by Lyn Chapple. Organising the overseas trip to Tonga from 8-15 June. Open meetings are planned for the year – May and November. The TPA presentations are continuing and the first 2 months have gone well and in the next few months will be supporting/mentoring a presenter from the Solomon Islands to present as part of these education sessions. Social media involvement is a priority this year.

4.4 Neonatal Nurse Practitioner SIG report provided by Karen Hose. The last meeting was in November and the next is in about a week. The new committee still finding their feet and working through all the processes with enthusiasm. The Recharge and Reconnect workshop is planned for Newcastle on 3rd May. The program is nearly ready for advertising. Planning for the annual conference will occur at the next meeting. Slowly building the NNP SIG members – interest from those who want to commence in the role and also mentoring of candidates occurring around the country. Looking at having another STABLE workshop in Cairns in November. Miriam Long also contributed – hoping to have another STABLE workshop before the conference in September in Melbourne. The STABLE course being updated and will require trainers to update. This will need to be done before offering future STABLE courses.

4.5 Neonatal Skin SIG report provided by Stephanie Hall. Held F2F planning meeting in Brisbane in January. Other members joined by Zoom. Planning around the conference session in September, open meetings of the year and reviewed annual reporting documents. Looking at some International speakers for the open meetings; working on SIG care resources and confirmation of speakers for the session at the conference.

4.6 Neurodevelopmental Care Sig - no representative

4.7 Nutrition and Feeding SIG report by Heather Taylor. New committee members and others taking on positions including Rachel Jones taking on the Chair role. First open meeting and presentation tomorrow night. Working on annual report documents and securing speaker/s for the conference session.

4.8 Research SIG report by Patricia Lowe. Met twice since the last forum meeting. The scoping review related to the NNOM project has been accepted for publication in the Journal for Clinical Nursing. A great achievement and thanks were expressed to Jann Foster and Margaret Broom for the work and for leading this paper. Waiting for a decision on the methodology paper and planning for the implementation study. The workshop in March has 34 participants registered and the group are meeting fortnightly in planning the final stages of the workshop. Two invited speakers, Marg Broom is leading the world café host and Mel Burnett providing IT support. Annual documents have been submitted. Planning input for the exec meeting on 16 March. Zoom presentation event on 29 February – looking at a research proposal. Conference session planning is well underway. Several SIG members have had abstracts accepted for the COINN conference in Denmark in May.

The President thanked everyone and acknowledged the amount of work that each group was doing.

## 5. Finance

1. Treasurer's report - Samantha Lannan gave the forum meeting a tailored report presenting an overview of the subcommittee balances and the ACNN current balance. Each financial report has been distributed to each SIG and Branch. A report for the VIC branch will follow once formal approval of the branch. There were no questions for the treasurer from the attendees.

## 6. Operations

1. Memberships Secretary report - presented by Nicol Franz – memberships secretary. Currently have 1010 members, an increase from 982 as of 11 December (2.86% increase). Monthly new or renewing numbers range from 4 (current month) to 44 (October 2023). Qld still has the largest number of members (348) down to 5 in the NT. Increasing member numbers from WA. NDC SIG has the largest number of members, with all groups above 237 members. Jennifer Dawson commented that the report was useful and thanked Nicol for the report. Full report available on request. No further comments or questions from attendees.
2. Professional Officers report by Margaret Broom. Attend the ANZNN meeting. Reviewing and considering the conference awards for 2024 and how to improve the poster sessions at the conference as it was noted these were not well attended at 2023. ACTION: SIG and Branch tables can be manned at morning and afternoon tea breaks – but NOT lunch times at the 2024 conference. This will then also allow the committee members of these groups time to attend the poster session and also visit and be engaged with the commercial exhibitor tables.
3. Executive Support Officer (ESO) report presented by Karen New. A reminder that the annual reporting documents are due on 28 February. Groups who have already submitted were thanked. A reminder of the Zoom calendar. This is still available in the dropbox but is also located on the website in the subcommittee folder for looking at to book in meetings and events. The conference registration and abstract portals are open and encourage abstract submission. A reminder that the ESO position is part-time (12 hours per week) and therefore a 48-hour communication/response time needs to be considered. If urgent assistance is needed, please contact via phone. There were no questions from attendees.
4. Scholarships secretary report presented by Karen New. The next scholarship round opens on 1 March and closes on 15 March. Forms and guidelines have been reviewed and are now available on the website. Reiterated that due to the volunteer nature of the organisation and heavy workloads of everyone – applications that are incomplete or correct documents including the checklist are not submitted then the application will not proceed to assessment and the applicant will receive an email of this after the closing date. No applications will be looked at before the closing date, thus there will not be any communication about incomplete applications before the closing date. Support and assistance are available to any member before submission of the application. A call went out to all subcommittee members to join the scholarship committee. Several people responded, however more people are welcome. It was noted that those who serve on the committee are still eligible to apply for a scholarship – holding

this position does NOT mean that committee members are barred from applying. The invitation was extended to join the committee. There were no questions from attendees.

5. Social Media report presented by Sarah Neale. All Branches and SIGs sent an email last month, with an offer of assistance in planning their social media to meet the sustainable committee's policy. Sarah presented a new document – tip sheet and requirements for creating/providing social media content (sent to social media liaisons and secretaries of each group; also available on the website). Committees are welcome to create their content or the process for the social media committee to create. The invitation to join the social media committee was extended. Other social media designs include flyers, zoom backgrounds, and email signatures. Please use or get in touch if needed. There were no questions from attendees.

## 7. Conferences and events

1. Face-to-face meeting - 16 March in Sydney. Amy Curran gave an overview of the Exec and subcommittee reps meeting on Saturday 16 March. A key focus of the day is the future strategic direction for ACNN. Each rep is asked to think about 3 key strategies/activities for the exec to consider when developing the strategic plan for 2026 – 2030. The agenda and email regarding the meeting will be sent out this week.
2. Conference 2024, Melbourne - 2024 conference report presented by Melissah Burnett, Conference Chair. Melissah gave an update on invited speakers including Paralympian Matt Levy. Karen New is working with the SIGs for invited speakers for each of these sessions. We will be having hospital/education and recruitment exhibitors for the Wednesday – first-time running workforce exhibit. Registrations and abstracts are now open. The invitation to become involved in reviewing the abstracts was extended. There were no questions from attendees.

## 8. New Business

1. Executive observers - Amy Curran gave an overview of having observers on the executive with the view they would like to join the executive as an ordinary member at the September AGM. Attempting to engage new and experienced ACNN members on the executive. Invitation to all on the call and also to take back to the committees – the call for observers on the exec committee. No questions from the floor.
2. ACNN Standards for Practice - Review and update of the ACNN standards of practice – Amy Curran reported that a working party has been established, led by Shelley Reid and Jane Davey, and the first meeting is next week. Aiming to complete the review and update and be ready for launch at the September conference.

## 9. Meeting Close

There being no further business, the meeting closed at 8.31 pm.

Meeting closed at 8:30 PM

[Next Meeting](#)

**Forum Meeting- April 2024**

7:30 PM, Monday, 8 April 2024

Zoom

*Amy Curran*

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

10 Apr 2024 02:53