



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum Meeting- August 2024

MINUTES OF MEETING

7:30 PM Monday, 12 August 2024

Zoom - [https://us02web.zoom.us/j/132976583?](https://us02web.zoom.us/j/132976583?pwd=bGIFYTJObndsbnmVEUIJNdDJyTzVZZz09)

[pwd=bGIFYTJObndsbnmVEUIJNdDJyTzVZZz09](https://us02web.zoom.us/j/132976583?pwd=bGIFYTJObndsbnmVEUIJNdDJyTzVZZz09) Meeting ID: 132 976 583

Passcode: 899307

1. Meeting open and Acknowledgement of Country

Meeting Opened By Amy Curran at 7:31 PM

Amy welcomed attendees and opened the meeting with an acknowledgement to country. *In the spirit of reconciliation, the Australian College of Neonatal Nurses acknowledges the Traditional Custodians of Country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.*

2. Attendance & Apologies

Attended

Amy Curran
Karen New (ESO)
Leadership SIG
Linda Ng
Low Resource Countries SIG
Margaret Broom
Melissah Burnett
Neo-Skin SIG
NSW Branch
Nurse Practitioners SIG
Nutrition and Feeding SIG
QLD Branch
Samantha Lannan
Shelley Reid

Mariann Hennessy, Nicola Timmers, Deanne August, Patricia (Trish) Lowe, Miriam Long, Emma Yeomans, Heather Taylor, Justine Parsons, Amanda Whitehouse, Erin Church, Nicol Franz, Laura Briguglio, Sarah Neale, Wendy Carlish, Gabrielle Kerslake, Jane Langford, Krischelle York, Jane Jones, Alicia Blake

Apologies: Jennifer Dawson

3. Confirmation of the minutes of the previous forum meeting held on 8 April 2024

Minutes approved by: Patricia Lowe; Seconded by: Linda Ng

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

5. General Business

Branch & SIG Reports:

ACT - report presented by Laura Briguglio. Meet several times since the last forum meeting in April and have been preparing for the second half of the year. Announced May Madness winners and this resulted in quite a few new members. Have been discussing the Babies in the Bush seminar meeting with the Education SIG - planned for Wagga Wagga in October. Have travel grants advertised to support ACT members' attendance at the conference. Activities planned to celebrate International Neonatal Nurses Day (INND) this week.

QLD - report presented by Wendy Carlish. Qld Branch has held several general meetings over the past few months and held a seminar on the Sunshine Coast in June; which was very successful with a large number of delegates and trades. Held a general meeting + also held a general meeting at the RBWH seminar in July. Continue to have the secretary position remaining vacant since the last annual general meeting in November 2023. Hoping to fill the position by the end of this year. AGM is being planned for November and EOI will go out to Qld branch members regarding committee positions.

NSW - report presented by Krischelle York. Planning Babies in the Bush seminar in Orange around early November. Putting together a welcome pack to go out to new NSW members and also into units for new starters informing them about ACNN. Committee meeting next week.

SA - report presented by Miriam Long. Last had a seminar meeting in July with several presenters which was successful. The next meeting is in November with the AGM. Preparing for INND with doughnuts at the 3 main neonatal units in Adelaide.

VIC - report presented by Amanda Whitehouse. As a new Branch, still finding their feet; with a focus on the conference and activities around this including having a coffee/caffeine theme; prizes. May madness uptake was very good and two new members received prizes. The next open education meeting is planned for the 7th October. Identified the need to do more social media posts. Requested Vic member's location data to help focus membership/promotion.

Education - presented by Justine Parsons. Had a wonderful evening presentation in July with two speakers. Working on Babies in the Bush at Wagga. Jennifer Dawson liaising with Wagga Hospital. Plans for local speakers and guest speakers with support from the Torrifanne Foundation. A second workshop for Orange is being organised and looking for collaborators for this workshop and also considering workshop dates for 2025, in association with the Torrifanne Foundation. Linda Ng reported that a FaceBook video for the workshop was undertaken; workshop aspects are organised and several SIGs are providing speakers.

Leadership - presented by Alicia Blake. Had an open meeting in June with a great presenter - Bruce Sullivan - who was very engaging. The SIG chair (Sarah Morris) has moved into an adult ICU role and therefore has stepped down as chair. Trying to generate interest in further committee members. Will be holding AGM at the conference in September. Alicia reported that it feels like the leadership committee is getting smaller but hoping to attract interest at the conference.

LRC - presented by Jane Langford. Monthly meetings continue. Reported on the June Tonga trip and provided information via social media during and after the trip. Lots of exploration into the South Pacific. Melissah Burnett continues to work hard arranging the TPA monthly education sessions. The SIG is offering and encouraging South Pacific nurses to join the presentations for free. The SIG will be promoting 'COIN for COINN' at this year's conference and at the 2025 events being planned- wanting to raise funds to support delegates from the South Pacific to attend COINN2026 in Australia. Held a joint virtual event with the Neo-skin SIGy in July - well received. Another potential presentation is being planned for November.

Neo-Skin - presented by Deanne August. The SIG continues to be busy and has produced a quick reference resource guide which will be ready to launch at the conference in September and hoping to get this published in a peer-reviewed journal as a resource guide. Is specific to the Australian and New Zealand context. Had a great webinar in July from the Indonesian nurses. Working towards activities for the conference and next year. Liaising with social media and working

on a series of posts. Aiming to celebrate skin champions' achievements and put out a call to all to let the SIG know of champions and achievements in their units/workplaces.

NNP - presented by Mariann Hennessy. Held another successful Recharge and Reconnect workshop in May in Newcastle - lots of attendees and great presentations. Held a virtual seminar in June - presenter Tobias Strunk and will have him present again later in the year on late-onset sepsis. Planning further STABLE workshops. Currently in the process of doing the bridging course and then will host STABLE courses next year - around the time of other seminars and have interest from rural Victoria and also the ACT to hold courses. The next Recharge and Reconnect workshop is being planned for the Sunshine Coast in 2015. The ACNP conference is being held in Cairns in November this year and a NNP is presenting. The NP week was very successful on social media last year and hoping to repeat that again this year. Continue to keep the NNP roll call updated. Congratulations to the 2 NNPs from WA who were endorsed this week.

NDC - presented by Erin Church. Continue to have monthly meetings and have been very active with social media posts. The SIG attempted to do a competition for the NDC SIG workshop at the conference, however there were no entries. Have held two virtual presentations since the last forum meeting - both very well attended (involved parents and CP topic). Organising conference activities including a Melbourne-themed raffle. Have been invited to present to UTas postgraduate students in September.

Nutrition & Feeding - presented by Gabrielle Kerslake. Held an evening presentation in May, which was well attended and had great feedback. The committee meeting is tomorrow night and will discuss the Chair position, as Rachel Jones has stepped down as has moved overseas. Heather Taylor, the previous chair has stepped in until AGM in October.

Research - presented by Patricia Lowe. Meet monthly and continue working on the NNOM projects and the paper as been accepted for publication. Seeking research funding and the NNOM working party continues to meet regularly to plan the implementation of the pilot study. Members of the neonatal nursing workforce project met recently to conduct a writing day, March workshop data and paper for publication are almost complete. Five SIG members presented at COINN conference in Denmark. ACNN conference activities planned. Newsletter contributions made and social media posts undertaken. Patricia wished everyone a Happy INND for Thursday.

ACNN Champions - Emma Yeomans was present as a champion. Emma reported from her perspective; has been trying to increase membership, encouraging attendance at the conference and utilising the free education opportunities via Zoom. Amy reported on the trial of this role over the past year and the aim of trying to increase awareness of ACNN at local levels. Amy reported that changes in membership payments impacts how we can support the champion role in the future. The executive will discuss this further at the executive meeting in September. Emma and other champions thanked for their work and attendance at the forum meetings.

Social media report presented by Sarah Neale. There has been increasing engagement by the Branches and SIGs over the past couple of months and are giving time for the social media committee to develop posts - which is great. A minimum of 7 days' notice assists with this. Sarah will be at the conference and would be very happy to help members of the SIGs and branches to film material for posts etc. Could you please let your attending committee members know this and plan to do something at the conference. Sarah will try and set up an area at the conference where this can happen. It is much easier to do this face-to-face and then Sarah can edit and post over the following weeks. Sarah and others will also be taking lots of photos at the conference for social media posts.

Conference 2024 update presented by Melissah Burnett. We have approximately 200 registered delegates registered to date. A reminder that the only Branch having a table at the conference is the Vic Branch in addition to the ACNN main table (other branches welcome to have items on this table). All SIGs will have a table, however only manned at morning and afternoon tea breaks. Lunch breaks are to be utilised in supporting paying exhibitors and participating in the poster walks/presentations. Social events - welcome reception at the Australian Sports Museum - everyone is encouraged to get 'their game-on' and wear team sporting colours. Interactive zone at the museum - the opportunity for individuals and teams to 'compete' against each other. 'STEMPTEMBER' - In honour of Matt Levey, we are encouraging delegates to register for Stemptember. Watch out for conference bingo - photos at various Melbourne Icons.

ACTIONS: Amy reiterated to all that if any assistance is needed then please reach out to the executive. Also advised to reach out to Sarah Neale for social media content and reminded groups that information on putting together social media content is available on the ACNN website. Amy reiterated that committees can have co-chairs and sharing of positions if this assists with sharing the workload. Amy thanked all the groups for the amount of work that is being undertaken.

No questions from attendees.

Plans for 2025

Amy reported on exploratory plans for 2025 based on feedback received at the F2F meeting in March regarding the executive undertaken a roadshow and visiting a number of states/territories. In looking into this, the executive has been in contact with the Australian College of Nursing (ACN) regarding what workshops they offer in the space of leadership/mentoring/preceptorship, with the view that ACNN would contract ACN to deliver the workshops/courses as they are an accredited body and therefore members would receive a certificate/CNE points. Ideally what the exec would like is that these workshops be held in conjunction with Branch/SIG F2F events (would be a 1 1/2 or 2-day event); and also needs to incorporate a session around the ACNN standards of practice, which are being updated and new edition released in 2025. In reviewing the budget for event plans for 2025, given the cost of the ACN workshops and the limited number of people at the workshop (40 maximum) then it is likely that these will run at a slight loss, as we want to make it an inexpensive year for our members to help promote and facilitate attendance to COINN 2026. At this stage, the likely locations and timings of the workshops are based on where most of our members are located and events that some branches and SIGs currently hold such as the Qld branch regional seminar day, Babies in the Bush seminar, and the NNP group undertaking STABLE and the Recharge and Reconnect workshops. Thus thoughts on location and timing are: Qld (Gold Coast), around June; Vic (Geelong), and offer a STABLE course, around July and then in NSW, with AGM in September, query Newcastle or Hunter Valley. Would try and keep the month of August free as COINN Africa will be held in August and a few people are interested in attending. Both the Research and Education SIGs have responded to the previous email and are very keen on joining the NSW and ACT branches to host the event in September next year. The NNP Sig have responded regarding the STABLE course on the Gold Coast and Geelong as tentative ideas. Amy put forward that if Branches/SIGs are happy to collaborate with the Executive to host educational days then do we need the ACN workshops at all locations or only at the NSW event? The item has opened for discussion.

- Deanne August - the Neo-skin SIG has had preliminary discussions with the Qld branch to co-host a wound and skin-integrity workshop in Qld. Expressed would be happy for it to be held on the Gold Coast. Also, the Education SIG may be involved.
- Erin Church - the NDC SIG has not discussed as yet, but felt that as the members of this group are spread across the country, the NDC SIG would be happy to present/be involved in a session in collaboration with other groups hosting days. For example with Babies in the Bush, in NSW many of the FINE members are located here and could be utilised. Erin also thought that collaboration with ACN would be beneficial for now and into the future, but asked if we should be looking within our College and SIGs for people who could deliver the workshops/courses on preceptorship and thus offer people within our College to run these.
- Justine Parsons reiterated that the NSW branch is happy to collaborate with whatever is decided for September and would be happy to host in the Hunter Valley. The NSW branch would be happy to lead securing presenters. Justine confirmed that the Babies in the Vines seminar for 2025 has been postponed. Justine also indicated there may be expertise with ACNN for delivering these workshops.
- Wendy Carlish asked for clarification on what the ACN engagement would entail. Amy responded: ACN has provided about 7 workshop topics for us to select and are either 2 or 3 hours long. Would combine a number of these for the 1-day workshop. ACN would develop the workshop content, deliver the content, and provide resource materials for participants. The cost for developing each workshop is approximately \$500 (2 hours) and \$700 (3 hours) and delivery cost of \$2000 (2-hr) and \$3000 (3-hr). On top of these costs would be the facilitator's travel and accommodation. Facilitators are located in Sydney and Melbourne. 40 delegates would likely need 2 facilitators as the workshops are interactive and to ensure that delegates get the most out of the workshops. Thus

the cost per person would be a minimum of \$65 for a 1 x 2-hour workshop. Thus more workshops and more locations means the costs will be high.

- Workshop topics - preceptor/mentoring, challenging conversations, managing burnout/self-care, let's talk leadership, leading self, communication to facilitate change, strategic problem-solving and supportive leadership behaviours. Feel that this would all be beneficial.
- Jane Langford suggested that the NNP SIG Recharge and Reconnect workshop meant to be held on the Sunshine Coast could be held on the Gold Coast - would liaise with Gold Coast University Hospital regarding potential speakers and venue.
- Emma Yeomans - asked about the location of Geelong and the date. Amy suggested it could be in June/July/September in 2025. Probably July would be the best month.
- Nicol Franz asked Amy for clarification about executive members attending and touring the events in 2015.
- Miriam Long indicated that for SA people the locations on offer would be a long way to travel for these events; also for WA people.

Amy Curran reiterated that the national conference is not held to make a big profit but to give back to our members, which is reflected in the pricing and also our membership pricing is very reasonable. So if it does mean that running the workshops at a loss, then we are asking you as ACNN member representatives would you be happy with ACNN making a loss on these workshops. Regarding our College members presenting the workshops, the drawback is that we are not accredited to offer CNE points, whereas ACN is and whether the people delivering them from ACNN have qualifications within these areas as opposed to experience/interest in the area. Amy's concerns are with the limited number of our members that would be able to attend a workshop. Regarding Exec member attendance - anticipates that exec members would share the attendance so that not all exec will attend each event, apart from the NSW event for the AGM. There would be up to 3 exec members attending either the event in Qld or Vic. Three exec members should possibly attend all events - Melissah Burnett as Conference Chair, Sarah Neale as Social Media Chair, and the President. Additionally, Justine Parsons as chair for the Standards of Practice update, would be vital to attend the events also. These members would need to be supported from ACNN funds. While the workshops would be limited to 40 people this does not mean the events held alongside this workshop would be limited to this number.

Melissah Burnett as Conference Chair reiterated that costs always need to be considered. Additionally, ACNN has members and SIGs that would be very keen to support local events; and these do not need to look the same in each location and this may mean we might have members who do want to attend all 3 events, and that would be ok as well. Melissah clarified that this is not to replicate our national conference but to run these events as Branches/SIGs have been doing. Workload and registrations can be coordinated through current systems we have or others.

Margaret Broom mentioned that when this was first raised the intent was that we wanted to get a lot of new people to the events and build up to the COINN 2026 conference. The first query was do the Branches and SIGs have the capacity to do these events. If not having a national conference then these events would be the main events that everyone would be working towards. Feels that it is quite realistic that we could hold 3 events and hopefully attract around 100 people to attend which would be great. Feels that this is achievable.

Nicol Franz expressed that the workload may be high with organising all of this and these will be mini-conferences which will take a lot of work and will be challenging for the Branches and SIGs. Amy indicated that this could be and perhaps what we need to look at only having an ACN workshop at the September event and that the Qld and Vic event would involve the executive but driven by the Branches and SIGs. The conference chair would have a collaborating role in all the events - but again the individual events would be Branch/SIG driven - for them to work together and then let the Conference Chair and Executive know. Deanne August thought organising individual events was doable with adequate lead time.

In conclusion - Amy reiterated that the ACN workshops are additional to the events held by Branches and SIGs. If further questions of clarification after this meeting, please email Amy.

6. Finance

Treasurers report - Samantha Lannan

ACNN has a current balance of just under \$385,000 and nearly all recent activity has been related to the conference with income from registrations and trade sponsorship and expenses such as payments to our conference venues. The current funds for the Branches and SIGs are shown here with not too much change since the reports I sent out for the beginning of the financial year. All Branches and SIGs are doing well and have great balances so please remember this money is here to support the committee to undertake activities of the Branch/SIG. Activities are not only about providing education and supporting your members (for example offering travel grants to attend ACNN events) but the money can also be used to support committee members (event/workshop/course facilitators) to attend the events you are hosting. This includes covering committee member's travel and accommodation in carrying out these duties. Amy Curran added that these funds can also be used to support ordinary committee members to attend the conference as an acknowledgement of their contribution to the SIG - if considered appropriate

Questions

Deanne August asked a question regarding the decision to use funds and the workflow for this decision. Amy clarified that financial decisions are discussed by the committee, minuted and then the President and Treasurer informed.

		Branch and SIG Balances			
		12th August 2024			
		Opening Balance 1st July 2024		Current Balance 12th August 2024	
	ACT Branch	\$7,485.57		\$7,164.72	
	NSW Branch	\$31,764.84		\$30,944.04	
	QLD Branch	\$12,995.60		\$13,304.07	
	SA Branch	\$24,387.03		\$25,398.85	
	VIC Branch	\$1,063.77		\$951.87	
	Education SIG	\$4,296.46		\$5,296.46	
	Leadership SIG	\$3,530.62		\$4,551.28	
	LRC SIG	\$9,623.69		\$11,073.69	
	NNP SIG	\$10,017.53		\$11,017.53	
	NeoSkin SIG	\$3,648.13		\$4,669.06	
	NDC SIG	\$4,532.47		\$5,227.70	
	N&F SIG	\$3,396.72		\$4,396.72	
	Research SIG	\$2,133.59		\$3,133.59	

Membership Secretary report

Nicol Franz presented the membership report. The full report is available as a companion document to these minutes.

In summary, 1115 current financial members but 158 members are yet to renew. The May Madness membership drive was successful but not as many members joined as last year. ACT, NSW and Vic offered prizes for new members and/or referring members. The Executive offered members in other states prizes and 3 referring members were drawn as winners.

There were no questions from the floor.

ACTIONS

- Amy recapped on the email sent out to all members regarding the constitutional changes required due to the change in membership payment options. These changes will be put forward at the AGM for voting. Thus reminded people to review the changes in preparation for the AGM. Amy thanked Nicol for leading the update on the constitution.
- Amy requested that email correspondence should include an email signature as it is important to know who has sent the email and who the executive is to respond to.

7. Meeting Close

Meeting closed at 9:03 PM

[Next Meeting](#)

Forum Meeting- October 2024

7:30 PM, Monday, 14 October 2024

Zoom - <https://us02web.zoom.us/j/132976583?pwd=bGIFYTJObnbsbmVEUIJNdDjYtZVZZz09> Meeting ID: 132 976 583

Passcode: 899307