



# Forum Meeting Minutes

9 December 2024

## Meeting opened: 1932 AEDT

**Present:** Amy Curren (Chair), Melissa Burnett (VP), Karen New (Acting Secretary), Samantha Lannan (Treasurer), Margaret Broom (Professional Officer), Nicol Franz (Membership Secretary), Sarah Neale (Social Media), Justine Parsons (Exec), Jennifer Middleton (Exec), Laura Briguglio (Exec/ACT Branch), Shelley Reid (Exec), Karen Walker (NSW Branch), Wendy Carlish (Qld Branch), Jessica Costello (Victoria Branch), Vini Brehaut (WA Branch), Jennifer Dawson (Education SIG), Alicia Blake (Leadership SIG), Patricia Lowe (Research SIG), Stephanie Hall (Neo-skin SIG), Miriam Long (NNP SIG/SA Branch), Erin Church (NDC SIG), Susie Jones (part-meeting, SA Branch)

**Apologies:** Gabrielle Kerslake, Linda Ng, Kris York, De August

Item	Topic	Actions/Decisions
1.	Acknowledgement of Country. Amy opened the meeting with an Acknowledgement of 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.	
1.2	Previous minutes of 14 October 2024 – no questions or corrections Accepted: Jennifer Dawson Seconded: Miriam Long	
<b>2</b>	<b>Governance</b>	
2.1	Linda Ng has stepped down from the executive committee Linda has decided to step down due to her other work commitments. The executive has acknowledged her contribution over the years and will organise a thank you gift for her. Linda has assured me that she enjoys working with all the subcommittees she is involved in and will continue to participate in Branch and SIG meetings and events that she is involved in.	
2.2	Executive representation on SIGs & Branches. To lighten the workload for Melissa as our current VP but also our conference chair, executive members have been asked to support their local Branches if feasible and consider their involvement with SIGs probably engaging with a maximum of two. The following is a list of the exec members who are currently on Branches & SIGs: Laura and Margaret - ACT Branch; Justine and Shelley – NSW Branch; Melissa – Victoria Branch & Leadership SIG; Sarah – LRC SIG; Justine - Education SIG; Margaret-Research SIG; Shelley – Nutrition & Feeding SIG and Amy – NNP SIG.	For those Branches and SIGs that do not currently have an executive representative, but and would like a rep to join your meetings, please email Amy, Melissa, or Karen.
2.3	<b>Branch reports</b> <b>WA branch: Vini Brehaut</b> WA branch has not long been approved. Vini gave a brief overview of activities in getting the branch established and up and running including the website pages. Events are planned for 2025 and will do a social launch in January.	To send through event details soon to ESO for advertising
	<b>SA: Miriam Long (stepped in for Susie Jones)</b> <ul style="list-style-type: none"> <li>AGM held in November. Have existing and new committee members. Miriam has stepped down as secretary with new secretary (Konnie) and an assistant secretary (Tegan).</li> <li>Planning to hold a 1-day seminar in September/October in 2025 in Adelaide. An organising committee will be formed in January.</li> </ul>	

	<p><b>QLD: Wendy Carlish</b></p> <ul style="list-style-type: none"> <li>In November had snack-pack zoom evening event – included qld branch member presentations from the national conference and 2 NNPs talking of their experiences in the role. Had a successful AGM with all positions filled including an assistant secretary. Now have a committee of 9 – existing and new members. Planning a zoom meeting in December and a face-to-face meeting in January.</li> <li>Had a successful World Prematurity Day (WPD) in November with a lot of photos submitted from different units. These were sent to the Social Media team for posting. Thanked Sarah for this work.</li> <li>Working on the Qld seminar series event for June 2025.</li> </ul>	
	<p><b>NSW: Karen Walker</b></p> <ul style="list-style-type: none"> <li>Babies in the Bush seminars, collaborating with the Education SIG and others. The 2 events this year were in Wagga Wagga (co-ordinated by Linda and Priya) and Orange. Both very well attended and had good feedback. Babies in the Bush will continue into 2025 and acknowledgment of the Torie Finnane Foundation for their ongoing support.</li> <li>Shared the first batch of new staff orientation packs across NSW – hoping to boost new membership and raise awareness of ACNN.</li> <li>Planning a dinner meeting in April 2025 in Gosford</li> </ul>	
	<p><b>ACT: Laura Briguglio</b></p> <ul style="list-style-type: none"> <li>WPD celebrations – photos shared. Thank you to Sarah.</li> <li>Working with NSW Branch in early 2025 to organise a Babies in the Bush seminar in Bega NSW (ACT catchment area)</li> </ul>	
	<p><b>VIC: Jessica Costello</b></p> <ul style="list-style-type: none"> <li>Had a successful first year with 2 online zoom events.</li> <li>Planning for 2025 – the Victorian seminar series event in last Thursday and Friday in July. Will be held in Geelong. Collaborating with the NDC and N&amp;F SIGs. 1-and-a-half-day program.</li> </ul>	
2.4	<p><b>SIG reports</b></p> <p><b>NNP: Miriam Long</b></p> <ul style="list-style-type: none"> <li>Recharge and Reconnect workshop, 3<sup>rd</sup> March, Sunshine Coast, Qld</li> <li>Stable group offering a 2-day course in the ACT – 29/30 April</li> <li>Jo Scott stepped into the secretary role temporarily. Next meeting Tuesday night 10 December.</li> </ul>	
	<p><b>Education: Jennifer Dawson</b></p> <ul style="list-style-type: none"> <li>Working with NSW Branch to host the Babies in the Bush events. Both the events in Wagga Wagga and Orange. Gained a new SIG committee member.</li> <li>Planning for 2025 Babies in the Bush seminars in collaboration with the NSW and ACT branches.</li> <li>Working on seminar series days in Hunter Valley with NSW &amp; ACT Branches and Research and Education SIGs. Venue and dates booked.</li> <li>Updating of the Education position statement continues.</li> <li>Planning the evening presentations x 2 for next year.</li> </ul>	<p>Thank you to Samantha for paying invoices so promptly.</p> <p>ESO to review the position statement and return to Jennifer</p>
	<p><b>Leadership: Alicia Blake</b></p> <ul style="list-style-type: none"> <li>Not a lot to report</li> <li>Organised open meeting for March</li> <li>Did not have a quorum at last meeting so no further decisions have been made</li> </ul>	
	<p><b>LRC: Sarah Neale (stepped in)</b></p> <ul style="list-style-type: none"> <li>Had a successful year, undertaken a lot of activities and continuing to work on a number of documents.</li> <li>Received testimonial from Dr George in Tonga and submitted to the newsletter</li> <li>Working on a couple of trips for 2025 – The Solomon Islands (Honiara) and PNG (Port Moresby). Currently in planning phase.</li> </ul>	

	<ul style="list-style-type: none"> <li>• TPA sessions will continue in 2025. An EOI will be sent out to all soon.</li> <li>• SIG will be a part of the seminar series event in Qld</li> </ul>	
	<p><b>Neo-skin: Stephanie Hall</b></p> <ul style="list-style-type: none"> <li>• Had a number of new committee members join from different hospitals and States around Australia. Next year aiming to recruit a junior nurse to the committee.</li> <li>• Do have a request to the Exec re a neonatal nurse not registered in Australian but working in neonatal skin research in Australia – want to know about her being able to attend committee meetings. ....invited guests to meetings</li> <li>• General planning meeting in January to discuss the years activities</li> <li>• Actively planning the Qld event seminar series in collaboration with Qld Branch and LRC SIG – with a full day skin workshop on Friday 6 June. 1<sup>st</sup> day will be 5 June, on the Gold Coast. Crown Plaza Surfers Paradise the venue.</li> </ul>	<p>Amy responded to the request which was discussed with exec members. Decision – any clinician can be invited to attend meetings as a guest. However, need to be mindful of official communication, publications etc that the guest is referred to as a non-member. Exec will discuss further in January.</p>
	<p><b>NDC: Erin Church</b></p> <ul style="list-style-type: none"> <li>• Apologised for missing the last meeting</li> <li>• Have presented to Utas students</li> <li>• Held AGM – old and new committee members. Will send out an email to members soon.</li> <li>• Planning around 3 virtual education sessions in 2025.</li> <li>• Working with the Vic Branch and N&amp;F SIG for the Victoria seminar series event in July.</li> </ul> <p>Amy addressed the query around using Kahoot and having a subscription.</p>	<p>Asked to confirm committee members to ESO – needs to be those who are active and involved in the committee.</p> <p>Erin happy to provide more information before the January Exec meeting.</p>
	<p><b>Nutrition &amp; Feeding: No representative</b></p>	
	<p><b>Research: Patricia Lowe</b></p> <ul style="list-style-type: none"> <li>• Met twice in October and November. October was a presentation meeting. Well attended. November AGM was poorly attended – had a quorum and filled committee positions. Seeking members to mentor as a way of succession planning for 2025.</li> <li>• NNOM project continues under the leadership of Margaret Broom and Jann Foster</li> <li>• Paper from the March ACNN workshop nearing ready for submission</li> <li>• Will submit annual reporting documents before 28 February and continue with the planning for the NSW seminar series event.</li> <li>• Thanked the executive for their support throughout 2024 and wished everyone happy holidays.</li> </ul>	
<b>3</b>	<b>Finance</b>	
3.1	<p>Treasures report – Samantha Lannan</p> <ul style="list-style-type: none"> <li>• ACNN balance: just over \$348,000</li> <li>• Reconciliation from the Melbourne conference is complete and received full grant from the Melbourne Convention Bureau of \$20,000. Made an overall profit of approximately \$14,000</li> <li>• Sent out reports to SIGs and Branches today</li> <li>• No questions of the report.</li> </ul>	<p>Balances for the subgroups included at the end of the minutes</p>
3.2	<p>Membership report – Nicol Franz</p> <ul style="list-style-type: none"> <li>• Nicol presented an overview of the updated member application page and the process explained. Presented to inform in case anyone asks you a question.</li> <li>• Individuals can select their SIGs. Assigned Branch on application approval.</li> </ul>	<p>Further details reported by Table/s and graph/s at the end of the minutes</p>

	<ul style="list-style-type: none"> <li>Referee requirement the major change – still need to supply a referee’s name in case other requirement need confirming.</li> <li>Applications are usually actioned within 48 hours</li> </ul> <p><b>Overall membership No. as of 9th Dec 2024</b></p> <ul style="list-style-type: none"> <li>Currently <b>1,001</b> financial members</li> <li>Pre- Sep/Oct members reached <b>1,131</b></li> </ul> <p><b>New members</b></p> <ul style="list-style-type: none"> <li><b>18 new</b> members in month of Nov compared to 20 in previous month</li> <li>July was the month with largest member increase = 34 new members</li> </ul> <p><b>Renewals</b></p> <ul style="list-style-type: none"> <li>No longer applicable</li> <li>September 30th <b>lost 165</b> members - some now already rejoined</li> </ul> <p><b>Non-member group on the database</b> (previous members, registered for events etc)</p> <ul style="list-style-type: none"> <li>This group involved around 1700 people. Now reviewing these and putting them into subgroups of States and Territories as this may be able to assist Branches and groups for promotional activities. This information will be supplied once completed.</li> </ul> <p>No questions of the report</p>	
<b>4</b>	<b>Operation</b>	
4.1	<p><b>Professional Officer’s report: Margaret Broom</b></p> <ul style="list-style-type: none"> <li>Family Appreciation Award (FFA)– 70 nominees. Some challenges in no surnames for some nominees. 8 short listed and the nominations went out to 4 judges.</li> <li>2 research requests currently looking at</li> <li>Working on Professional Officer operating guide for executive to review</li> </ul> <p>Amy acknowledged that certificates to neonatal units which had people nominated from was very much appreciated by the staff working there.</p>	
4.2	<p><b>Social Media report: Sarah Neale</b></p> <ul style="list-style-type: none"> <li>Neonatal November was a busy month promoting neonatal nursing and nurses. Sarah thanked individuals, SIGs and Branches who sent items through for social media promoting (Proud to be a Neonatal Nurse, WPD and FAA nominees excited to share/like them)</li> <li>Promoted the sharing of organisations social media pages also.</li> <li>Updating guidelines and logo use</li> <li>Offered to join in any meetings to let groups know what need to do for social media posts.</li> </ul> <p>ESO reiterated the need to have the right formats for posting. Please NO pdfs or PowerPoints as these cannot be posted. Social media posts need planning and a long lead-in time – sending information to be posted within 72 hours of an event is likely to result in it not being posted in time. Please remember that Sarah did produce a social media cheat sheet for all groups. If need this again please let the ESO know.</p>	<p>Amy reiterated that information for creating posts – at least 14 days’ notice should be aimed for.</p>
4.3	<p><b>Scholarship subcommittee report: Karen New</b></p> <ul style="list-style-type: none"> <li>There are quite a number of scholarship committee members.</li> <li>Early in January will be putting a call out for more committee members – particularly interested in novice people to the process who have an interest to offer mentorship. Intention to submit an application for a scholarship does not exempt people from the committee – applications are de-identified and others without a conflict of interest are involved in the assessment of the application.</li> <li>We acknowledge that the College is small and therefore a potential to recognise an applicant – however we have processes in place to be objective in the assessments.</li> </ul>	<p>Amy reiterated that members should be directed to the application page on the website and the checklist and application information is undated for each round. If the process is followed then</p>

	<ul style="list-style-type: none"> <li>Scholarship funding runs over the financial year – there is a balance of around \$20K for the March scholarship round.</li> <li>We continue to receive applications that do not follow the instructions or complete the checklist correctly. Perhaps would be an area of presentation from a subcommittee.</li> </ul>	<p>application will proceed to the assessment stage.</p>
	<p><b>ESO report: Karen New</b></p> <ul style="list-style-type: none"> <li>Reiterated in need any assistance, please contact</li> <li>Reiterated that important to send new committee member details to the ESO for updating on the website and for communication to each subcommittee.</li> <li>Reiterated that groups should be using official ACNN emails for communications. The email display name should display the name of the Branch/SIG and not individual names please. Karen happy to conduct info sessions with individuals if needed. Please contact ESO if unsure</li> <li>Zoom Calendar 2025: a reminder that if need to book anything in – please do so as it is filling up. A reminder that no more than 3 presentations scheduled per month and only 1 per week. Please contact ESO for the latest calendar if needed</li> <li>Annual documents: sent out to all of the SIGs. Branches will receive their documents this week. There are 3 documents – the annual report to be completed – these are used to populate the Year in Review (YIR) which then goes out to all members. Photos welcome for the YIR. Can include in the annual reports. TOR – need to be reviewed. May or may not need any changes. Flyer – while not used a lot – having them on the website with photos/diagrams/pictures etc – makes the page look more appealing rather than just words. Therefore, will ask that you review the flyer – and again make changes if needed – but if not needed – just let us know when returning the documents.</li> <li>Removing the ACNN phone number from documents and webpages as ACNN is looking as not having a phone number in future.</li> </ul> <p>Nicol commented that we do need more visualisation on webpages as this does attract more interest and clientele. Consider if groups have images and whether these can be added to the webpages. ‘Attractive pages’ are more appealing.</p>	<p>Can each group please check webpages and committee details to make sure that they are up-to-date. Send required changes to the ESO so that all up-to-date by the time the Exec meets in March.</p> <p>All documents are due for submission by 28 Feb 2025.</p>
<p><b>5.</b></p>	<p><b>Strategic Planning</b></p>	
<p>5.1</p>	<p><b>Seminar Series/Roadshow 2025</b></p> <ul style="list-style-type: none"> <li>Amy thanked everyone for the collaboration between the different groups in organising the events for 2025.</li> <li>Amy recapped on a number of points             <ul style="list-style-type: none"> <li>Venue contracts will be signed off by the President</li> <li>Venue costs will be covered from central funds (Exec)</li> <li>The Executive will also set the registrations based on the venue hire costs and additional costs such as speakers etc. Therefore, groups seeking support to fund speakers or if funding these then to please send through these details and for each individual day – as the registration will offer 1- and 2-day pricing.</li> <li>Trades – each group can approach relevant trades for your events. Amy happy for the groups to approach and organise the trades and then send the details onto Sam for generating the invoices OR also happy for groups to send the trade details to the Exec for chasing up/approaching/negotiating their attendance. Trades costs should be set at minimum of \$500 + GST. Each trade will need to sign off on a Branch exhibition form also. Sam usually sends this out with the invoice.</li> <li>The neonatal standards toolkit session timing has been revised to only needing 45 minutes and not a whole session (90 minutes) as previously indicated.</li> </ul> </li> </ul>	<p>Conference meetings recommencing on Monday 6 January. Open invitation to all involved in organising to join to ask questions/seek support etc.</p>

	<ul style="list-style-type: none"> <li>o Advertising and registration will be handled through the ACNN website. Social media team will produce the advertising materials.</li> <li>o Ausmed and portfolio speaker and trade – available to attend Vic and NSW events.</li> </ul> <p>Melissah recapped that the Exec is here to support in the organising of the events so please reach out if assistance is needed. Also, a number of Exec members will be at each event to assist on the day/s.</p> <p>Summary of events</p> <ul style="list-style-type: none"> <li>o Qld – 5<sup>th</sup> &amp; 6<sup>th</sup> Crowne Plaza Surfers Paradise.</li> <li>o Vic – 24<sup>th</sup> (half day) &amp; 25<sup>th</sup> July, Geelong. Venue being decided.</li> <li>o NSW – 25<sup>th</sup> &amp; 26<sup>th</sup> September. Rydges Resort Hunter Valley in Lovedale. ACN workshop on Day 1 (3 hours), portfolios and reflective practice, standards toolkit, AGM and Deborah Harris has accepted invitation to present. Day 2 – Babies in the Bush.</li> </ul> <p>Discussion around involving Ausmed – should only be a short session as some concern around inviting trades to present within a program. However, the use of an electronic portfolio system is being advocated within the revamped standards and that ACNN no longer offering certificates of attendance but encouraging reflective practice of attended sessions.</p>	<p>Need to get Save the Date details out within the next month. Thus, need to confirm dates and venues within the next few weeks. ESO to send feedback to Vic branch re the venues.</p>
<b>6</b>	<b>COINN 2026</b>	
6.1	<p>COINN 2026 contacts have been signed and dates secured from 25 – 28 August 2026 in Darwin. Regular conference meetings have commenced between ACNN exec and COINN board members.</p> <p>Karen Walker mentioned that there is much excitement from around the world about coming to Australia and this conference.</p>	<p>Promotional materials and social media posts will be out in the New Year.</p>
<b>7</b>	<b>New business/ Business without notice</b>	
7.1	<p><b>Kahoot subscription.</b> Miriam Long raised that the SA branch used a Kahoot session and it was very well received and engaging. Miriam signed up for a person subscription (for 1 month) for this event and would recommend ACNN look at a subscription for all groups to use. Indicated the cost was about \$27 for the month.</p>	<p>Will be put on the Exec January meeting for further consideration. Also, this is something that each group could fund if needed.</p>
7.2	<p><b>Presidents thank you.</b></p> <p>Amy thanked all involved in ACNN committees for all the work undertaken throughout the year; for giving your time, recruiting new members and conducting rural and remote workshops. Everyone has done a wonderful job. Wished everyone a Merry Christmas, Happy Holiday and a Happy New Year.</p>	
	<p><b>Meeting closed: 2055 AEDT</b></p> <p><b>Next Forum meeting: 10<sup>th</sup> February 2024, 7.30pm – Zoom 132 976583 Passcode 899307</b></p>	

Accepted as a true and accurate record of the meeting.

*Amy Curran*

Amy Curran  
 Meeting Chair and President  
 10/02/2025

Treasurer’s report of current balances for Branches and SIGs.

	Opening Balance 1st July 2024	Current Balance 9th December 2024
ACT Branch	\$7,485.57	\$6,164.72
NSW Branch	\$31,764.84	\$32,180.57
QLD Branch	\$12,995.60	\$12,544.07
SA Branch	\$24,387.03	\$24,099.22
VIC Branch	\$1,063.77	\$817.21
WA Branch		\$1,000.00
Education SIG	\$4,296.46	\$4,868.49
Leadership SIG	\$3,530.62	\$4,551.28
LRC SIG	\$9,623.69	\$12,054.99
NNP SIG	\$10,017.53	\$10,416.82
NeoSkin SIG	\$3,648.13	\$4,619.06
NDC SIG	\$4,532.47	\$4,911.95
N&F SIG	\$3,396.72	\$2,956.72
Research SIG	\$2,133.59	\$2,972.57

Membership report – additional tables and graphs

	End of the Month Numbers							
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Overall no. of members	1,063	1,076	1,085	1,108	1,118	1,131pre / 966post	983	1000
<b>New</b>								
No. of New monthly	2	8	5	18	5	9	10	7
No. of New yearly		9	14	16	8	10	10	11
<b>Renew</b>								
No. of Renewed monthly		48	32	37	10	14		
No. of Renewed yearly	2	218	127	68	38	25* (3 last minute)		
<b>Other</b>								
No. of cancelled memberships			2	7	2		1	
No. of retired			8	3	2	1		
No. of unsuccessful pay							3	1
<b>Declined</b>								
Declined applications				1				
Expired - Did not renew						-165		

