



Forum Meeting Minutes

14 October 2024

Meeting opened: 1930 hours

Present: Amy Curren (Chair), Justine Parsons, Jennifer Middleton, Laura Briguglio, Linda Ng (minutes), Margaret Broom, Melissa Burnett, Nicol Franz, Samantha Lannan, Sarah Neale, Shelley Reid, Kris York, Wendy Carlish, Marissa Lewis, Emma Yeoman, Paula Lambert, Jennifer Dawson, Alicia Blake, Lyn Chapple, Janene Douglas, Gabrielle Kerslake, Erin Trathen, Patricia Lowe, Vini Brehaut

Apologies: NIL

ESO: Karen New

Item	Topic	Actions/comments
1.	Welcome and apologies. Acknowledgement of country: In the spirit of reconciliation, the Australian College of Neonatal Nurses would like to acknowledge the Aboriginal and Torres Strait Islander peoples across the nation as the traditional owners of the land on which we live, learn, and work, and honour their elders past and present.	Amy Curran
1.2	Previous minutes – no questions or corrections	1. Justine Parsons 2. Sam Lannan
2	Governance	
2.1	Branch reports ACT: Laura Briguglio <ul style="list-style-type: none"> Met with NSW Branch, Research & Education SIGs to discuss road show for 2025. Planning underway. Also discussed with Justine Parsons to be part of back up support for Babies in the Bush in Orange Planning local events for 2025 in Canberra and surrounding areas such as Bega Travel grants at attend ACNN Conference 2024 were awarded to members Planning for World Prematurity Day (WPD) 2024 celebrations with the department and what ACNN can do also. Next bimonthly meeting will take place this week Discussing fund raising opportunities for the year also to boost exposure Working on increasing ACNN profile in neonatal units within the ACT region, delivering ACNN sessions once a month as well as in orientation programs 	Amy reiterated for all that the seminar events for 2025 are at the discretion of the Branch/SIGs involved. The executive wants to be a part by having a 90-minute session for presenting the revised standards. Encouraged collaboration and involvement of SIGs with Branches for organising the event/workshop etc. If support needed, then please contact Melissa or other exec members for assistance.
	NSW: Kris York <ul style="list-style-type: none"> Welcome Pack with ACNN logo: welcome letter, ACNN joining flyer, pen, ID Lanyard, lip balm or alcohol gel. Handed out to 3 new starters at John Hunter. Obtaining contacts for all neonatal units in NSW to send out the Welcome Packs. Happy to share details with other branches once trialed. Preparation of Annual Documents in progress Working with the Education and Nutrition SIGs for Babies in the Bush: Wagga Wagga 18 Oct all finalised and Orange 22 Nov planning in progress 	
	QLD: Wendy Carlish <ul style="list-style-type: none"> ACNN Roadshow 2025: collaboration with Neo-Skin and NNP SIGs, email communication so far, yet to meet. Preparing for End of Year Snack pack (Nov) where QLD presenters from the ACNN Conference will be invited to present at this event Planning for WPD 2024 celebration in progress Travel grants were given to members to attend the ACNN Conference 2024 	
	SA: Marissa Lewis <ul style="list-style-type: none"> AGM planned for 8 Nov with presentations and dinner 	

	<ul style="list-style-type: none"> • 2 members were sponsored to attend the ACNN Conference 2024 • Planning for Roadshow 2025, considering themes and topics. Working on being a local event as opposed to travelling interstate. • Membership drive: getting more involved with orientation and onboarding of new starters 	
	<p>VIC: Emma Yeoman</p> <ul style="list-style-type: none"> • Lots of interest from Victorians at the ACNN Conference • Held a presentation on 7 Oct which generated plenty of interest on caring for babies of substance abuse • AGM is scheduled for Nov 2024, will send out notifications via social media • Roadshow 2025 in planning. 	
2.2	<p>SIG reports</p> <p>Education: Paula Lambert</p> <ul style="list-style-type: none"> • Meeting was held on 8 Oct with finishing touches to Babies in the Bush Wagga Wagga (18 Oct) and Orange (22 Nov) in progress. Confirmed with Exec, no CPD hours but can issue certificate of attendance with hours of workshop indicated. Torie Finnane Foundation provided funding (\$6000) for the workshops. • Planning with NSW & ACT branches for 2 Babies in the Bush 2025 workshops: South and North Coasts. • Planning for the roadshow event in 2025 with the NSW & ACT branches and Research SIG. • Planning for 3 Virtual Presentations in April, June and Oct 2025. Topics to be covered include Mentorship, AI in nursing, Difficult conversations/giving feedback/debriefing. • A group of clinical educators from WA and Burnie Tasmania, requesting assistance to develop an orientation pack for NICU/SCN. One of our members and Nina, reached out to these sites, offering their support, so hoping might be able to try and standardise some of these things for other places as well. • LRC collaboration with TPA: Linda emailed about Tonga. Wanting more presentations on Bubble CPAP as they are going to be doing Bubble CPAP. <p>Amy thanked Paula on her first meeting. Shelley asked a question regarding professional development for registration is counted in hours and not points. Amy confirmed that to offer professional development points the course/seminar needs to be accredited, and therefore attendees should be contributing to their portfolio needs to be a reflection on the outcomes and what you learnt of the day. Also, a copy of the program could be kept by participants and used for their reflection.</p>	<p>The orientation pack needs to be submitted to the Exec for approval of the final content/product.</p> <p>Correspondence with the LRC SIG needs to take place as the LRC SIG manages the correspondence with TPA.</p>
	<p>Leadership: Alicia Blake</p> <ul style="list-style-type: none"> • No quorum at last meeting • Next meeting end of Oct 	<p>Amy reminded all that post-AGM, to please send thru new committee details to the ESO so that information can be updated on the website.</p>
	<p>LRC: Lyn Chapple</p> <ul style="list-style-type: none"> • Support education overseas with going to The Solomon Islands in the first half of 2025, hopefully in May 2025 and Port Moresby in Aug/ Sept 2025 • Support LRC members to attend COINN conference with Coins for COINN initiative. Will also develop a donation portal on website as well as raise funds from all Roadshows 2025 • Medical Pantry: discussion to donate all our supplies to them to prevent any wastage (expired supplies). We will continue to work with them to then access any other supplies we may need for our trips • Planning with TPA commencing for 2025 • AGM was held at the ACNN Conference however new committee was formalised this evening at the regular meeting 	
	<p>NDC: no representative</p>	
	<p>Neo-skin: Janene Douglas</p> <ul style="list-style-type: none"> • AGM was held at the conference, positive feedback received on the stoma workshop. No change in committee however succession plan is in place for all the positions especially 	

	<p>the Chair. 4 new committee members signed up and will be e-introduced to all at the next regular meeting taking place this Wednesday</p> <ul style="list-style-type: none"> • Supported members to attend the ACNN Conference 2024 • Social media: Steph Hall is preparing videos such as wound products, wound healing, dressing, MARSJ for sharing on the social media • Quick reference guide in progress • Roadshow ideas still being developed 	
	NNP: no representative	
	<p>Nutrition & Feeding: Gabrielle Kerslake and Erin Trathen</p> <ul style="list-style-type: none"> • AGM Held last Tuesday, managed to fill the Chair position (Erin Thathen) • Planning for 2025 in progress 	
	<p>Research: Patricia Lowe</p> <ul style="list-style-type: none"> • Met 2X in August and Sept with good attendance • 2 committee members were sponsored to attend the ACNN Conference 2024 • Roadshow 2025 in planning stage with Education SIG, NSW Branch and ACT Branch – looking at scheduling for September 2025 • Virtual presentation end of this month by Hannah Skelton who won the Best Poster at the ACNN Conference • NNOM Project: Ethics in progress, grant application pending, for pilot in March 2025, Jan Foster and Marg Broom will present at the ANZNN CPI Conference in Manly on 20 Oct, considering 3rd paper • World Café Workforce paper: in progress, should be ready for submission by end of this year • AGM planned for 28 November 	
	<p>WA Branch Formation update</p> <p>Amy invited Vini Brehaut to provide an update on the WA branch formation.</p> <ul style="list-style-type: none"> • Had a meet & greet in July, and 2 minuted meetings since then. Good turnout. • Members: 17, will be planning for more membership drives, hoping to also develop a membership pack also for new starters. • TOR and plan for activities for the next 12-months have been sent to the National Exec. • Plan for 2025: In February – introduction to Quality Improvement and Research; Symposium on 9 May (evening event) and a Gala event in Aug for neonatal nurses' day. 	
3	Finance	
3.1	<p>Treasures report – Samantha Lannan</p> <ul style="list-style-type: none"> • ACNN balance: \$338, 935 • Reconciliation from the conference is almost complete and will be reported at the December Forum 	Balances for the subgroups included at the end of the minutes
3.2	<p>Membership report – Nicol Franz</p> <p>Nicol presented an overview of membership numbers and changes post the end of the past membership period</p>	Submitted report included at the end of the minutes
4	Operation	
4.1	<p>Professional Officer's report: Margaret Broom</p> <ul style="list-style-type: none"> • 52 nominations received for the Family Appreciation Award • Panel formation in progress with invites to Life Little Treasures and members 	
4.2	<p>Social Media report: Sarah Neale</p> <ul style="list-style-type: none"> • Plenty of photos and videos were taken during conference • Reminded everyone to send photos and videos if having any event for example the Wagga Wagga event on 18 Oct or even any new committee photos 	Amy reminded everyone that if zoom backgrounds/other templates or information on social media requirements, please contact Sarah.

4.3	<p>ESO report: Karen New</p> <ul style="list-style-type: none"> • Please send new committee list and must use 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 • Zoom Calendar 2025: all branches and SIGs to send dates to ESO for next year’s bookings. Calendar can be located on the website. A reminder that no more than 3 presentations scheduled per month and only 1 per week. If there are any website glitches, please contact ESO • Annual documents: ESO will be sending out formatted documents to all branches and SIGs by Nov/ Dec. All documents are due for submission by 28 Feb 2025. The annual reports are used to populate the Year in Review (YIR) which then goes out to all members. Photo’s welcome for the YIR. Can include in the annual reports. 	<p>Amy highlighted that TOR and information flyers will also be sent out for review as part of the annual reporting. If they do not need to be updated, then no need, but also welcome to update if needed. The executive enjoy reviewing the annual reports and noting the great amount of work everyone is doing and we also enjoy putting together the YIR so that it highlights the work to all our members. No questions from attendees.</p>
5.	<p>Strategic Planning</p>	
5.1	<p>Roadshow 2025 Amy recapped on the intention to host 3 events (Qld, Vic, NSW) or maybe 4 with SA branch organising an event + WA also in 2025.</p> <ul style="list-style-type: none"> • ESO and Mel can help with venues, food and registrations • National Exec plan to have 2 Leadership workshops by ACN. Sarah Neale to follow up with ACN • Need to allow 1 session (around 90 mins) for exec to present including the launch of the revised standards of practice (SoP). • Plans should be in place by next meeting in December 	
	<p>Queensland: Gold Coast (Wendy Carlish & Lyn Chapple)</p> <ul style="list-style-type: none"> • Collaboration between QLD, Neo-Skin and NNP SIGs • Location: Gold Coast (will seek assistance from GCUH staff). Query considering June. • Duration: 2 days • Program: QLD with organisation/ planning, Neo-Skin one day workshop on skin and NNP one day STABLE workshop 	
	<p>Victoria: Geelong (Emma Yeomans)</p> <ul style="list-style-type: none"> • Collaboration: possibly LRC (present at social function to assist with fundraising), NDC, Nutrition & Feeding SIG, SA Branch • Will discuss with Committee of collaborators • Location: maybe Geelong will confirm with Committee. Discussed perhaps July outside of school holidays • Duration: 1 day with PIPER involved 	
	<p>NSW + AGM (Jennifer Dawson, Justine Parsons)</p> <ul style="list-style-type: none"> • Collaboration: Education SIG, ACT and Research • Location: North Coast (Port Macquarie) or Hunter Valley; September 2025 • Duration: 2 days as Executive plan to have one day for ACN Leadership workshops with the new SoP (90 mins) and AGM 	

	<ul style="list-style-type: none"> Event will be Babies in the Bush as it is clinical and the proposed workshop by Executive is on Leadership. This will also reduce the workload on Education SIG and NSW Branch (by not having one roadshow + 2 Babies in the Bush events) 	
6	General discussion	
6.1	NIL	
7	New business/ Business without notice	
7.1	Nicol Franz – reminded anyone that the constitution was accepted post the voting upon the changes at the AGM. The website will be updated this coming week so that it can be viewed online.	Amy thanked Nicol for the work on revising and getting this done.
8	Meeting close: 2037 hrs Next Forum meeting: 9 December 2024, 7.30pm – Zoom 132 976583 Passcode 899307	

Treasurer’s report

		Branch and SIG Balances 14th October 2024	
		Opening Balance 1st July 2024	Current Balance 14th October 2024
ACT Branch		\$7,485.57	\$6,164.72
NSW Branch		\$31,764.84	\$28,306.79
QLD Branch		\$12,995.60	\$12,594.07
SA Branch		\$24,387.08	\$24,678.02
VIC Branch		\$1,063.77	\$977.19
Education SIG		\$4,296.46	\$7,734.20
Leadership SIG		\$3,530.62	\$4,551.28
LRC SIG		\$9,623.69	\$11,856.54
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	\$2,930.80

Membership report

Overall membership No. as of 14th Oct 2024

- Previously member numbers reached **1,131**
- Currently **970** financial members

New members

- **19 new** members in month of Sep compared to 13 in Aug
- Month with largest member increase – July 34 new members

Renewed members

- **36 members** renewed in month of Sep compared to 48 in Aug
- Month with largest member renewal – **May 266 renewed**

June (til Sep 30th) 2024 Renewal period (previous year membership)

- 666 members needing to renew for 2024
- September 30th **lost 165** members due to non-renewals

End of the Month Numbers							
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
Overall no. of members	1,063	1,076	1,085	1,108	1,118	1,131pre / 966post	
New							
No. of New monthly	2	8	5	18	5	9	
No. of New yearly		9	14	16	8	10	
Renew							
No. of Renewed monthly		48	32	37	10	14	
No. of Renewed yearly	2	218	127	68	38	22	
No. of cancelled memberships							
No. of retired			2	7	2		
			8	3	2	1	
Declined applications							
Expired - Did not renew				1			-165