



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum Meeting- April 2024 MINUTES OF MEETING 7:30 PM Monday, 8 April 2024 Zoom

1. Meeting Open and Acknowledgement to Country

Meeting Opened By Amy Curran at 7:34 PM

Join Zoom Meeting: <https://us02web.zoom.us/j/132976583?pwd=bGIFYTJObndsbnVEUjJNdDjYtZVZZz09>

Meeting ID: 132 976 583; Passcode: 899307

The Australian College of Neonatal Nurses acknowledges the people who are the traditional custodians of the land and pays respect to the Elders, past and present, and extends that respect to other Aboriginal and Torres Strait Islander peoples.

2. Confirmation of the minutes of the previous forum meeting held on 12th February

Confirmed: Patricia Lowe

Seconded: Margaret Broom

3. Attendance & Apologies

Attended

Anndrea Flint
Karen New (ESO)
Leadership SIG
Linda Ng
Low Resource Countries SIG
Margaret Broom
Melissah Burnett
NSW Branch
Nutrition and Feeding SIG
Samantha Lannan
Sarah Neale

Apologies

NDC SIG
Nicol Franz
Shelley Reid

Executive Members: Amy Curran (President), Linda Ng (Vice President), Samantha Lannan (Treasurer), Sarah Neale (Social Media - Ordinary Member), Melissah Burnett (Conference Chair - Ordinary Member), Margaret Broom (Acting Professional Officer- Ordinary Member)

Ex-Officio Members: Karen New (Executive Support Officer (ESO)) - minute taker

Branch Members: Kriscelle York (NSW), Justine Parsons (NSW), Jess Costello (Vic), Laura Briguglio (ACT), Petra Noble-part meeting (SA), Representing Qld branch - Acting Secretary Linda Ng

Special Interest Group Members: Jo La Spina (ERC), Erin Trathen (Nutrition and Feeding), Judy Macey (Neo-Skin), Chelsea Anderson (Education), Patricia (Trish) Lowe (Research), Natalie Butchard (Leadership), Erin Church - part meeting (NDC), Elayne Downie - stand in for (NNP)

Champions: Elayne Downie, Erin Trathen

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

Nil arising from 12 February meeting

5. Finance

1. Treasurer's report - Samantha Lannan. Apologised for not having up-to-date balances for each group. A reason for this is that ACNN has added Stripe as a payment gateway and while easy to use for members the reporting structure in the back end of Stripe is challenging (and very different from PayPal) and not intuitive. Sam still trying to negotiate the reporting system and the way the fees are calculated and the tax on the fees. Will send out updated reports as soon as possible. Balances have not changed too much for most of the group. If anything urgent please contact Sam. Amy Curran thanked Samantha for her work in this area and asked if anyone had any questions. No questions from attendees.

6. Operations

Amy Curran opened by saying that the forum meetings are going to be more of an open answer and question session in response to the feedback from the F2F meeting in March. Subcommittee reps attending the forum meeting in the future are asked to bring any ideas and suggestions for progressing ACNN to this meeting for the Exec to consider. We are going to start with the subcommittee reports, but also for the future this is the time to bring forward any questions the group may have and not just about sharing what you are doing, although it is great to hear this. If a question raised at the current meeting is not able to be answered immediately, it will be considered at the next Executive meeting and then we will get back to the subcommittee/s.

6.1 Branch reports (ACT, NSW, Qld, SA, Vic)

6.1.1. ACT branch - Report by Laura Briguglio. Laura had hoped to bring on a new member and introduce her to the group and realised this was important for the future of ACNN and also it is a great place to learn more about what is happening within the College. This is being discussed more at the local branch level and for sharing the roles across the committee to get more people involved. Pleased to report that finally held a twilight seminar last month and it was a massive success with nearly 40 people attending. Two great speakers - Rose Boland and Jann Forster - topics were highly relevant and topical. Great social media involvement, thanked Sarah (Social Media), the local committee and exec committee members for their assistance. The F2F event was wonderful to be a part of in March - now working on filtering the information out to all ACT members to increase engagement in the branch and ACNN more broadly.

6.1.2. NSW branch - presented by Krischelle York and Justine Parsons. Started by acknowledging the F2F meeting, it was great and found it valuable to attend and the information will be reported back to the branch committee next week. The branch is planning another twilight seminar later in the year and also going ahead with the 'Babies in the Bush' intending to hold the 1st at Wagga, Wagga and then Orange. Will be collaborating with other branches and sigs. Discussing the new payment options with staff members in their unit and the feeling is that the new membership changes will be great for attracting new members to join.

6.1.3 Qld branch - Linda Ng presented the report. The branch is currently without a secretary and therefore Linda reported she will be taking on the acting secretary role in the interim until the June meeting. Wendy Carlish (Branch Chair) to contact Amy Curran to discuss a solution in the future. Planning workshop on 15 June with Sunshine Coast University Hospital. The program is nearly finalised and the branch treasurer is in discussion with a hotel (Mercure) for the dinner part of the seminar. Planning a general meeting on the 15 June and holding another meeting as part of the Royal Brisbane & Women's Hospital Neonatal Seminar on 26 July and the branch will be attending with a trade table. Currently, the branch is putting the membership drive on hold due to not having a full committee (secretary) as

they work on getting someone into this position.

6.1.4 SA branch - Petra Noble presented report. Apologised for being late. Held 1st meeting for the year and moving the meetings around so that people from all three of the tertiary centres could all join. 1st ed session is booked for April 24th - respiratory session. Organised 17 July presentation around neonatal transfers and Miriam Long will present on her Bali experience.

6.1.5 Vic branch - presented by Jessica Costello. Vic branch had 1st open Zoom education presentation last month with around 40 people online. They had great feedback from the attendees. Planning on another education session in July to keep the momentum going - leading into the conference in September. Looking forward to a formal Vic Branch launch at the conference in Melbourne also - for further discussion at the coming committee meetings. Would like some ideas and suggestions from the Exec on how to approach the launch.

6.2 **SIG reports** and questions for the Executive (Education, Leadership, LRC, NNP, Neo-Skin, NDC, N&F, Research)

6.2.1 Education SIG - Chelsea Anderson presented the report. Recapped on the 'Babies in the Bush' seminars and will be collaborating with the NSW branch for these 2 events (and others). Early planning stages and engagement with stakeholders at the moment. Look forward to giving updates. Zoom education presentation on 23rd April - open for registration. The presenter is Dr Karen Walker.

6.2.2 Leadership SIG - Natalie Butchard presented the report. The group had an open meeting in March with a Zoom presentation. Excellent presentation. Another is booked for June (information is already up on the website). The workforce workshop in March was fantastic and the group are looking forward to carrying some of this work forward. The speaker for the conference is locked in.

6.2.3 LRC SIG - Jo La Spina presented the report. Recapped that a team are off to Tonga in June to do education and training. Also, we have awarded the LRC Scholarship to a from Indonesia who is going to COINN. The group working thru preparation for the ACNN conference in September.

6.2.4 NNP SIG - Elayne Downie gave a brief overview mentioning the Recharge and Reconnect workshop being organised for Newcastle on 3rd May. Busy planning that event at the moment. Amy Curran added that the SIG has been working on renewing the MOU with ACNP (Australian College of Nurse Practitioners). The drafted MOU has been sent to the Executive for consideration and approval. Elayne will take this back to the NP SIG.

6.2.5 Neo-Skin SIG - presented by Judy Macey. Last met in March and the next meeting is on 1st May. Open meetings in May and June. Organising open meeting speakers. Reports submitted, amendments made and resubmitted. Going to email members and contribute to the newsletters. Working on videos for social media focussing on dressings and a variety of topics. Also working on conference planning and the quick reference guide.

6.2.6 NDC SIG - Erin Church presented the report. Planning for the conference - plenary on Friday afternoon. Collaborating with speakers and all of the panel members. Approached 2 different parents to be involved in an upcoming Zoom presentation in the next couple of months. Starting to discuss conference table activities and looking at brainstorming for speakers for the 2nd presentation towards the end of the year. Looking for speakers on either IVH or HIE - if anyone has any great speakers in those areas, please let the NDC SIG know. Erin also presented another transition to practice program presentation at the Box Hill Hospital again.

6.2.7 Nutrition and Feeding SIG - Erin Trathen presented the report for the SIG. Held 1st education session in Feb, presented by Rachel Jones. Modified Latch tool. Well attended. Another tentatively planned for 21st May focussing on donor milk. The next committee meeting is tomorrow night and will be planning future activities for the year.

6.2.8 Research SIG - Patricia (Trish) Lowe presented the report. Since the last forum meeting, the committee have met once and held a Zoom presentation delivered by Prof Denise Harrison. The presentation outlined a Pain research protocol and received feedback from participants on the meeting. March meeting cancelled due to proximity to Easter - meeting documents circulated to committee members. The Neonatal Nurse Workforce Workshop was held on the 15th of March with 29 attendees and 2 great. Great participation by attendees and with clinical leaders from

Qld, NSW, ACT and Vic. Great venue. The organising committee are continuing to meet fortnightly to capture and disseminate the workshop outcomes. Extended thanks to the Executive and ESO for their support. Annual conference planning progressing well. Margaret Broom and Trish are presenting in a plenary on the workforce workshop outcomes and the invited speaker for the concurrent session is organised and will be focussing on waived and delayed consent.

Amy Curran opened the floor to questions. No questions from attendees.

6.3 Champions feedback and questions. Elayne Downie (WA) provided feedback about her role as a champion. Small wins with promotions of ACNN and particularly to new staff. Increasing numbers joining and more likely to come in May when membership promotion month commences. Requesting ideas of how to get people to join would be great. Feels that having different payment methods will help and feels that a lot more people are asking questions about ACNN. Also interested in getting a branch going again in WA. Erin Trathen - highlighted that being located at Albury Wodonga the 'Babies in the Bush' seminar planned for Wagga Wagga will be great as it is much closer for people to attend than going to Melbourne for example. Amy thanked Erin for the feedback given as a Champion that was presented at the F2F meeting in March.

6.4 Membership updates (member numbers, renewal period, payment options) - presented by Amy Curran on behalf of Nicol Franz. The current membership stands at 1048 as at 8 April 2024. New member numbers are constant with a slight membership growth of 1.7% since March. Qld is the location for most members. Slight increase in member numbers in NSW, SA and Vic. Other states are static. The NDC SIG has the most members - around 703 with the smallest groups being the LRC and NNP SIG with around 250-300 members. Renewal and payment options: Amy Curran outlined that we are moving to integrate STRIPE with the website. Hoping to go live with monthly and yearly renewal options on 1 May. May Madness is our membership drive month. Samantha Lannan reported that there is a lot of work going on in the background to get this up and running for 1 May. A little learning for all of us and how we ensure that it works well. Karen New reported that the rollout has started with the Exec members testing the system first. Also clarified that the payment system will be an opt-out system, not an opt-in and credit card details are collected by encrypted and stored by STRIPE and not ACNN. The next step will be to send out renewal notices to subcommittee members to trial the system before it goes out to around 600 members on 1st May. Also clarified that an annual renewal will mean that the future renewal will be due on that date in 12 months. Monthly deductions will continue until the member requests to cease membership. Advised that constitution changes will be required at the September AGM for new members - regarding removing 1/2 yearly membership options - so that any new member who joins will then just renew in 12 months as opposed to set calendar months (April to June for example). We anticipate this will be much better for ACNN in going forward into the future. Reminder emails will go out before annual renewals are deducted from credit cards.

6.5 Upcoming promotions and celebration days (May Madness; Branch membership drives) - Amy Curran discussed the May Madness membership promo drive in regards to any promotions that Branches and Exec may offer as part of this promo. In the past prizes have been \$ amount to the current member winner to attend an upcoming ACNN conference and the member joining receives a fund for their membership (complimentary membership for 12 months). Based on the monthly payment system going forward this will now be difficult to do. Amy seeking feedback from the branches who currently run this promo and do any of the other branches want to do this next month. No comments from the attendees. Amy put forward that instead of offering conference and membership incentives we consider gift cards for the winners. Justine Parsons thought that gift cards would be attractive to members to sign up new members and then new members who win - would also get a gift card after some time of being a member (6 months/12 months for example). Values of gift cards are to be determined by the branch undertaking the promotion. For those States and Territories - then the Exec could cover the promo for those. The member receives 1 entry into the draw to win a gift card for each new member they sign up. Consensus was a \$100 gift card for the member winner and the new member \$50 after 6 months of membership. Chelsea Anderson asked if a 3-month membership payment was an option. Unfortunately, STRIPE does not offer that as an option - only offers weekly, monthly and annually.

ACTIONS:

1. Branch Reps on this meeting to take back to their branches to see if the branch wants to run this as part of the May

Madness month. Winners' payments would come from the Branch. Exec to fund for the other States/Territories.

2. Sarah from Social Media has asked that any branches interested in doing this please contact Sarah at socialmedia@acnn.org.au no later than Monday 22nd April.

3. ESO to inform Nicol Franz so that new members and referees (current members) are tracked for May to go into the draws for gift cards.

4. Promotional materials to be sent out to all the Champions and members.

6.6 Social media requests, questions and discussion - Sarah Neale has emailed champions requesting input based on feedback received at the F2F meeting in March. Input around showcasing what people are doing around the country, their 'passion' within the neonatal unit, and looking for fresh ideas for social media posts - so that we can build our social media profile. No questions from attendees.

6.7 F2F meeting feedback presented by Amy Curran. Amy presented the suggestions put forward by representatives at the March F2F meeting day. Ideas and suggestions were grouped under the 5 Strategic Plan directions of Growth, Advocate, Nurture, Excellence and Collaboration (document on the website or a copy available from the ESO). The plan is now for the Executive to consider these as part of reviewing and developing the 2026 - 2030 Strategic Plan. Amy thanked those who attended in putting forward these ideas and it was reassuring to know that the Executive is currently moving the College forward in the direction that the members are indicating. Other updates included that the Neonatal Nurse Standards are currently being revised and due to be published next year. Additionally, another suggestion from the meeting was that the ACNN executive undertake a roadshow - so this has been taken on board and the Executive is currently planning a road show for 2025 instead of the National Conference - and will work with Branches and SIGs to host symposium/seminar alongside the planned workshop. For the workshop, the executives are going to collaborate with the Australian College of Nursing to see if they can conduct workshops for us with a leadership focus. Amy asked the Branches and SIGs to consider in their planning for 2025 - to host a collaborative seminar around this workshop and the roadshow. This needs further exploring but at this stage the idea is for a workshop in at least 3 States - Queensland, South Australia or Victoria, and New South Wales or ACT in conjunction with the ACNN AGM in the second half of 2025. The launch and promotion of the Standards will be a feature of this roadshow. Further updates will be forthcoming as the plan is developed. Again Amy reiterated and asked Branches and SIGs to please consider planning your seminars (such as STABLE workshop; Recharge and Reconnect day, Qld rural and remote education day, Babies in the Bush etc) around the leadership workshop and roadshow. Another reason also for holding the roadshow is that ACNN has been approached by COINN to host the COINN international conference in 2026. COINN wishes to bring the conference back down to the Southern Hemisphere and the conference was last in Australia 25 years ago - in 2001. The destination is still to be determined - but as ACNN has not held a conference in WA since 2006 (20 years) - then it is hoped that this will be the city of choice.

6.8 Annual reports. Amy thanked all groups for submitting their annual reports. All were reviewed and the feedback to all groups should be sent out this coming week

6.9 Website updates - Karen New gave a short update that the website is currently being redesigned and hoping to go live before the end of April. Moving to an icon-based design - each SIG and Branch has been allocated an icon. Due to time constraints engagement in icon choice could not be undertaken - but can be changed in the future. Any questions please contact Karen or Sarah Neale.

Amy encouraged attendees and to take back to their respective groups, to please reach out to the Executive or Karen New if assistance is needed on anything or if they have a question etc. Please also feel free to send thru suggestions and changes for the forum meetings. Amy thanked everyone for their engagement tonight.

6.10 COINN attendance 2024 - Margaret Broom has looking for information on which members are attending COINN and who have had an oral or poster presentation accepted. Linda Ng is on the scientific committee and will be able to get a list to Margaret Broom. Amy also mentioned that if those attending COINN may wish to purchase a scarf or similar to identify us as a group from Australia and ACNN. Karen New will follow up with those going and arrange the purchase of scarves.

6.11 **Conference 2024 tables** - Melissah Burnett mentioned that communication regarding the Branch and SIG tables at the 2024 conference will be sent out soon.

7. Questions and items for discussion

No further questions from the attendees.

8. Meeting Close

Meeting closed at 8.50 pm

Meeting closed at 8:30 PM

[Next Meeting](#)

Forum Meeting- June 2024

7:30 PM, Monday, 10 June 2024

Zoom