



Forum Meeting Minutes

14 April 2025

1.0 Meeting opened: 1933 AEST

2.0 Present: Amy Curran (President/Chair), Melissah Burnett (Vice President), Laura Briguglio (Acting Secretary), Samantha Lannan (Treasurer), Margaret Broom (Professional Officer), Nicol Franz (Membership Secretary), Justine Parsons (Exec Ordinary Member), Jennifer Middleton (Exec Ordinary Member), Shelley Reid (Exec Ordinary Member), ACT Branch - Lori Grli, NSW Branch– Penelope (Penny) Janes, Qld Branch – Alice Cleary, SA Branch – Tegan Stanley, Vic Branch– Emma Yeomans, WA Branch Rep - Vini Brehaut, Education SIG – Chelsea Anderson and Jennifer Dawson, Leadership SIG – Jemma Binney, LRC SIG – Donna Hovey, NNP SIG – Barbara Monk, NDC SIG – Nicola Timmers, Neo-skin SIG – Emma Yeomans, Nutrition and Feeding SIG – Kylie Peach, Research SIG – Patricia (Trish) Lowe,

Apologies: Sarah Neale (Social Media Chair)

Minutes: ESO Karen New

Item	Topic	Actions/Decisions
3.0	Acknowledgement of Country. The Chair 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.	
4.0	Previous minutes of 10 February 2025 accepted without questions or corrections Accepted: Vini Brehaut Seconded: Patricia Lowe	
5.0	Business arising from the previous minutes	
5.1	May Madness (Amy Curran and Nicol Franz) Email sent out to all subcommittees last week. Discussed how we would approach this year given the changes to membership subscriptions – now being offered monthly and annual automatically deducted. <ul style="list-style-type: none"> For 2025 – ‘May Madness’ membership drive will be run by the Executive. Subcommittees are welcome to do membership drives outside of May and also offer incentives for signing up (current members) or joining ACNN (new members). Due to subscription options and recurring monthly payments the offer of refunding membership cannot be an incentive/prize. Need to consider the ethos and mission of ACNN – offering professional development opportunities. Therefore, offering cash prizes and gift cards can no longer continue. Prize and incentive options need to contribute to professional development. Thus, can offer ‘ACNN dollars or credits’ to attend an ACNN or COINN event in coming months/years. A financial amount to be used towards registration, travel, accommodation. Other events such as ANZNNCPI are excluded. 	Those offering prizes and incentives – these must be within the mission/ethos of ACNN and focused on supporting professional development
5.2	Change to PO Box ACNN now has a new PO Box address. Now PO Box 195, Sorell, Tas 7172.	Please update signature blocks with the correct address
6.0	Governance	
6.1	Branch reports ACT: Lori Grli <ul style="list-style-type: none"> Had 1st meeting of the year in April. Held AGM. Formed a new committee Planning events for the year. This included hosting a Babies in the Bush seminar in Bega in collaboration with the NSW branch (Torie Finnane Foundation). This has had to be cancelled. 	

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	<ul style="list-style-type: none"> • Planning twilight seminar in Canberra. Participating in May madness events including a Mother's Day raffle. • Planning newsletter submissions and bi-monthly committee meetings. 	
	<p>NSW: Penny Janes</p> <ul style="list-style-type: none"> • Planned events – Babies in the Bush in September in the Hunter Valley; Dinner meeting towards the end of the year. • Membership drives – continue to send out welcome packs to units within the region. Hoping to track if any impact on membership numbers. Will be attending the Hunter Valley and hoping to sign up new members • Karen Walker has been approached to hold resuscitation workshops in the rural centres. Will liaise with the Education SIG to deliver these. 	Nil
	<p>Qld: Alice Cleary</p> <ul style="list-style-type: none"> • Have been focussed on the Babies on the Beach seminar. • Questions asked around May Madness and holding this during the month of May. Clarified that the Qld branch would need to select a different month and not May. Also asked around new members and offer \$200 towards attending an event. Asked to consider not only offering to new members but also consider existing members. Also with monthly membership subscriptions, people can join and then cancel their membership the following month. Please consider how best to support members who have been loyal to ACNN for many years. • ANZNN CPI is not able to be included as a prize and incentive. • Question around whether ACNN collects data on members who identify as indigenous for the purpose of asking them to do the acknowledgement/welcome to country at the Babies by the Beach event. ACNN does not collect this data presently with limitations around the web-based database. Option to poll the Qld branch members for this information if required. 	A reminder to all subcommittees that when offering prizes and incentives please give high consideration to rewarding existing 'loyal' members and not only new members. Also ensure within the ethos of ACNNs mission
	<p>SA: Tegan Stanley</p> <ul style="list-style-type: none"> • 1st education session organised for 28 May and hoping to do 2 others throughout the year – June and November. Also organised a F2F event in October 'Sturt Desert Peas in a Pod'. Adelaide Convention Centre booked. • Discussing membership drive as this is a focus for the committee. Heavy membership base from Women's and Children's – would like to extend this to other hospitals. 	Nil
	<p>VIC: Emma Yeomans</p> <ul style="list-style-type: none"> • Focussed on organising the July symposium and are just arranging a dinner. • Social media person has stepped down from the committee • Committee meeting this week • Planning education within the next month or so. • Planning a function for AGM at the end of the year. 	ESO to send Zoom calendar to Emma. Emma to send thru dinner details to Karen for advertising.
	<p>WA: Vini Brehaut</p> <ul style="list-style-type: none"> • Since the last forum meeting have held 2 virtual presentations – one from Lactation Consultant and the other from a consumer. • Have held an online meeting with WA branch members – semi well attended. • Have an upcoming symposium on May 9th. Program delayed due to a change of presenters. Hoping to have out this week. • ABREAST conference collaborating with on 14 August – program out and registration site is live. Organising a gala dinner for the 15 August. • Working on membership drive. 	Nil
6.2	<p>SIG reports</p> <p>Education: Chelsea Anderson/Jennifer Dawson</p> <ul style="list-style-type: none"> • Have webinars locked in for the rest of the year – July and November. Details will be out soon. • Had a change in secretary and a member resign from the committee • Will be holding AGM at Babies in the Bush – Hunter Valley in September • Jennifer asked about several others items sent thru to go onto the agenda. Have been added to new business after the reports. 	Nil

	Leadership: Gemma Binney <ul style="list-style-type: none"> • Had a zoom presentation last month. • Have a committee meeting next week. Wanted confirmation on the Zoom link. • Leadership seminar with Linda Johnston is organised and wanted to know the registration numbers. Limited to 10. Focussing on this at the moment. • Have a number of other great presenters for the rest of the year. 	ESO confirmed Zoom link. ESO confirmed the number of registrations – only 1 to date. Series is due to start on 10 May. Raised if the series should be cancelled or the Leadership SIG rally numbers.
	LRC: Donna Hovey <ul style="list-style-type: none"> • In-country training in Solomon Islands from the 11 May. TPA introduced us to the Uni in the SI also • Had enquires from Fiji so that may be the next training site • Education session booked for 30 April. Research presentation about BGL in Pacific. • Fund-raising around COINN for COINN. Social media is being organised. Money will be used to support nurses from the Sth Pacific to come to COINN. • Going to organise a proposal for a plenary session at the COINN conference. 	Nil
	NNP: Barbara Monk <ul style="list-style-type: none"> • The Recharge and Reconnect workshop held on Sunshine Coast in March. Well attended. • Next meeting organised for 1 May and then an open meeting and presenter in June. AGM planned for September and another open meeting in November. • Planning the annual recharge and reconnect workshop to be held in Townsville in 2026. 	Nil
	Neo-skin: Emma Yeomans <ul style="list-style-type: none"> • Focussed on organising the 2nd day of the Qld seminar series. Capped at 80 due to hands on workshops. • Had lots of requests to the group around skin care 	Nil
	NDC: Nicole Timmers <ul style="list-style-type: none"> • Looking forward to feedback from the annual document review and around the new flyer • Had a Zoom session in March around Music Therapy. • Planning for the Vic seminar series days – 2 committee members presenting. • Looking to host joint presentations with Vic branch and nutrition and feeding SIG • 3rd zoom presentation organised for August. Dr Simone Huntingford 	Nil
	Nutrition & Feeding: Kylie Peach <ul style="list-style-type: none"> • 1st Zoom presentation last week around human milk fortifier • Confirmed presenter for Babies by the Bay on behalf of the SIG and will support a couple of the committee members to attend 	Nil
	Research: Patricia Lowe <ul style="list-style-type: none"> • Since the last forum meeting the committee has meet twice • Zoom presentation by Renee Muirhead in February. Well attended. • Next meeting coming up next week. • Workforce workshop paper progressing. Received feedback and resubmitting. • Involved in the seminar series in the Hunter Valley in September. 	Nil
7.0	Finance	
7.1	Treasures report – Samantha Lannan <ul style="list-style-type: none"> • ACNN has a current balance of just under \$372,000 (\$371,967). • Recent activity, along with monthly running costs, include registration income and venue costs for the seminar series events being held this year. • Presented the opening and current balances for the Branch and SIGs. These have been emailed out to each of the committees over the week-end. 	See details at the end of the minutes.

7.2	<p>Membership report – Nicol Franz Overall membership No. as of 14th April 2025</p> <ul style="list-style-type: none"> • Currently 1,088 financial member • End of March 1.074s • Pre-Sep/Oct 2024 member numbers reached 1,131 <p>New members</p> <ul style="list-style-type: none"> • 14 new monthly members in the month of March • 16 new yearly in the month of March <p>Renewals</p> <ul style="list-style-type: none"> • September 30th lost 165 members - some now already rejoined • Previously purchased multi-year membership 3-5 year <ul style="list-style-type: none"> ○ Catch-up/phase out period 2025-2027 ○ 172 due June 2025 – early notification email sent 29th Jan, further instructions and emails coming ○ 75 due June 2026 ○ 11 due June 2027 ○ Additional form/page to be added on website/currently underdevelopment <p>No questions of the report</p>	<p>Further details reported by Table/s and graph/s at the end of the minutes</p> <p>Amy asked for people to check that their credit card details are up to date in preparation for renewal.</p>
8.0	Conference and Events - Melissah Burnett, Conference Chair	
	<p>Seminar Series</p> <ul style="list-style-type: none"> • Well organised and programs organised and selling fast. 	<p>Amy confirmed that the seminar series conference meetings currently being held will run until the 7th July. Any questions around events after this – please contact us by email.</p>
9.0	COINN 2026 conference – Melissah Burnett, Conference Chair	
	<ul style="list-style-type: none"> • About to launch the branding for the conference so check it out on social media in the coming days. • Confirmation of speakers and local speakers • Call for Abstracts will open 1 October 	<p>From August the conference meetings will become the Local Organising Committee meetings for COINN 2026.</p>
10.0	Operations	
10.1	<p>Vice-president report: Melissah Burnett</p> <ul style="list-style-type: none"> • Melissah acknowledged the ‘new faces’ attending the meeting tonight. Extended a welcome and thank you for attending. • Great to have representation for all of the Branches and SIGs on the meeting 	<p>Reminder that Mel and Sarah from social media available to join any of your committee meetings to provide support</p>
10.2	<p>Professional Officer’s report including scholarship committee report: Margaret Broom</p> <ul style="list-style-type: none"> • Scholarship applications have been finalised for round 1. • Mark New Award nominations are now open. Close 30 April. Please consider colleagues who are quiet achievers in your workplaces. 	
10.3	<p>Social Media report: written report provided by Sarah Neale</p> <ul style="list-style-type: none"> • Thank you to many that have started creating and sharing content for social media recently. Great to see. • Attached social media tips to help create content in correct format (updated as Instagram has updated their size requirements) • Email sent to SIG and Branches asking if any annual report or newsletter item would like to be shared on social media 	

	<ul style="list-style-type: none"> • A minimum of 7 days' notice is needed for content to be scheduled. Posts will be scheduled according to request priorities and other ACNN campaigns. • To continue to support groups and individuals keen to make social media material, we'd like to offer an open meeting. • May Madness will be promoted as a national initiative this year, but we'd love videos (or photos) of any members explaining why they joined ACNN or what they enjoy most about being a member. • If any branches would like support promoting other membership drives, please reach out. 	
10.4	ESO report: Karen New <ul style="list-style-type: none"> • Thanked everyone for sending thru TOR and flyers. Minor adjustments made to flyers and these have been uploaded onto the website for each Branch. SIGs updates to come. • SIG flyers – going to be a change and templates will be created. Similar to those that have been created for Branches. Will begin with a number of SIGs to start with and then working on others over the next 12 months. The initial SIGs will be contacted for input and approval. • ACNN tables clothes and Square machines – check if have these for your upcoming events. In assistance with Square machines is needed please contact Sam. • Zoom meetings – please contact me for a copy of the calendar. Becoming full particularly for presentations. Max 3 of month and no more than 1 in the same week. • Leave periods – Sarah and Karen out of the country from the 11-26 May. 	If promo's needed please be organised as Karen and Sarah away from 11-26 May and again from 11 August into September.
11.0	Questions/General Discussion	
11.1	Annual Report Feedback – Amy Curran <ul style="list-style-type: none"> • Formal feedback will be sent out to all committee members commencing tomorrow 15 April. In recognition of work around Policy 13 – registrations will be a little different this year. These will be for a seminar series day/ACNN event in 2025. • Amy thanked all the committees for submitting the required documents and acknowledged the work and achievements. It was noted that many member achievements were highlighted in the reports and asked for committees to consider highlighting these throughout the year and via social media and other platforms as it would have been great to share at the time. • Amy welcomed questions in further information was required regarding the feedback. • A reminder to each group to check website pages from time to time to make sure that the information is up to date for members. • Artificial Intelligence (AI) and Intellectual Property (IP) Policy – Amy informed the meeting that the exec is in the process of developing a policy on this. It was noted that a number of groups had inserted IP wording within their TOR. This covers the work and authorship when undertaken work in the capacity of an ACNN SIG. • Amy reiterated the importance of involving all committee members in attending these meeting and thanked those 'new faces' on the meeting tonight. 	<p>Check website up-to-date. Contact ESO if changes needed.</p> <p>The exec will continue to work on AI and IP policy and will share once completed.</p>
12.0	New business/ Business without notice	
12.1	Instagram address ACNN has a new Instagram address – Australian College of Neonatal Nurses. Therefore, links will need to be updated.	Check that Instagram icons have correct link.
12.2	Australian College of Nursing Membership Voucher. As a member of ACN, we receive a voucher to give to a member to redeem for free 12-months membership with ACN. This needs to be redeemed by 12 July 2025. An email has been sent out to Leadership SIG members and will be sent out to the general membership.	ESO to send out email re membership voucher offer.
12.3	Cancellation of the Babies in the Bush event in Bega. Jennifer Dawson on behalf of the Education SIG expressed disappointment to hear that this was cancelled as the event was being organised in collaboration with the Education SIG. The SIG had not been consulted on this decision and expressed disappointed with the lack of communication. Amy	

	requested for the discussion to be taken off line from this meeting. The ACT branch expressed that this decision was out of their hands due to a lack of a venue. The ACT branch had been communicating with the NSW branch. Education SIG and Jennifer expressed being disappointed and the impact also on the Torie Finnane Foundation who is funding two Babies in the Bush each year. Laura from the ACT branch requested for the discussion to be taken off line, which was agreed to. Jennifer will make contact with the ACT branch.	
12.4	Torie Finnane and Mt Kosciuszko Walk. On behalf of the Education SIG Jennifer asked if we could inform our members of this walk in support of the Torie Finnane Foundation who are supporting the Babies in the Bush events.	
12.5	Contribution to the IP and AI policy. Jennifer asked if the Education SIG could contribute to the discussion on IP as groups undertaken work on behalf of ACNN are submitting this work and how it is acknowledged properly. Requested clarity on this. Work done on behalf of ACNN should be recognised appropriately. Amy stated that this will be made clear in the policy.	
12.6	UTas guest speakers- Nicol Franz. Nicol spoke to the relationship between Utas and ACNN and involvement of ACNN members within the two neonatal units. Have engaged ACNN members to undertake presentations into the neonatal units. Nicol would like to promote the ACNN and SIGs and would like to involve more ACNN members to present to the students. Could be work already prepared so not to increase members workload. If you would like to be involved, please contact Nicol.	Nicol to summarise and send email to the SIGs.
13.0	Meeting closed: 2048 AEST Next Forum meeting: 9th June 2025, 7.30pm AEST – Zoom 132 976583 Passcode 899307	

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
09/06/2025

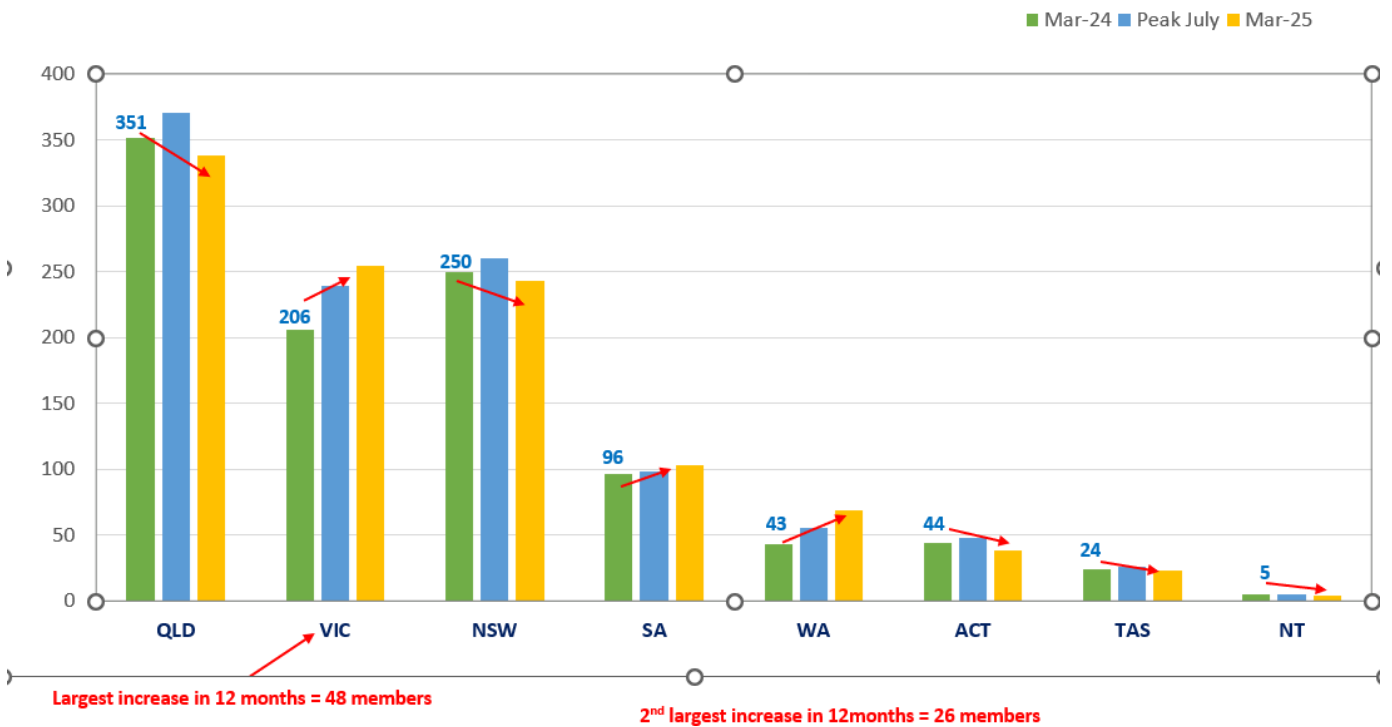
Treasurer's report of current balances for Branches and SIGs.

		Branch and SIG Balances			
		14th April 2025			
		Opening Balance 1st July 2024		Current Balance 14th April 2025	
	ACT Branch		\$7,485.57		\$6,164.72
	NSW Branch		\$31,764.84		\$33,254.41
	QLD Branch		\$12,995.60		\$10,399.29
	SA Branch		\$24,387.03		\$22,627.22
	VIC Branch		\$1,063.77		\$1,817.21
	WA Branch				\$1,058.08
	Education SIG		\$4,296.46		\$4,868.49
	Leadership SIG		\$3,530.62		\$4,648.30
	LRC SIG		\$9,623.69		\$11,654.99
	NNP SIG		\$10,017.53		\$10,199.02
	NeoSkin SIG		\$3,648.13		\$4,619.06
	NDC SIG		\$4,532.47		\$4,911.95
	N&F SIG		\$3,396.72		\$2,091.49
	Research SIG		\$2,133.59		\$2,902.82

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	Dec-24	Jan-25	Feb-25	Mar-25
Overall no. of members	1,063	1,076	1,085	1,108	1,118	1,131pre / 966post	983	1000	1014	1030	1046	1074
New												
No. of New monthly	2	8	5	18	5	9	10	7	6	10	5	14
No. of New yearly		9	14	16	8	10	10	11	8	14	13	16
Renew												
No. of Renewed monthly		48	32	37	10	14						
No. of Renewed yearly	2	218	127	68	38	25* (3 last minute)					*1	
Cancelled												
No. of cancelled memberships			2	7	2		1		1	1	4	1
No. of retired			8	3	2	1						
No. of unsuccessful pay							3	1	1	5	2	2*

Members by Australian State/Territory March 2025
(not Branch data)



SIG members March 2025

