



Forum Meeting Minutes

10 February 2025

1.0 Meeting opened: 1936 AEDT

2.0 Present: Amy Curran (Chair), Melissah Burnett (VP), Laura Briguglio (Acting Secretary), Margaret Broom (Professional Officer), Nicol Franz (Membership Secretary), Sarah Neale (Social Media), Justine Parsons (Exec), Jennifer Middleton (Exec), Shelley Reid (Exec), ACT Branch Rep- Laura Briguglio (Exec/ACT Branch), NSW Branch Rep – Jane Wardle, Qld Branch Rep – Lyn Chapple, Victoria Branch Rep – Emma Yeomans), WA Branch Rep - Vini Brehaut, Education SIG Rep - Jennifer Dawson, Leadership SIG Rep - Alicia Blake, Research SIG – Patricia (Trish) Lowe, Neo-skin SIG Rep - Stephanie Hall, NDC SIG Rep – Samantha Westcott, NNP SIG Rep – Jane Langford, LRC SIG Rep – Jo La Spina, ESO Karen New (minutes)

Apologies: Samantha Lannan (Treasurer)

Non representation – SA Branch, Nutrition and Feeding SIG

Item	Topic	Actions/Decisions
3.0	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.	
4.0	Previous minutes of 9 December 2024 accepted without questions or corrections Accepted: Justine Parsons Seconded: Margaret Broom	
5.0	Business arising from the previous minutes	
5.1	New Acting Secretary – Laura Briguglio has taken on this role. Amy thanked Laura for stepping up into this role and is learning the role from the ESO. All communication to the secretary is now going to Laura	Nil
5.2	Scholarship Chair – now moved back to the Professional Officer (PO) to Chair the scholarship committee now that Margaret Broom has now settled into the PO role. Amy thanked the ESO for co-ordinating the committee in the interim.	Nil
5.3	Kahoot subscription – decision of the executive is to monitor the use by Branches and SIGs over the next 12 months prior to taking a yearly subscription for ACNN. Branches and SIGs welcome to take out a subscription as needed and fund by the Branch/SIG and to please keep the Executive informed so that after 12 months a decision can be made around an annual subscription. No questions arose.	Branches/SIGs who use Kahoot to inform the secretary/treasurer
6.0	Governance	
6.1	Branch reports ACT: Laura Briguglio <ul style="list-style-type: none"> Branch meeting tomorrow afternoon (annual general meeting) so will be able to provide more information after the meeting Working on annual reports for submission Working with NSW Branch and Education SIG on organising the Babies in the Bush seminar for Bega – draft program and tentative date being organised. Liaising with Bega Council on a venue. Huge interest from Bega staff and surrounding areas. Aiming to be held on a Friday 	To notify ESO of committee changes post the meeting
	NSW: Jane Wardle <ul style="list-style-type: none"> Membership drive and welcome packs have been distributed and will continue as required 	To notify ESO of committee changes post the meeting

	<ul style="list-style-type: none"> Babies in the Bush Seminars continue to be organised – Bega and Hunter Valley Dinner meeting in Gosford delayed New committee since last forum, Kris York has taken on the Chair role as Justine Parsons moved to the Executive, Jane Wardle taken over the secretary position. Allocated committee members to attend the forum meetings and article for the newsletter Goal for 2025 is to have a fun and productive year, growing and engaging NSW members 	
	Qld: Lyn Chapple <ul style="list-style-type: none"> Held F2F meeting in January and all committee members were able to attend. Planning meeting with documents completed and focussing on the seminars for this year. Going well. 	Nil
	SA: no report Amy will make contact	
	VIC: Emma Yeomans <ul style="list-style-type: none"> Last committee meeting focussed on the seminar series event in July. Finalising the program. Held AGM late last year – 2 members stood down and a number of new members took on roles within the committee. Have some concerns that the Chair, Secretary and Treasurer Liaison all work at Monash. Committee happy with that and have all been open and transparent. Mindful that not perceived as Monash lead. Working on annual documents for submission 	To notify ESO of committee changes post the meeting
	WA: Vini Brehaut <ul style="list-style-type: none"> Had a F2F meeting and a small launch. 1st virtual presentation will be held this Thursday 13 February. Planning a symposium in May - finalising the program Discussing with UWA (Uni WA) human lactation centre re collaborating on a breast conference in August. Perhaps an opportunity for the standards to be presented. Lot of planning underway and aiming to improve the WA membership Have contacted SA branch to see if opportunity to do a collaborative seminar – no response to date 	Amy and Justine planning on attending the WA event in August to present on the standards
6.2	SIG reports Education: Jennifer Dawson <ul style="list-style-type: none"> Working with ACT branch for Babies in the Bush in Bega Working on virtual presentation for March Submitted an abstract to the Nursing and Midwifery conference on Outreach Education around Babies in the Bush – accepted as a poster. One of the SIG members will present later in the year. Looking at drafting a paper for publication around the same topic. To come to the executive once drafted prior to submission Education guideline/position statement under review following Executive feedback. Query whether it should match up with the ACNN standards. Thus, will consider this with Justine Parsons and also the purpose/focus on the information. 	Amy offered for the exec to review the poster. Jennifer agreed and will send through. Also, Torie Finnane Foundation to be consulted. Aim to have next draft of Ed guideline/position statement by the next forum meeting.
	Leadership: Alicia Blake <ul style="list-style-type: none"> Have a speaker organised for March presentation and also for June. Liaising with Professor Linda Johnston who offered to present a short program around Leadership topics – 3 Zoom session in total – to run over a 9-week period with preparation and work in between the 3rd weekly Zoom sessions (likely to be held on a Saturday morning). Still in planning stages. Annual reporting document submitted. 	Nil
	LRC: Jo La Spina	Nil

	<ul style="list-style-type: none"> Started the year strongly. Group going to Honiara in 2nd week of May. Booked travel and accommodation. Tailoring education program. 2nd trip planned to Port Moresby, PNG later this year. TPA presentations are still going strong. Finalised annual reporting documents for submission 	
	NNP: Jane Langford <ul style="list-style-type: none"> Finalising annual reporting documents Trying to find some STABLE dates to present workshops this year. Finalising updates required to present Organising Recharge and Reconnect Workshop to be held on 3rd March. 25 people registered to date. Social events on the Sunday. Open to all and not only NNPs. 	Nil
	Neo-skin: Stephanie Hall <ul style="list-style-type: none"> Held F2F planning meeting in January. Some joined by Zoom – updated documents and planning the seminar day. Confirmed speakers for open presentation meetings throughout the year. All also feature a snap shot of presentations from the seminar day. 	Nil
	NDC: Samantha Westcott <ul style="list-style-type: none"> Held planning meeting earlier this month. Finalised sessions for seminar series event Booked 2 of 3 virtual presentations for the year. Committee remains strong with 22 members (down slightly) – role bearer positions stayed the same Annual reporting documents finalised 	To send presentation details through to ESO
	Nutrition & Feeding: No report Amy will make contact	
	Research: Patricia Lowe <ul style="list-style-type: none"> The committee have met twice since last forum meeting – in December and January Discussed 2025 projects and seminar series event Submitted manuscript from the March 2024 workshop to the Journal of Advanced Nursing Discussed newsletter articles and annual reporting documents and final workforce workshop outcome - an open letter to the State and Territory Ministers of Health, advocating for increased neonatal health funding. Being reviewed by the Leadership SIG and then will come to the Executive for approval Discussed fundraising ventures such as offering lucky door prizes for attendance at zoom presentations. Margaret Broom provided an update on the NNOM project and this continues with Marg and Jann Forester leading it. Presentation meeting scheduled for 27 February 	
7.0	Finance	
7.1	Treasures report – Samantha Lannan <ul style="list-style-type: none"> Unfortunately, Samantha was a late apology – financial details for each subcommittee will be emailed separately and included with the minutes ACNN has a current balance of \$333,285 	Amy reinforced that these minutes will be distributed to the committees within 2-weeks and then re-sent with the Agenda prior to the April forum meeting. Encouraged all committees to review the minutes at their next meeting.
7.2	Membership report – Nicol Franz Overall membership No. as of 10th Feb 2025	Further details reported by Table/s

	<ul style="list-style-type: none"> • Currently 1,034 financial members • Pre-Sep/Oct 2024 member numbers reached 1,131 <p>New members</p> <ul style="list-style-type: none"> • 23 new members in the month of Jan compared to 14 in previous month • July 2024 was the month with largest member increase = 34 new members <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>and graph/s at the end of the minutes</p>
<p>8.0</p>	<p>Conference and Events</p>	
	<p>Conference and Events report: Melissah Burnett, conference chair - recapped on internal and external upcoming events including the NNP SIG Recharge and Reconnect Workshop, PSANZ in March, NNCA conference – offering ACNN members memberships rates for the conference in May in Christchurch, ACN national nurses forum, COINN Africa in Zambia in August and ACNP in October. Mentioned the 3-seminar series event in June, July and September and the WA branch event in August.</p> <ul style="list-style-type: none"> • Save the date have been posted and emailed out for the seminar series events. • Awaiting programmes for sharing and registration details <p>No questions raised. Amy reiterated that all events need to be opened and programmes available at the same time as we are trying to get people to go to their local events for cost considerations and in consideration of COINN 2026.</p> <p>Re: program finalisation – Melissah gave suggestions to finalising for consideration</p> <ul style="list-style-type: none"> • Reduce the number of people who are having an opinion (bring back to Branch/SIG leads) • Reach out to ESO and/or conference chair for assistance with programme outlines • Use a shared document for tracking changes etc <p>Funding – Amy reiterated that the event costs (venue, catering, AV etc) are being paid by the Executive (those costs that have sought exec approval) and all revenue will offset the costs and any profits will be distributed between the groups involved in the events.</p>	<p>Amy queried the programme timelines. Amy asked for all programmes to be available by 21 February.</p> <p>Amy confirmed that have increased the trade space to 8 per event.</p>
<p>8.1</p>	<p>Qld Babies by the Beach</p> <ul style="list-style-type: none"> • 5-6 June, Crowne Plaza, Surfers Paradise • Collaboration between Qld Branch, Neo-Skin, LRC and NNP SIGs 	<p>Programme (preliminary/final) to be sent to ESO by 21 February</p>
<p>8.2</p>	<p>Vic – Babies by the Bay</p> <ul style="list-style-type: none"> • 24-25 July, Rydges Geelong • Collaboration between Vic Branch, NDC and N&F SIGs 	<p>Programme to be sent to ESO by 21 February</p>
<p>8.3</p>	<p>WA in conjunction with ABREAST 14th & 15th August 2025 (TBC) Gala Dinner</p>	
<p>8.4</p>	<p>NSW – Nurses in the Vines & Babies in the Bush</p> <ul style="list-style-type: none"> • 25-26 September, Rydges Resort Hunter Valley • ACN workshop has been confirmed • Nurses in the Vines will have a professional development focus – this day being led by the Executive. AGM will be held on this day. 	<p>Programme to be sent to ESO by 21 February</p>

	<ul style="list-style-type: none"> Babies in the Bush – a collaboration between the NSW/ACT Branches, Education, Leadership and Research SIGs 	
9.0	COINN 2026	
	<p>Melissah reported that a title had been decided upon – ‘Transforming Neonatal Care- Innovate, Influence, Inspire’</p> <ul style="list-style-type: none"> Dates 25-28 August Darwin Convention Centre PCO and Melissah doing a site visit in May looking at venues, accommodation Having monthly meetings with COINN Branches/SIGs are invited to put forward workshops/session ideas or run a concurrent session – email Melissah and Amy If attend any conferences with engaging speakers – likewise email names and details to Melissah and Amy Save the date flyer – awaiting combined branding ideas from COINN and ACNN 	<p>Amy asked that if anyone presenting anywhere if could have a final slide promoting the COINN 2026 conference</p>
10.0	Operations	
10.1	<p>Vice-president report: Melissah Burnett</p> <ul style="list-style-type: none"> All branches and SIGs have been contacted by Melissah offering to attend any meetings if they would like her to Awaiting to catch up with NNCA committee members 	<p>Amy reiterated that if you would like Melissah to attend any meetings, please ensure she is sent the Zoom login details and agenda.</p>
10.2	<p>Professional Officer’s report including scholarship committee report: Margaret Broom</p> <ul style="list-style-type: none"> Professional Officer guide re: roles and responsibilities has been updated – to go to exec for approval Creating letters to respond to overseas neonatal nurses inquires re working in Australia EOI for scholarship committee – 2 new people to join 	
10.3	<p>Social Media report: Sarah Neale</p> <ul style="list-style-type: none"> Events are being posted based on information on the website Requesting photos and bios of speakers for events – please send to Sarah with plenty of notice Request for photos from events to post afterwards 	<p>Amy reminded people to read the social media cheat sheet for further details – available on the website</p>
10.4	<p>ESO report: Karen New</p> <ul style="list-style-type: none"> Nothing new to report for this meeting No questions 	
11.0	Questions/General Discussion	
11.1	<p>Banner for WA Branch</p> <p>Vini expressed that the WA branch would like to purchase a pull-up banner for use at events. Asked if ACNN had a template. ACT branch created one and had it printed at Office Works – Laura will look for details but it was a long time ago. Likewise, ESO had logo and wording used for ACNN and Qld branch banners – but back in 2014 and does not have a template. Sarah (social media) offered to help design a template if needed for each Branch and ACNN. ACNN also has table clothes that could be used. Also need to consider who will look after the banner and transport considerations re size and weight.</p>	<p>Vini to let ESO know if would like a table cloth – can be sent over. Also, can ask the Treasurer to order another table cloth.</p> <p>Vini to work with Sarah to design Cost covered by the Branch/SIG</p>
12.0	New business/ Business without notice	

12.1	<p>May Madness membership drive – Nicol Franz</p> <ul style="list-style-type: none"> • May madness last year was disjointed and we learnt from those experiences and also with the change in membership payments including monthly payments. • Will be discussed by Exec at March meetings • Membership drives are to take place during May only so all the work is around 1 time-period as otherwise the workload is quite large for Nicol and Samantha • Incentives and rewards for recruiting members – needs further consideration as reimbursement of membership is now more complicated with recurring annual and monthly payments. Thus, membership reimbursement will not be offered in 2025 – maybe e-vouchers or monetary value towards attending a seminar series event this year of COINN in 2026. • Branches are asked to consider ideas also <p>No questions.</p> <p>Amy indicated that the monthly memberships have really raised the workload for the membership secretary and treasurer. If people cannot commit to having \$9 available in their account to cover the \$8.25 monthly fee, then this will be considered at the March exec meeting (Zoom) and the 2-day planning meeting at the end of March.</p>	<p>Nicol will be in touch with Branches post March exec discussions</p>
13.0	<p>Meeting closed: 2042 AEDT</p> <p>Next Forum meeting: 14th April 2025, 7.30pm AEST – Zoom 132 976583 Passcode 899307</p>	

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
 Meeting Chair and President
 14/04/2025

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

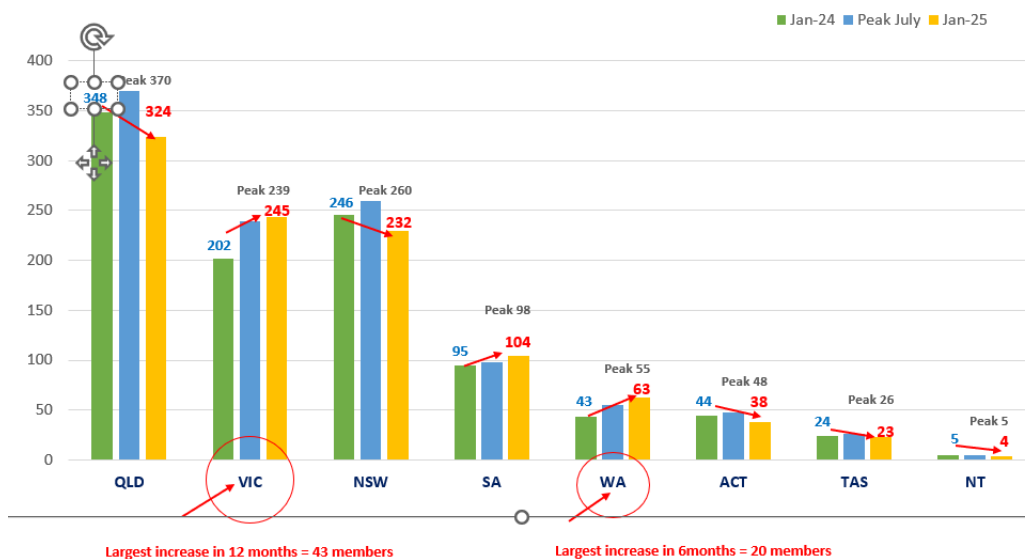
		Branch and SIG Balances	
		10th February 2025	
		Opening Balance 1st July 2024	Current Balance 10th February 2025
ACT Branch		\$7,485.57	\$6,164.72
NSW Branch		\$31,764.84	\$32,180.57
QLD Branch		\$12,995.60	\$10,339.29
SA Branch		\$24,387.03	\$24,099.22
VIC Branch		\$1,063.77	\$817.21
WA Branch			\$1,000.00
Education SIG		\$4,296.46	\$4,868.49
Leadership SIG		\$3,530.62	\$4,551.28
LRC SIG		\$9,623.69	\$11,654.99
NNP SIG		\$10,017.53	\$11,062.37
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

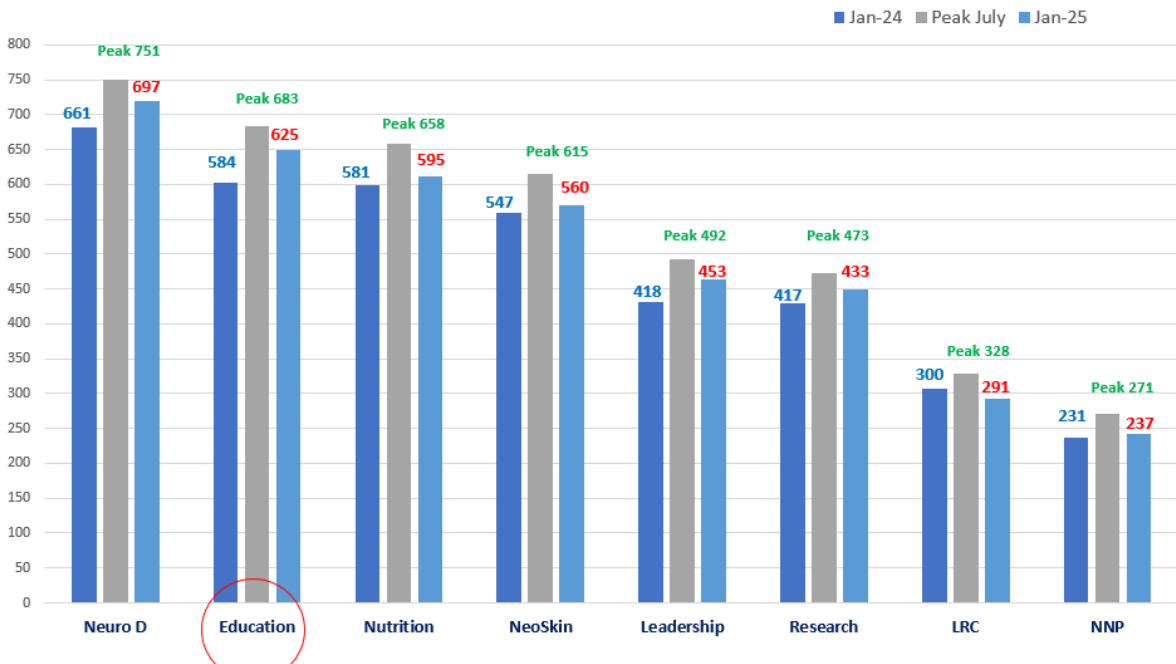
End of the Month Numbers										
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Overall no. of members	1,063	1,076	1,085	1,108	1,118	1,131pre / 966post	983	1000	1014	1030
New										
No. of New monthly	2	8	5	18	5	9	10	7	6	10
No. of New yearly		9	14	16	8	10	10	11	8	14
Renew										
No. of Renewed monthly		48	32	37	10	14				
No. of Renewed yearly	2	218	127	68	38	25* (3 last minute)				
No. of cancelled memberships										
No. of retired			2	7	2		1		1	1
No. of unsuccessful pay			8	3	2	1				
							3	1	1	5

	End 2023	End 2024	Difference
Members Overall	990	1014	24
Branch/State			
ACT	44	39	-5
NSW	241	227	-14
QLD	341	320	-21
SA	92	98	6
VIC	199	244	45
WA	42	57	15
NT	5	4	-1
TAS	23	23	
SIG			
Education	588	634	46
Leadership	419	457	38
LRC	301	293	-8
NNP	232	240	8
NeoSkin	548	563	15
NDC	665	707	42
N & F	584	600	16
Research	419	443	24

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



SIG members Jan 2025



SIG with largest growth in 12 months