

1.0 Meeting opened at 7:30pm AEST

2.0 Present:

National Executive representatives: Amy Curran (President & Chair), Margaret Broom (Professional Officer), Samantha Lannan (Treasurer), Nicol Franz (Membership Secretary, Melissah Burnett (Vice President and Conference Chair), Laura Briguglio (Acting Secretary), Shelley Reid (Ordinary Member), Justine Parsons (Ordinary Member)

Subcommittee representatives: SA Branch – Miriam Long, WA Branch – Vini Brehaut, Neo Skin SIG – Louise Murphy and Deanne August, Education SIG - Priya Gouindaswamy and Chelsea Anderson, LRC SIG – Hellen Patterson, NSW Branch – Megan Young, ACT Branch – Mekah Sam, Leadership SIG – Natalie Bouchard, NDC SIG – Amber Preti, Nutrition SIG – Erin Trathen, Research SIG – Trish Lowe

2.1 Apologies: Jennifer Middleton (Ordinary Member), Sarah Neale (Social Media Chair)

Minutes: Laura Briguglio (Acting Secretary)

Item	Topic	Actions
3.0	Acknowledgement to Country	
	Amy opened the meeting with an Acknowledgement of Country: In the spirit of reconciliation, the Australian College of Neonatal Nurses acknowledges the Traditional Owners and 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 Aboriginal and Torres Strait Islander peoples today.	Nil
4.0	Confirmation of previous minutes – 9 June 2025	
	Minutes were circulated prior to the meeting and are also available in Dropbox. 9 th June 2025 Meeting Minutes accepted by Margaret Broom and Miriam Long.	Nil
5.0	Business arising from previous minutes	Actions
5.1	Nil	Nil
6.0	Governance	
6.1	Branch Reports ACT Branch: Mekha Sam Reported planning for International Neonatal Nurses Day celebration for a local event, a raffle for fundraising to contribute towards COINN travel grants for local ACT branch members. Working towards planning a twilight seminar in October and currently securing a venue and speakers.	Nil
	NSW Branch: Megan Young Reported next scheduled meeting is tomorrow evening which is to organise the planned Branch dinner meeting and AGM in Gosford. Working to finalise last details for “Babies in the Bush” and “Nurses in the Vines” seminar series in Hunter Valley in September. Reported that the event is sold out! MOU with Tori Finnane Foundation (TFF) has been written and approved/signed between NSW Branch and TFF.	Nil

	QLD Branch: Nil Representative	Amy to follow up for report and check in.
	VIC Branch: Nil Representative	Amy to follow up for report and check in.
	WA Branch: Vini Brehaut Reported that WA are finalising Abreast conference with Medela – also a sold-out event! They have decided to cancel the Gala event dinner linked to the conference however plans to possibly review this in the coming year as a separate event.	Nil
	SA Branch: Miriam Long Reported that recent education session hosted by SA branch was well attended and positive feedback. Branch is currently on track for upcoming Sturts Peas in a Pod Symposium in October 2025. AGM is planned for November. A donation on behalf of SA Branch has been made to LRC COIN for COINN to support a nurse from Bali to attend COINN 2026.	Nil
6.2	SIG Reports Education: Priya Gouindaswamy Reported that SIG is looking to give two (2) separate travel grants for COINN conference of \$1,000 for an oral presentation and \$500 for a poster presentation. Notified all that Kris Yorke as stepped down from committee and extended thanks for her work and commitment to the SIG. SIG is planning to support members for an EOI for 1 attendance at the upcoming STABLE course in November. Plan for AGM to be held in November 2025. Priya identified that some members are struggling to access recordings for online events. Karen advised that all members to contact ESO or Nicol (in ESO's absence with upcoming leave) for support with this as something Yahoo/Hotmail emails struggle to access recordings.	All members having trouble accessing online recordings for events to please contact ESO for support.
	Leadership: Natalie Bouchard Reported that they have an upcoming virtual presentation with invited speaker from AMNF Nicole Allan speaking on Socia Media use in healthcare. SIG is looking at refresh/rebrand ideas which will be discussed in further meetings to support the maintenance of the SIG ideas included "Leadership and Wellbeing".	Nil
	LRC: Helen Patterson Reported that there are no LRC trips planned for end of this year and looking at options for 2026. SIG extended a heartfelt thank you for all donations for COIN for COINN to support the 3 nominated nurses from Vanuatu, Indonesia and Bali to attend COINN Conference 2026. Aiming to provide more information on the Renee Collison scholarship with more of these funds to be used for travel grants to assist with LRC travel in 2026.	Nil
	NNP: Miriam Long Reported that recent virtual presentation with invited speaker Doug Blanc was very interesting and topical with the neonatal resus video reviews. Updated that there are 74 Nurse Practitioners on the NP roll call. Advised the upcoming AGM for the NNP is 23rd September 2025. Planning to host a 3-hour workshop at the COINN conference in 2026. Plans are underway for the "Rest and	Nil

	Recharge” workshop to be held on 1st May 2026. Hosting a STABLE course on November 20th and 21st in Adelaide. Advised that Jo Scott and Miriam Long have completed the updated bridging course to facilitate this course.	
	Neo-skin: Louise Murphy Reported that next meeting for Neo-skin is scheduled for September 20th. SIG has invited a parent representation to join this meeting who has designed a specific skin product to present. Plan to hold AGM prior to this meeting/presentation.	Nil
	NDC: Amber Preti Reported the successful event of “Babies by the Bay” and extended a huge thanks to all branches and SIG’s involved in planning and presenting. Was extremely well attended and positive feedback for more events in the future. Planning a virtual presentation at end of August on HIE and NDC care of neonate. Also, SIG has been invited to present to Utas post graduate students over the next 2 weeks.	Nil
	Nutrition and Feeding: Erin Trathen Reported that planning for AGM to be held in October meeting. SIG will present x2 presentation to Utas post graduate students in September. Planning a virtual presenting on “freeze dried breastmilk” in October.	Nil
	Research: Trish Lowe Reported that the NNOM project is the inaugural recipient for a g\$20,000 rant from Canberra Health Services to progress pilot study of the NNOM project in Canberra at both North Canberra Hospital and Centenary Hospital for Women and Children. The administration, ethics approval and research nurse have been selected and ready for launch after education roll out in October. Margaret Broom and Trish Lowe are preparing to present at the ‘Nurses in the Vines/Babies in the Bush’ event at Lovedale Winery in the Hunter Valley on 25 and 26 September. Presenting on the topic of ‘Improvements in the Special Care Unit: Where do I Start?’ Next scheduled meeting is in October 2025. Congratulations to research sig members Denise Harrison, Renee Muirhead and Lind Ng who have recent publications accepted!	Nil
6.3	½ yearly reports Amy advised that all Branch and SIG ½ yearly reports are due back by 31/8/2025 to Karen via the ESO email.	Nil
7.0	Finance	Discussion/Decisions/ Actions
7.1	Treasurers report: Samantha Lannan ACNN has a current balance of \$437,900. Recent activity, along with monthly running costs, include registration income and venue costs for the seminar series events being held this year and some early income for COINN 2026 including the first payment from the Northern Territory Business Events Grant along with some payments from Exhibitors. See details are end of report for Branch and SIG balances. Samantha noted that she will be unable to attend the October Forum meeting. Will provide treasurers report in advance.	Nil
8.0	New Business/Correspondence	Actions
	Correspondence received on 3/5/25 from 60 minutes media advisor requesting further to speak with a contact from ACNN. Laura responded with	Nil

	support from Amy and Karen however with no further response from 60 minutes.	
9.0	Governance	
9.1	<p>Treasurer's report – Samantha Lannan All 3 ACNN Series Seminar events are currently making a profit. Samantha discussed the consideration of the WA and SA events and whether they should be included in the seminar series event profits or remain at local branch level? Decision to carry over until July meeting and review current financial status of all events.</p> <p>Treasurers' financial report attached as appendix.</p>	Samantha to review seminar series event profits tracking for review at July executive meeting.
9.2	<p>Membership Secretary Report by Nicol Franz ACNN membership renewal period has been open for 20 days. Within this period 55 members have renewed with only 3 members opting for monthly renewal option.</p> <p>Membership anniversary email is now automated with email wording changed for clarity following increased emails with confusion regarding payment automation.</p> <p>Nicol expressed that the workload of the membership secretary has peaks and troughs, however overall managing okay. The role has grown with encouraging feedback from ACNN members.</p>	Nil
9.3	<p>Branch and SIG Feedback</p> <p>Amy requested to ensure that all correspondence to branches and SIG's to include branch chair and secretary emails (as listed on ACNN membership) along with branch/SIG email address.</p>	Laura to ensure all correspondence for meetings to include Secretary's, Chairs and branch/SIG emails.
10.0	Legal	
10.1	<p>Public and Product Liability Insurance Amy confirmed that that document has been signed off and finalised</p>	Confirm with Karen (upon return from LRC trip) to upload to website in members only area.
10.2	<p>Incident Reporting Form Amy confirmed that that document has been signed off and finalised</p>	Confirm with Karen (upon return from LRC trip) to upload to website in members only area.
11.0	Strategic Planning	
11.1	<p>Seminar Series 2025</p> <p>Kwik Kopy quote reviewed for printing of event booklets for the NSW Seminar Series workshop and AGM.</p> <p>Overall agreement to proceed with 70% recycled paper with 450 copies (based on registration numbers and estimates). Total cost \$1,573.34.</p>	All executive members to confirm travel arrangements to Newcastle/Hunter Valley with Karen and Samantha ASAP.

	<p>Reminder for all executive members who are flying to Hunter Valley to send Samantha or Karen flight details urgently to ensure bookings can be made.</p> <p>Samantha advised that due to arrival of flight times into Newcastle + transfer to Hunter Valley that Executive F2F meeting may need to commence at approximately 1:30pm to allow for arrivals. Final time to be confirmed once all travel arrangements have been finalised.</p> <p>Samantha reminded executive that any event registrations for Branches and SIGS that have been awarded (following sustainable committees review) that they do not roll over into 2026 and are for events only in 2025.</p>	
<p>11.2</p>	<p>Leadership Workshops</p> <p>Amy confirmed 8 registrations for the event and is going ahead. Further details discussed in agenda item 5.2.</p>	<p>Nil</p>
<p>11.3</p>	<p>COINN 2026: Transforming Neonatal Care: Innovate. Influence. Inspire.</p> <p>Melissah presented thorough review and summary of scoping trip to Darwin with PCO Nikki for COINN preparations.</p> <p>Darwin Convention Centre (DCC): large spacious venue, suitable workshop rooms with option to be able to split/merge rooms as needed. Main auditorium is suitable; each seat has a fold out lap table for participants. Exhibition space outside of auditorium is very large with additional space for pop up trades as required.</p> <p>Of note from DCC site visit PCO will need to:</p> <ul style="list-style-type: none"> ○ Hire trestle tables for exhibition ○ Hire board room for COINN and/or ACNN committee use (available on 3rd floor) ○ Ensure space available for a prayer/faith room <p>Unfortunately, food recycling is not performed at DCC.</p> <p>Qantas able to provide 10% discount for domestic fares</p> <p>High end accommodation (Adina and Vibe Hotel) and low end available within safe walking distance to DCC. \$30 price difference between hotels.</p> <p>Darwin offers free bus transport within CBD along with access to paid taxi's, uber and vans.</p> <p>Melissah and Nikki visited the neonatal department at Darwin Hospital. Staff were very welcoming of visit and looking forward to COINN 2026. Staff discussed with Melissah that they were NOT keen for hospital visits from participants at COINN. They did however provide feedback on possible workshop ideas surrounding needs of their staff such as:</p> <ul style="list-style-type: none"> ○ Lack of confidence in resus training ○ Lack of training using resus equipment (minimal supplies available – including no neonatal Laerdal bags) 	<p>Melissah and Nikki to review Australian College of Midwives (ACM) website page on accommodation reviews for Darwin.</p> <p>All executive members to review Toni Powell website in own time and consider other motivational speakers that may be of interest.</p> <p>Melissah to arrange a Microsoft forms for all Executive Members to provide feedback on possible invited speaker Toni Powell by Friday 21st May 2025.</p>

	<ul style="list-style-type: none"> ○ Work with many families who live remote and would like to further investigate ways to be highly impactful to families in a short amount of time as they often travel back home to care for other children and only return upon discharge. ○ Ways for staff to provide NICU exposure to families in a cultural appropriate way that is lived ○ Ways for staff to provide information on disability to families that is culturally appropriate to ATSI communities ○ Staff suggested that may need to engage midwifery speakers for COINN from Darwin as often integrated into care models for neonates <p>Conference Welcome Reception and Dinner:</p> <p>Crocasaurus: excellent large venue, 3 levels with lots of engaging activities including: x2 cages of death with crocodiles, crocodile feeding, crocodile fishing, visiting reptiles.</p> <p>\$130 per person for food</p> <p>\$160 per person with food and oysters.</p> <p>Hawker markets also located nearby where people can go to food stations which would encourage movement between venues.</p> <p>Samantha raised concern around cost of price and whether this is included in conference in registration fee.</p> <p>Mindle Beach Casino: priced too high</p> <p>Trailer Boat Park: located next door to DCC and linked with Sailing Club.</p> <p>Sailing Club: located next to DCC. Would have an Australian BBQ Dinner option at \$60 per person. Is a very casual event and attire. Best to commence at 6pm to ensure spectacular viewing of sunset at 6:30pm. Able to organise busses to transport participants back to CBD if needed.</p> <p>Mindle Beach Markets: located away from DCC. Is a grass only area and didn't feel as safe as areas near DCC or CBD.</p> <p>No decisions made by executive, sharing of information to present at COINN Conference meetings formally from August onwards.</p> <p>Feedback that a "smoking ceremony" is important and should be included in program. A special paid event for a "Saltwater Ceremony" is available if interested at a cost and limited to 50pax at a time. If not, contacts and connections for an ATSI Elder are available to PCO and advised they would be more than willing to provide a welcome/smoking ceremony at opening of COINN.</p> <p>Melissah also advised that "Darwin Beach Choir" is run by local speech pathology teams and are available to provide a paid "coming together event" within the program if interested.</p> <p>Darwin Local Areas of Interest visited:</p> <ul style="list-style-type: none"> ○ Darwin Art Gallery 	
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	<ul style="list-style-type: none"> ○ Cyclone Tracey Galley ○ NT Tourism Information Office – dedicated website available for COINN to be linked if interested ○ Darwin Music Youth Group <p>Invited speakers’ feedback/discussion:</p> <p>“The Laundry Project” – a local team who work within communities to was laundry to prevent scabies with is a huge leading cause of malnutrition in babies in Northern Territory</p> <p>Toni Powell – “Wellbeing Wonder woman” – available at a cost of \$10,000 to run a workshop (60mins) and a 90(mins) plenary session. Discussion around the following:</p> <ul style="list-style-type: none"> ○ Financially reasonable for contract offered ○ Well renowned “Yellow Car” session runs for approx. 80mins and highly regarded ○ Concerns if presentation could be tailored with a neonatal approach and not reusing same content ○ General concerns if content would be culturally appropriate ○ Is very engaging, Amy has seen Toni speak before and highly recommends her back on audience engagement, messaging and relevance to all adults. ○ Samantha noted that travel and accommodation for Toni Powell would be an addition to already quoted price – aware of conference budgeting <p>Melissah advised that progressing with plans to have invited speakers from Denmark (TBC), NSW (TBC), Vic (TBC) and aim to have all others from Darwin.</p>	
12.0	Operations	
12.1	<p>Affiliations – Vice Presidents report</p> <p>Melissah continuing to liaise with New Zealand College of Neonatal Nurses (NNCA). Return correspondence has been delayed in the lead up with the New Zealand Annual conference.</p> <p>Melissah attending Education SIG meetings to provide executive support during transition of committee positions.</p>	Melissah to follow up with NNCA and report any updates at July meeting.
12.2	<p>Professional Officers Report including scholarship report</p> <p>Margaret reported the NNOM project is the recipient of a \$20,000 grant from Canberra Health Services - Research. Huge congratulations to the project and research team.</p> <p>No nominations currently received for the Mark New award at time of meeting.</p> <p>Miracle Babies Scholarship update provided in agenda item 5.3</p>	Nil
12.3	Social Media Report	Nil

	No Update. Carry over until July meeting.	
12.4	ESO Report Apologies received for ESO. Carry over until July meeting	Nil
13.0	Business without notice	
	Shelley reminded all that Newsletter items should be directed to newsletter@acnn.org.au	
	Meeting closed: 10:05pm AEST Next Executive Meeting	October 13th 7:30pm AEST

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
13/10/2025

The current funds for the Branches and SIGs are shown below.

		Branch and SIG Balances	
		11th August 2025	
		Opening Balance 1st July 2024	Current Balance 11th August 2025
	ACT Branch	\$7,485.57	\$6,164.72
	NSW Branch	\$31,764.84	\$34,518.14
	QLD Branch	\$12,995.60	\$10,032.34
	SA Branch	\$24,387.03	\$26,844.56
	VIC Branch	\$1,063.77	\$1,671.33
	WA Branch		\$882.45
	Education SIG	\$4,296.46	\$5,900.04
	Leadership SIG	\$3,530.62	\$6,327.44
	LRC SIG	\$9,623.69	\$14,900.32
	NNP SIG	\$10,017.53	\$10,908.44
	NeoSkin SIG	\$3,648.13	\$5,142.30
	NDC SIG	\$4,532.47	\$5,911.95
	N&F SIG	\$3,396.72	\$3,091.49
	Research SIG	\$2,133.59	\$3,902.82

		Branch and SIG Balances	
		11th August 2025	
		Opening Balance 1st July 2025	Current Balance 11th August 2025
	ACT Branch	\$6,164.72	\$6,164.72
	NSW Branch	\$34,299.37	\$34,518.14
	QLD Branch	\$10,608.27	\$10,032.34
	SA Branch	\$24,170.95	\$26,844.56
	VIC Branch	\$1,817.21	\$1,671.33
	WA Branch	\$880.31	\$882.45
	Education SIG	\$4,868.49	\$5,900.04
	Leadership SIG	\$5,327.44	\$6,327.44
	LRC SIG	\$13,233.32	\$14,900.32
	NNP SIG	\$9,876.30	\$10,908.44
	NeoSkin SIG	\$4,078.61	\$5,142.30
	NDC SIG	\$4,911.95	\$5,911.95
	N&F SIG	\$2,091.49	\$3,091.49
	Research SIG	\$2,902.82	\$3,902.82