

**1.0** Meeting opened at 7:30pm AEST

**2.0 Present:**

**National Executive representatives:** Amy Curran (Chair), Margaret Broom, Samantha Lannan, Nicol Franz, Melissah Burnett, Laura Briguglio, Shelley Reid, Justine Parsons, Emily McCorquodale, Alison Michaels, Sarah Neale, Patricia Lowe and Karen New (ESO).

**Subcommittee representatives:** Vic Branch – Emma Yeomans & Jess Costello, WA Branch – Vini Brehaut, NSW Branch – Emily Macnaught, Qld Branch – Wendy Carlish, Neo Skin SIG – Janene Douglas, Education SIG – Tanya Pretty & Jennifer Dawson, LRC SIG – Donna Hovey, Leadership SIG – Alicia Blake, NDC SIG – Nicola Timmers, Nutrition SIG – Erin Trathen, NNP SIG – Barbara Monk

**2.1 Apologies:** Jennifer Middleton (Ordinary Member), Mekha Sam (ACT Branch)

**Minutes:** Laura Briguglio (Secretary)

Item	Topic	Actions
<b>3.0</b>	<b>Acknowledgement to Country</b>	
	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
<b>4.0</b>	<b>Confirmation of previous minutes – 11 August 2025</b>	
	Minutes were circulated prior to the meeting and are also available in Dropbox.  11 <sup>th</sup> August 2025 Meeting Minutes accepted by Margaret Broom and Justine Parsons.	<i>*11<sup>th</sup> August Minutes amended only with minor spelling errors as noted by Patricia Lowe with thanks.</i>
<b>5.0</b>	<b>Business arising from previous minutes</b>	<b>Actions</b>
<b>5.1</b>	<b>Website Review and Update</b> Amy provided an update regarding ongoing website updates and strategies to improve engagement with Branches and SIGs. ESO will continue to follow up with Branches and SIGs to ensure content is current and accurate. Guidance was provided regarding the use of photos on plain backgrounds, with attention to privacy and safety concerns, particularly around identifying features in images taken within homes.	Nil
<b>5.2</b>	<b>Half-Yearly Reports</b> Karen advised Half-yearly reports were received and noted.	Nil
<b>6.0</b>	<b>Governance</b>	
<b>6.1</b>	<b>Branch Reports</b> <b>ACT Branch: Nil representative – apologies.</b>	Nil
	<b>NSW Branch: Emily Macnaught</b>	Nil

	Emily reported that the 'Babies in the Bush' event was sold out with very positive feedback. Thanks were extended to Trish and Marg for the QLD presentation. Planning is underway for 'Babies in the Bush' in Coffs Harbour in early 2026. The branch is exploring opportunities to liaise with ACT for a 'Babies in Bega' event in September 2026. An end-of-year dinner and AGM will be arranged, and members were reminded to CC Nicol in meeting correspondence.	
	<b>QLD Branch: Wendy Carlish</b> Wendy advised that a Snack Pack Zoom meeting will be held on 17 November. The AGM will be held at the same meeting, with an ordinary meeting scheduled for the following week. A quieter end-of-year period is anticipated.	Nil
	<b>VIC Branch: Jess Costello</b> Jess apologised for absence from the previous meeting. A symposium is planned for the 3rd Thursday in November, with an AGM and education session.	Nil
	<b>WA Branch: Vini Brehaut</b> Vini reported that the AGM held in WA was very successful. Planning is underway for World Prematurity Day activities.	Nil
	<b>SA Branch: Nil Representative</b>	Amy and Nicol to follow up with SA Branch for update.
<b>6.2</b>	<b>SIG Reports</b> <b>Education: Tanya Pretty</b> Tanya raised a question regarding funding of education grants x2 for and could they be used for COINN in 2026 rather than an event in 2025. Sam will review notes on funding and provide further clarification. Tanya also raised a query regarding the strategic direction of the SIG whether this includes supporting educators or providing education directly. Discussion noted the strategic direction of education and support for educators and how to disseminate information and support back to their units. Amy advised that the group's role is to support educators in their role of education not to directly provide generalised education sessions.	Sam to provide update to Education SIG on grant funding for either 2025 or 2026.
	<b>Leadership: Alicia Blake</b> Reported that the open meeting with Nicole Allen on 'Professional Obligations around Social Media' was very successful. A great open discussion event. AGM is planned for 21 <sup>st</sup> October. Aware that some ordinary members are not renewing for 2026. Alicia has sought feedback from SIG regarding any improvements or information on planning for more accessible dates or times for the SIG to meet. Concerns raised if not enough committee members nominate for 2026 for the future of SIG. Nicol advised she will join AGM and provide feedback and support during this process.	Nicol to attend AGM and provide support and feedback during this process.
	<b>LRC: Donna Hovey</b> Donna reported that a December AGM and education session are planned. Consideration is being given to an Australian-based training session in 2026, otherwise two international sessions in 2027 (Bali, Vanuatu, Tonga). The Renée Collison Travel Grant (\$6,000) was discussed, noting increased funds following executive approval. Two applications were received; one was excellent and	Nil

	<p>one did not meet standard. Applications close 17 October. Work is ongoing with Sam to ensure incoming funds are directed to their designated purpose (e.g. COINN for CONN). A COINN for CONN option will be included on the registration page and Facebook. Thanks were extended for support, with fundraising at the ARNN conference noted as very successful.</p>	
	<p><b>NNP: Barbara Monk</b> Barbara reported a successful AGM with full committee participation. Work is underway on a CONN workshop. The next Recharge and Reconnect workshop will be held in Townsville on 1<sup>st</sup> May 2026. November open meeting is planned currently with a focus on Tiny Babies by Lindsay Zo. A group is working on website updates.</p>	Nil
	<p><b>Neo-skin: Janene Douglas</b> Janene reported a successful AGM, with Assistant Chair appointed. The Assistant Secretary role remains unfilled. Partnership with LRC SIG for an education session was noted as a goal. Parent-produced resources were successful, and website updates including biographies of new members are underway.</p>	Nil
	<p><b>NDC: Nicola Timmers</b> Nicola reported that the AGM was held on 27 October at 6:45pm (QLD). Attendance by ordinary members was challenging. Goals include establishing co-chair and secretary roles. NDC grant research was discussed at open meetings. The 2025 Treasurer is outgoing and thanked them for their support.</p>	Nil
	<p><b>Nutrition and Feeding: Erin Trathen</b> Erin reported a meeting held last week. Professor Donna Geddes presented on freeze-dried breastmilk. A new co-chair has been introduced. Peer support as a key aspect of the SIG was discussed, along with a focus on knowledge transfer to members. Website updates are in progress.</p>	Nil
	<p><b>Research: Patricia Lowe</b> Patricia reported two meetings held. 'Nurses in Vine and Babies' had 40 attendees in the first session and 70 in the second, with excellent professional development outcomes. The NNRN project was presented at the October meeting and well received. An AGM was held on 23 October.</p>	Nil
<b>7.0</b>	<b>Finance</b>	<b>Discussion/Decisions/Actions</b>
<b>7.1</b>	<p><b>Treasurers report: Samantha Lannan</b> ACNN has a current balance of \$411,338. Recent activity includes the usual monthly running costs, the registration income and venue costs for the seminar series events which is being finalised now, and income for upcoming state and SIG events. We have also had a couple of additional payments from trades for COINN and we also received our first registration payment for COINN within minutes of the registration site going live! Individual branch information available below.</p>	Nil
<b>7.2</b>	<p><b>Membership Report: Nicol Franz</b> Nicol advised that there were currently 1131 members. Detailed membership report was provided at the September AGM. Affiliate and legacy membership categories were discussed. Legacy membership is intended for retired members wishing to remain connected and access education, following constitutional changes. A vote will occur at the next Forum meeting. Janene queried whether affiliate members would require sponsorship to verify membership.</p>	Amy to follow up December forum meeting format and guest speaker.

	Amy advised that it would likely an open forum meeting in December with an education focus/guest speaker instead of standard forum meeting format. Details to be confirmed.	
<b>8.0</b>	<b>Conference and Events</b>	
<b>8.1</b>	<b>Sturt's Desert Peas in a Pod Symposium – Adelaide</b> Amy noted the event details and progressing well with registrations.	Nil
<b>8.2</b>	<b>COINN 2026 – Transforming Neonatal Care: Innovate, Influence, Inspire – Melissah Burnett</b> Melissah advised that abstract submission and registration are open. An option to pay later is available. Members were encouraged to follow ACNN on Facebook, Instagram and LinkedIn for updates.	Nil
<b>9.0</b>	<b>Governance / Operations</b>	
<b>9.1</b>	<b>Vice Presidents Report – Nicol Franz</b> Nicol advised that currently working on strategies to reach out and develop partnerships with Branches and SIGs. Nicol will be in touch with all Branches and SIG's this year.	Nicol to contact each Branch and SIG to check in.
<b>9.2</b>	<b>Professional Officers and Scholarship Report – Margaret Broom</b> Margaret reported on the Miracle Babies Marlene Dunn QI Project planned for early 2026. The Family Appreciation Award has already opened along with the third scholarship round currently open. It was noted that upcoming ANZNN conference there was a great nursing representation with attendees consisting of approximately 50–50 nurses and medical attendees. Marg will be attending. Margaret attended the biannual ANMF meeting with Chief Nurse and Aged Care representatives was described as highly impactful. Lots of healthcare associations having discussions around membership and advocacy was noted as 'bang for buck', with associations seeing similar member growth. A national focus rather than state-based was highlighted.	Nil
<b>9.3</b>	<b>Social Media Report – Sarah Neale</b> Sarah requesting to be CC'd on all upcoming events. Sarah will assist in reaching out for open meetings and supporting social media education goals. A WhatsApp group was proposed for SIG social media use, noting photos are easier to share via WhatsApp than email. NB LKT and Helping Hands were highlighted in promotion of the Nurse Appreciation Award. Nicol provided an example of a simple engagement question ('Freeze-dried breastmilk') from the N&F SIG. Branches and SIGs were identified as subject matter experts and encouraged to prompt ideas. Social media ideally to be included in planning for branches and SIGS.	Branches and SIGS to contact Sarah as often as able with content for social media.
<b>9.4</b>	<b>ESO Report – Karen New</b> Karen will follow up with Branches and SIGs regarding website updates. Guidance was reiterated regarding safe use of photos and privacy considerations. Planning for 2026 Zoom calls and meetings is underway. Cancellation policies for events can be adjusted but will be managed by Karen. Karen can assist with calls for EOIs for AGM and requested that enquiries be emailed.	Branches and SIGS to liaise with Karen to assist with call for AGM notices or events.
<b>10.0</b>	<b>Questions</b>	

<b>10.1</b>	<b>Developing Social Media Liaison Position and Engagement</b> Discussion occurred regarding the development of a Social Media Liaison role to improve engagement and coordination across Branches and SIGs. As per Sarah's social media update.	Nil
<b>10.2</b>	<b>Funding Utilisation – Amy Curran</b> Subcommittees were asked to review their Branch and SIG funds to identify opportunities to support members who have submitted successful abstracts to attend COINN. Wendy noted that there was an option to pay within 30 days is available, with a cancellation policy in place. Scholarship round opportunities will be available in 2026 however all applicants must declare if accessing funds from other sources.  Jennifer advised that the education SIG have arranged a grant for successful education SIG poster/oral from the education SIG funds. Karen asked committees to consider prioritising members/committee members who have served >12 months.	Nil
<b>11.0</b>	<b>New Business / Business without Notice</b>	
	Wendy Carlish raised query regarding the National Standards and tool kit available for correspondence. Justine advised they are available and to please through to herself and/or Karen and they can be sent through.	Karen to follow up with Wendy with Standards.
<b>12.0</b>	<b>Meeting closed: 8:40pm AEST</b>  <b>Next Executive Meeting: December 8<sup>th</sup> 7:30pm AEST</b> <b>*Note open forum meeting with invited speaker. Details TBC.</b>	

Accepted as a true and accurate record of the meeting.

*Amy Curran*

Amy Curran  
Meeting Chair and President  
9/2/2026

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

		<b>Branch and SIG Balances</b>	
		<b>13th October 2025</b>	
		<b>Opening Balance 1st July 2025</b>	<b>Current Balance 13th October 2025</b>
<b>ACT Branch</b>		\$6,164.72	\$6,335.02
<b>NSW Branch</b>		\$34,299.37	\$34,749.49
<b>QLD Branch</b>		\$10,608.27	\$9,987.34
<b>SA Branch</b>		\$24,170.95	\$30,900.08
<b>VIC Branch</b>		\$1,817.21	\$1,671.33
<b>WA Branch</b>		\$880.31	\$1,470.01
<b>Education SIG</b>		\$4,868.49	\$5,900.04
<b>Leadership SIG</b>		\$5,327.44	\$6,327.44
<b>LRC SIG</b>		\$13,233.32	\$11,338.32
<b>NNP SIG</b>		\$9,876.30	\$12,106.01
<b>NeoSkin SIG</b>		\$4,078.61	\$5,174.44
<b>NDC SIG</b>		\$4,911.95	\$5,944.09
<b>N&amp;F SIG</b>		\$2,091.49	\$3,091.49
<b>Research SIG</b>		\$2,902.82	\$3,902.82