



ACNN Forum Meeting Minutes

13 April 2026

1.0 Meeting Commenced: 7:30pm AEST

Present:

ACNN Executive: Amy Curran (Chair), Nicol Franz, Laura Briguglio, Melissah Burnett, Margaret Broom, Sarah Neale, Patricia Lowe, Jennifer Middleton, Emily McCorquodale, Alison Michaels, Shelley Reid, & Karen New (ESO- Ex-officio)

Subcommittee representatives: Alice Westwood (ACT Branch), Lyn Chapple (Qld Branch), Kris York (NSW branch), Isobel Cox (SA Branch - left @ 8:35pm), Helen Patterson (Vic Branch), Vini Brehaut (WA Branch), Louise Murphy (Neo-Skin SIG), Nicola Timmers (NDC SIG), Michelle Paliwoda (Research SIG – left @ 8:35pm), Donna Hovey (LRC SIG), Erin Trathen (N&F SIG)

2.0 Apologies: Samantha Lannan

Minutes: Laura Briguglio

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	
	Forum Meeting Minutes – 9 th February 2026 approved by Patricia Lowe and seconded by Lyn Chapple.	To be signed electronically by the Chair and uploaded onto the website
5.0	Business Arising from Previous Meetings	
5.1	Newsletter & Forms Update Reminder Reminder that the newsletter is going to 6 editions throughout the year. Branches and SIGs only need to do 4 submissions. Submission cut-off date is the 15 th of each month. Articles can be submitted at any time and will be included in the next edition. Amy invited forum members for feedback on the newly designed newsletter. Michelle Paliwoda commented that the new layout is visually appealing. The new uploading template is very user friendly and much easier to upload reports. Karen New queried the need for PDF email distribution and the group decision was to keep PDF for 2026 and consider change to flip book only online in 2027. Group thanks to Sarah and Karen for their hard work in creating this new design and template.	Branches and SIGs to plan submission of at least 4 articles each year

6.0	Governance	
6.1	<p>Annual Reports General Feedback – Amy Curran</p> <p>6.1.1 Each branch and SIG is required to hold 2 open meetings for all members each year.</p> <p>6.1.2 Important to be using the ACNN “Webmail” email system for emails or communicate via ESO using the website. Not to be using work or private email addresses for ACNN business.</p> <p>6.1.3 Engaging social media liaisons - updated TOR as the social media (SM) liaison is a required position. Committees must consist of a minimum of 5 members – Chair, Secretary, Treasurer Liaison, SM liaison and at least 1 ordinary member.</p> <p>6.1.4 Branches and SIGs are encouraged to add as an agenda item to their meetings website updates/changes at least twice a year</p> <p>6.1.5 Terms of Reference (TOR) have been reviewed by the executive. The IP statement has been updated with reference to policy 17 and the long paragraph removed from the TOR and inserted into policy 17.</p> <p>6.1.6 Please avoid the use of word “scholarships” as this clashes with the ACNN scholarships. Asked to use “travel or education grants” and the respective TOR have been updated to reflect this.</p> <p>6.1.7 Branch and SIGs will receive annual report feedback by the end of the month. As COINN is not technically an ACNN conference, this year groups will be awarded the rough equivalent of an ACNN registration (\$400) as part of the SCP (P13) for up to the equivalent of 3 registrations. This money needs to be used towards COINN 2026 for committee members. Committees can decide how the total amount awarded is divided between committee members attending.</p>	Nil
6.2	<p>Branch Reports ACT – Alice Westwood</p> <p>New committee was elected in February 2026. An Easter Raffle was organised by branch. Twilight seminar scheduled for April has been rescheduled to 21st May. Plan for Social Media Liaison to work with Sarah for advertising for this event. Mother’s Day event/raffle is upcoming. Lots of interest from members for attendance to COINN and currently discussing ways to support members.</p> <p>Margaret responded to Kris (NSW branch) regarding communication between the branches. Email correspondence from the ACT branch to the NSW branch has been sent and might have been missed. This was regarding the branch being involved in organising a ‘Babies in the Bush’ seminar with the NSW branch. It was felt that Bega might not have a venue and thus suggesting that Wollongong may be a better option with increased venue options.</p>	<p>ACT Branch to follow up with NSW branch re: Babies in the Bush</p> <p>ACT Branch to liaise with Sarah and Karen regarding promotion of the May event.</p>

<p>NSW – Kris York The committee discussing how to support NSW members to attend COINN. A raffle was considered; however, the committee felt it was too late to proceed. Instead will plan to send an email to NSW branch members this week to call for interest from members already planning to attend/registered to go into a draw to receive funding support towards attending. Jessie Everson-Checkley grant has not received any applications for a couple of years and will also be advertised and members encouraged to apply. Depending on how many applications/expressions are received will determine how much financial support will be available. Kris will liaise with Karen and Samantha regarding funds required for COIN for COINN and will donate towards this. Nicol asked if NSW branch had a budget for how much to offer members. Considering that it depends on how many people apply – no specific amount was discussed however have a figure in mind. Will liaise with Karen ESO before sending branch email to members.</p> <p>Babies in the Bush is going ahead and there is interest in hosting in Bega later this year with the support of ACT branch however, NSW have not been able to contact ACT. Hoping to touch base with ACT at tonight’s meeting. Alternatively considering an event in Wollongong. <i>See ACT branch report above.</i></p>	<p>NSW branch to follow up with ACT branch re: babies in the bush planning.</p> <p>Kris to follow up with Karen and Samantha re: member expression for financial support</p>
<p>Qld – Lyn Chapple Working on social media options with Sarah to introduce the Qld members and increase engagement. Toowoomba event has needed to be postponed, new date not yet confirmed. Currently working through support available for members to attend COINN. Looking into purchasing polo shirts to have a cohesive look when hosting Qld branch events. Looking to have a representative at the NNP upcoming event to support Coin for COINN. Qld would be supportive of hosting an event in the seminar series in 2027 if this is the direction that is taken.</p>	<p>Nil</p>
<p>SA – Isobel Cox Looking at ways to support members to get to COINN. Have recently lost access to the venue where have always held education evenings so now looking for new spaces for these events. A STABLE course is planned in October – looking to lock in dates and venues. Georgie is the new social media Liaison and is looking to work with Sarah for new ideas. Increased engagement from hospitals outside of Women’s and Children’s which has been welcomed and positive for SA branch.</p>	<p>Nil</p>
<p>Vic – Helen Patterson Recently held a virtual education event ‘Decision making for parents in the grey zone’. A second event upcoming, have linked in with the LRC SIG for this presentation - a non-neonatal nurse who has been deployed by red cross in Gaza to present on the impact on neonates in Gaza. 19th November will be the final open meeting with details of the planned speaker TBC. March in person meeting was well attended, “Dine and Discover” session was coordinated by Erin Church, and the presenter was a Nurse Practitioner from Washington USA – encouraging families to speak with their babies in their home/native language. Research shows that children do better in school who are bilingual. Large contingent from Vic have abstracts accepted to present at COINN.</p>	<p>Nil</p>

	<p>WA – Vini Brehaut Busy March for WA, most recent meeting was focussed on how to support members to get to COINN. Impromptu seminar afternoon which was very informative and great value to members. Upcoming online presentation next week Dr Alison Sorenson supporting breastfeeding in the NICU. Also working to arrange a neonatal symposium on May 22nd – secured a venue and working on program now. WA also working on developing a “Welcome Pack” to members and looking to target the new influx of recruitment in WA. Awaiting feedback on welcome pack flyer sent to exec for approval.</p>	<p>Sarah and Karen to follow up with WA branch re: welcome pack flyer.</p> <p><i>Meeting held 17/4/26 with Sarah and Karen to review welcome flyer.</i></p>
<p>6.3</p>	<p>SIG Reports</p> <p>LRC – Donna Hovey Hoping to have an education trip in December 2026. Possibly 2 trips to Honiara in 2027. Open meeting was in February which was about EOI’s for in country training trips. \$4000+ in Coin for COINN has been raised and gratitude was provided to all for their support with this. 4 Travel grants recipients, 3 from Soloman Islands and 1 from Fiji which is exciting and supported by Karen (ESO) in organising their attendance at COINN. TPA education continues into the 5th year and feedback from TPA is more practical skills and format around short videos and question/answers.</p> <p>Nicol asked how successful the EOI has been and Sarah responded that it has been very successful and the EOI would be open for a 2-year period to create a pool of people to draw upon when trip dates are confirmed. The local team in Honiara requested a short turn around which made it tricky for availability of the LRC team to attend and currently discussing new dates. Sarah also mentioned that an opportunity to attend Mauritius which is a separate process and further information and EOI will become available once more is confirmed.</p> <p>NNP – No representative</p> <p>Neo-Skin SIG – Louise Murphy Newsletter submission has been submitted. Email has been sent out to members for website updates and feedback. International collaboration with SIGNET has been established and MOU underway. CPI 2-hour workshop is currently being worked through for later in the year. Working with Miracle Babies Foundation on a parent document which is still underway. First open meeting is this Wednesday evening.</p> <p>NDC SIG – Nicola Timmers Funding has been provided to committee members to attend meetings, education sessions and COINN. Open meeting has been held this year, working to have the website updated and planning for newsletter submissions. Working on strengthening email engagement with members.</p> <p>Nutrition and Feeding – Erin Trathen Meetings have been reduced to 3rd monthly to assist with SIG sustainability. Heather Taylor spoke at recent event which was well attended. Upcoming event underway. Looking to support members to attend COINN and hoping to support 2-3 members to attend with funds available. Social media liaison is working with Sarah to strengthen this area.</p>	<p>Nil</p> <p>Neo-Skin SIG to send through MOU to executive once drafted</p> <p>Neo-Skin SIG to send through Miracle Babies parent document to executive once drafted</p> <p>Nil</p> <p>Nil</p>

	<p>Research SIG – Michelle Paliwoda Developed a survey to send out to members; needs to be converted to ACNN Google doc form. Working on strategic plan and activity plan for 26/27 period. Supporting members to attend COINN – interest has been received from 3 members so far.</p>	A Google doc form has been set up by Sarah and Karen. For Research SIG to check it before distributing.
7.0	Finance	
7.1	<p>Treasurer’s Report – Presented by Karen New (ESO) ACNN has a current balance of \$473,030. Recent activity has been the usual monthly running costs along with membership income and registration income and venue costs for branch events. The Term Deposit was rolled over in March for 4 months to facilitate access to additional funds if needed prior to the COINN conference. We continue to receive registration income for the COINN conference noting that the pay later option ceased at the end of March so we will be following up any outstanding payments and from now on delegates will pay at the time of registration. Branch balances have been sent to all branches and SIGs via email by Samantha.</p>	Members to direct finance queries to Samantha via treasurer@acnn.org.au
7.2	<p>Membership Report – Nicol Franz Current membership: 1166 financial members. Only 1 new member in the last fortnight however coming up to May Madness. Couple of membership cancellations due to retirement and membership payments failing. QLD has the largest gain in members over the last 5 months. SIG membership fluctuates frequently; over the last 5 months Neo Skin has seen largest growth closely followed by NDC and Nutrition and Feeding.</p>	Members to direct membership queries to Nicol via email at membership@acnn.org.au
8.0	Conference and Events	
8.1	<p>COINN 2026 – Transforming Neonatal Care: Innovate, Influence, Inspire – Melissah Burnett Accepted nearly 100 oral presentations for COINN and approximately 80 posters. There may be a place for “Late Breaking Abstracts”. 190 registered for COINN so far and early bird finishes in May. This is the first ACNN event that will have an interactive program. Melissah shared screen and presented the platform for the program highlighting synopsis, sponsors and sessions locations/times. Exhibitors will also link into the platform, and participants will interact with the exhibitors through this platform. Feedback from the forum was very positive, user friendly. Melissah thanked the Margaret Broom and the Scientific Committee for their hard work in undertaking the abstract review process. Melissah advised that the Royal Australian Navy Band will play at the Darwin Sailing Club for the Conference Dinner. Further information regarding the conference dinner theme will be released shortly.</p>	Nil
8.2	<p>Seminar Series for 2027– Amy Curran Seminar Series will go ahead for 2027. Executive will need to take some time to plan the governance and schedule for the Seminar Series.</p>	Amy to send an email to all branch and SIGs to

	All branches and SIGs to email Amy by 1st May with feedback for the seminar series. Looking for ideas around the theme, organisations to engage with e.g. ACN. Amy welcomed ALL ideas which would be considered by the executive.	invite feedback by 1 st May
9.0	Operations	
9.1	Vice President Report – Nicol Franz <ul style="list-style-type: none"> Nicol stressed the importance that communication with members be sent using via the ESO using the ACNN web email system. This will ensure that all joining members receive communication as members and the email system is synced. It was also encouraged any media or photos from branch activities to please be sent through to Sarah for promotion. All branch/SIG activities are welcomed for promotion. If any questions from the annual reporting feedback, please reach out to Nicol. Nicol stressed that she is available to attend any meetings or arrange a time to meet 	Nil
9.2	Professional Officers Report – Margaret Broom <ul style="list-style-type: none"> A large group of scholarship applications were received for the March round. Approximately 12-15 scholarships have been granted and large proportion for COINN. June round opens on 1st June. Mark New award is also open now and closes 19th April – this award recognises the work of quiet achievers within branches and SIGS. Marlene Dunn Quality Improvement scholarship is also currently open which is \$10,000 towards a project – applications available online. COINN late breaking abstracts will be open soon – watch this space. Margaret recently attended the PZANZ conference which was great and well attended – photos have been sent through to Sarah for promotion. 	Nil
9.3	Social Media Report – Sarah Neale Thank you to all branches and SIGs for support in the social media space – increased uptake in this space. Any committee member can liaise with Sarah and support the social media liaisons. Sarah always happy to work with branches and SIGs to create content just need to reach out. Sarah requested branches and SIGs provide May Madness promotional content (e.g. speaker bios, images, key messaging) to the social media team by 20th April to support campaign rollout.	All branches/SIGs to contact Sarah by April 20 th with any details for planned May Madness marketing.
9.4	ESO Report – Karen New Karen happy to assist with website updates and changes that have come through from the branch and SIG reports.	Branches and SIGs to contact Karen ESO for support with updates to website
10.0	New Business/Business without notice	
10.1	Nicol advised that P17 will be updated with the wording from TOR and subsequently TOR wording reduced with direction to P17 for full wording.	Nicol and Karen will ensure P17 is updated and uploaded to the website once reviewed by Executive.
	Meeting closed: 8:39pm	Next Forum Meeting: Monday 8 th June 7:30pm AEST

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
8/06/2026

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

		Branch and SIG Balances	
		13th April 2026	
		Opening Balance 1st July 2025	Current Balance 13th April 2026
	ACT Branch	\$6,164.72	\$5,555.66
	NSW Branch	\$34,299.37	\$30,441.82
	QLD Branch	\$10,608.27	\$10,552.24
	SA Branch	\$24,170.95	\$29,286.58
	VIC Branch	\$1,817.21	\$5,565.62
	WA Branch	\$880.31	\$2,469.29
	LRC SIG	\$13,233.32	\$11,338.32
	NNP SIG	\$9,876.30	\$13,162.91
	NeoSkin SIG	\$4,078.61	\$7,377.72
	NDC SIG	\$4,911.95	\$7,078.37
	N&F SIG	\$2,091.49	\$4,111.49
	Research SIG	\$2,902.82	\$3,934.96

ACNN Memberships 2026 – April Forum Meeting

Overall membership No. as of 13th April 2026

- Currently **1,166** financial members
- Comparison April 2025 – 1,095
- Previous known max. **1,134** Sep/Oct 2024

2026 End of the Month Numbers							
	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
Overall no. of members	1154	1164	1170	1166			
New							
No. of New Full Monthly	4	7	5				
No. of New Full Yearly	10	9	9				
No. of New Affiliate Yearly	1		2				
Transferred							
No. of Legacy							
No. of Associate	3						
Renew							
No. of Renewed monthly	Renewals turned off						
No. of Renewed yearly	Renewals turned off						
Cancelled							
No. of cancelled memberships	6	1	4				
No. of retired		2					
No. of lapsed/cancelled monthly	2		3				
No. of lapsed/cancelled yearly	2	2	3				



