



Forum Meeting Minutes

9 June 2025

1.0 Meeting opened: 1933 AEST

2.0 Present: *National Executive representatives:* Amy Curran (President/Chair), Melissah Burnett (Vice President), Samantha Lannan (Treasurer), Margaret Broom (Professional Officer), Nicol Franz (Membership Secretary), Justine Parsons (Ordinary Member), Jennifer Middleton (Ordinary Member), Sarah Neale (Social Media Chair)

Subcommittee representatives: NSW Branch– Kris York, Qld Branch – Wendy Carlish, SA Branch – Konnie Rapassanis, Vic Branch – Erin Church, WA Branch – Christine Heald, Education SIG – Jennifer Dawson, Leadership SIG – Alisha Blake, LRC SIG – Lyn Chapple, NNP SIG – Sil Sissing, Neo-skin SIG – Lyn Chapple, NDC SIG – Erin Church, Nutrition and Feeding SIG – Erin Trathen

Apologies: Laura Briguglio (Acting Secretary), Patricia (Trish) Lowe (Research SIG)

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 tonight.	
4.0	Previous minutes of 14 April 2025 accepted with typographical corrections to attendee’s names. Accepted: Margaret Broom Seconded: Samantha Lannan	Email correspondence received from Nicol Franz with suggested further grammatic corrections. Will be considered for future minute writing.
5.0	Business arising from the previous minutes	
5.1	Updating to PO Box details on email signature The chair reminded attendees to make changes to all email signature to reflect the new PO Box address. Now PO Box 195, Sorell, Tas 7172.	Please update signature blocks with the correct address
5.2	ACN complimentary memberships The chair announced with winners of the complimentary memberships following an expression of interest call and draw. The carried over 2024 voucher (to be used by 12 July 2025) winner was Mary Joyce Madla and the 2025 voucher winner was Nicole Kennedy. Both have been notified.	Nil further
5.3	UTas Guest Speakers Nicol Franz reported responses from ACNN SIGs to present as a guest presenter within the Neonatal Course which she co-ordinates at the Uni of Tasmania. Responses from ACNN SIGs positive and most showing engagement	
6.0	Governance	
6.1	Branch reports ACT: presented by Margaret Broom on behalf of the ACT branch representative Reported planning seminar for July	

	<p>NSW: Kris York Reported next scheduled committee meeting is tomorrow evening. Finalising Babies in the Bush Day in September and will discuss dates for these for next year at the meeting. Looking at organising another NSW event and meeting for December. Promoted and disseminated more membership packs.</p>	The chair suggested the NSW branch share with other branches the details of the membership packs.
	<p>Qld: Wendy Carlish Reported on Day 1 of the seminar series held on the Gold Coast on 5 June. Approximately 150 delegates. The majority of speakers were neonatal nurses. Case presentations along with Standards of Practice presentation. Good venue.</p>	Nil
	<p>SA: Konnie Rapassanis Reported the committee is next meeting tomorrow evening. In May the branch held evening presentation which had a good turnout, good feedback. Currently organising the SA Branch symposium for October this year.</p>	Nil
	<p>VIC: Erin Church Reported that currently focussing on the seminar series being held in July. Have organised a dinner for the Thursday evening. Numbers have been capped as one of the sessions being organised as interactive stations. Looking to organise a Zoom session also later in the year.</p>	Nil
	<p>WA: Christine Heald Reported had a committee meeting last week. April presentation via Zoom featured a consumer; symposium in May (Face-to-Face) – featured Professor Donna Geddes (UWA)– who would like a closer affiliation with ACNN and another presentation by a NNP. Coming up in August – the ABREAST conference along with a Gala Dinner to celebrate International Neonatal Nurses Day. Also reported committee position changes will be occurring due to maternity leave and other leave. Will advise when confirmed. WA branch also active in promoting May Madness.</p>	Comment for Executive consideration at another time - consideration of non-neonatal nurses being affiliated with ACNN.
6.2	<p>SIG reports Education: Jennifer Dawson Reported Melissah Burnett joined last committee meeting – extended thank you. Also thanked Justine Parsons for all her work and contribution to the SIG prior to her stepping down from the committee recently. Has virtual presentation coming up on 15 July – AI in Nursing; and another on 25th November – mentoring and difficult feedback. Working on the Babies in the Bush in September and looking forward to working with NSW Branch next year on these.</p>	Question for the Chair: will intellectual ownership be discussed further at this meeting. Response: not on tonight's agenda.
	<p>Leadership: Alicia Blake Reported that the Leadership SIG seminar series with Prof Linda Johnston was received very good feedback. Eight attendees which reported good interaction due to the group size. Have a Zoom presentation coming up on 17 June with Laura Bignell presenting.</p>	Nil
	<p>LRC: Lyn Chapple Reported that the in-country training in the Solomon Islands was a great success. The team over there were very engaged and a case study discussion happening with TPA. Also planning is underway for a trip to Fiji possibly at the end of this year and then back to the Solomon Islands early next year. Started discussion around COINN and planned plenary session and workshop. Aiming to sponsor 3 nurses from low resource setting to COINN 2026 – Bali, Tonga and Vanuatu. TPA presentations going well. Have a spot to fill in August. Planning Zoom education session later in the year.</p>	Calling for a presenter for TPA meeting in August – please contact LRC SIG if have availability to do this.
	<p>NNP: Sil Sissing Reported changes in committee positions (secretary) – new secretary is now Barbara Monk. Planning 2 open meetings this year including virtual presentations – first is on 25th June and then 11 November. STABLE group working hard on presenting courses at Horsham, Sunshine Coast and Adelaide. NNP candidate mentoring program still running – have 9 candidates presently being mentored. Next Recharge & Reconnect workshop is planned for Townsville in 2026.</p>	Nil

	<p>Neo-skin: Lyn Chapple Reported on Day 2 of the Qld seminar series event. Really positive feedback received including on the interactive sessions. Looking to run this workshop at COINN 2026. Planning open meetings in July and September.</p>	Nil
	<p>NDC: Erin Church Reported on the seminar series arrangements at the Victorian event. NDC SIG hosting 2 sessions including a practical session. Have left over coffee cups from Melbourne – so donating these into attending bags for this event. Planning on making another social media reel to promote the event and dinner. Responding and supporting nurses with neurodevelopmental care information and resources including establishing NDC rounds, presenting within Utas sessions. Encouraging and mentoring other committee members to engage in these sessions for Utas. Erin reported that she has stated her Prof Doc – and offered thanks to ACNN for support and encouragement around her work and study. Presenting at the ‘Emerging Minds’ webinar this month.</p>	The Chair congratulated Erin on her personal achievements and also the work of the SIG.
	<p>Nutrition & Feeding: Erin Trathen Reported next meeting is on Wednesday. Have held 1 zoom presentation meeting and planning another for August. Also involved in organising a session at the Victorian seminar series event.</p>	Nil
	<p>Research: Patricia Lowe Written report submitted for the meeting. Since the last forum the Research Special Interest group has met twice (April and May). Many of our updates were documented in the June newsletter, but to summarise: Workforce workshop update- The manuscript containing the ACNN World Café Workforce Workshop results has been submitted to the Journal of Advanced Nursing and is undergoing final review. We hope to hear of a successful publication very soon. I presented the results to the Western Sydney University online neonatal research symposium (organized by R-SIG member, Suza Trajkovski), on the 30th May. This event received approximately 300 national and international multi-disciplinary registrations. Congratulations to Suza for this fabulous opportunity to promote neonatal nursing and research, the ACNN and our special interest groups. NNOM update- Jann Foster and Margaret Broom presented the NNOM project to the Western Sydney University online neonatal research symposium. Marg has been awarded one of three inaugural Canberra Hospital Foundation grants worth \$20k. This will cover significant costs associated with the pilot that will run over approximately 5.5 months (one month pre- implementation, 3.5 months implementation, one-month post-implementation). The two sites are both ACT Health sites (one NICU and one SCN). Ethics application will be submitted in June. Marg has also received budget approval and the necessary administration (e.g., Good Practice Guideline education) is underway. Congratulations to Marg and Jann for their leadership on this exciting project. ACNN roadshow update- Margaret Broom and myself 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. We are presenting on the topic of ‘Improvements in the Special Care Unit: Where do I Start?’ This event has been promoted within the R-SIG as we have been awarded two complementary registrations to award to our members.</p>	Nil
7.0	Finance	
7.1	<p>Treasures report – Samantha Lannan Treasurer reported ACNN has a current balance of just under \$392,121. Recent activity, along with monthly running costs, include registration income and venue costs for the seminar series events being held this year. Have had early payments outgoing for the COINN 2026 conference. Presented the opening and current balances for the Branch and SIGs. These have been emailed out to each of the committees. No questions arising. The Chair reported that the profits/loss from the seminar series events will be finalised after the September event.</p>	See details at the end of the minutes.
7.2	<p>Membership report – Nicol Franz Membership secretary reported the outcome of the May Madness promotion. Total of 45 new members joined in May of which 26 were eligible to go into the draw to win one of 6</p>	Further details reported by Table/s

	<p>\$200 vouchers to be used towards attending ACNN/COINN events within the next 2-years. A total of 19 referring members were eligible to win one of 6 \$300 vouchers to be used towards attending ACNN/COINN events within the next 2-years. All have been notified. New member winners: Michelle Guay, Karen Raeburn, Sweeni Rose Francis, Nila Punnakkat Reveendran, Mel Newton, Evelyn Lynch.</p> <p>Referring members: Nicole Gould, Heather Alexander, Heidi-Marie James, Bree Schipper, Linda Taranto, Amber Peti.</p> <p>The promo was overall more successful this year compared to last year. Comparison of numbers (May 2024/2025): overall member numbers 1076/1127; new monthly 8/16 and new yearly 9/28.</p> <p>Overall membership No. as of 31st May 2025: 1127.</p> <p>Currently in a renewal period for multi-year renewals who have not set up automated renewal as yet.</p> <p>Declined applications: student (not eligible) and for an unsuccessful payment.</p> <p>No questions of the report</p>	<p>and graph/s at the end of the minutes</p>
8.0	Conference and Events - Melissah Burnett, Conference Chair	
	Seminar Series – The Conference Chair reported that no further updates required as they events are organised and progressing.	
9.0	COINN 2026 conference – Melissah Burnett, Conference Chair	
	<p>The Conference Chair reported had completed a site visit to Darwin at the beginning of May; along with our PCO, Nikki Abercrombie. Confirmed Darwin is walkable and also there is a free bus service available around the CBD area.</p> <p>Viewed a range of accommodation venues – so next step is to secure rooms for bookings. Viewed options for hosting welcome reception and conference dinner – will be confirming these shortly and will then confirm.</p> <p>Will be working with Northern Territory Tourism for a landing page for booking activities in and around Darwin.</p> <p>Visited the NICU and have 3 nurses who will be a part of the Local Organising Committee (LOC).</p> <p>Thanked Social Media Chair for assistance with setting up ACNN Linked-In page. Will be used to connect with sponsors and professional bodies.</p> <p>No questions of the report.</p>	<p>The Conference Chair reminded people to continue to view the COINN 2026 conference pages on the website for updates and dates for abstract and registration opening.</p>
10.0	Operations	
10.1	Vice-president (VP) report: Melissah Burnett	
	Reported on ACNN's membership with the Australian College of Nursing. Reminded everyone that she and the Social Media Chair were available to attend committee meetings to offer assistance, guidance if needed.	
10.2	Professional Officer's report including scholarship committee report: Margaret Broom	
	<p>Reported the 2nd round of scholarships for 2025 are open and close on 16 June. Continue to liaise with Miracle Babies Foundation to set up the Marleen Dunn Scholarship to be launched at the September Annual General Meeting.</p> <p>Sarah Neale asked a question on the Neonatal Nurse Excellence Awards. The Professional Officer confirmed this award opened today 9 June. Closing date is 30 June.</p>	
10.3	Social Media Chair report: Sarah Neale	
	<p>Reported has been busy time for social media with the seminar series events and May Madness. Have had growth in engagements for both Face Book and Instagram. Reported that SIGs are been producing content and thanked them for this. Highlighted that a lot of material sent for social media platforms cannot be used as does not meet the requirements of these platforms. Therefore, encouraged people to attend the upcoming meeting. Due to leave, response rate from the Chair and posting on socials will be delayed.</p> <p>The meeting Chair asked a question around 'reach' of ACNN posts. People encouraged to comment, share and/or like posts as this improves the reach of posts and then get more engagement with ACNN and events etc.</p>	<p>Open invitation to social media meeting on Thursday 12 June – particularly for those on committees who are producing content.</p> <p>Social Media Chair on leave from 30 June until mid-September.</p>

10.4	ESO report: Karen New Reported of the need to remind committee members of the subcommittee reference guides and other documents available on the website for reference. Has been more email correspondence around Zoom presentations and recording of these events – a reminder that this is the role/responsibility of the SIG/Branch to liaise with the presenter on all details and including permission for recording – needs to be done prior to the event date/time.	Reference guide to be reviewed and updated if needed and reposted on the website.
11.0	Questions/General Discussion	
11.1	The Chair asked if any other questions from the floor. Nicol Franz asked Justine Parsons to comment on the ACNN Standards of Practice Update. The Chair reported on her presentation about the Standards at the Qld event. No comments from delegates at the time but congratulations/positive feedback to the writing committee on the work involved in updating the Standards. The Chair reported that the Standards and companion documents would be available on the ACNN website from September. Three members at the Qld event offered to be trial sites for the companion documents prior to their release in September. Also, a need to consider how to register the documents to ensure good version control. Justine Parsons reported that working with ESO to produce fillable PDF documents for the companion documents. Nicol Franz also offered to assist with producing the fillable PDF documents.	The Chair to send an email to Justine Parsons regarding the trial sites.
12.0	New business/ Business without notice - NIL	
13.0	Meeting closed: 2029 AEST Next Forum meeting: 11th August 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
11/08/2025

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

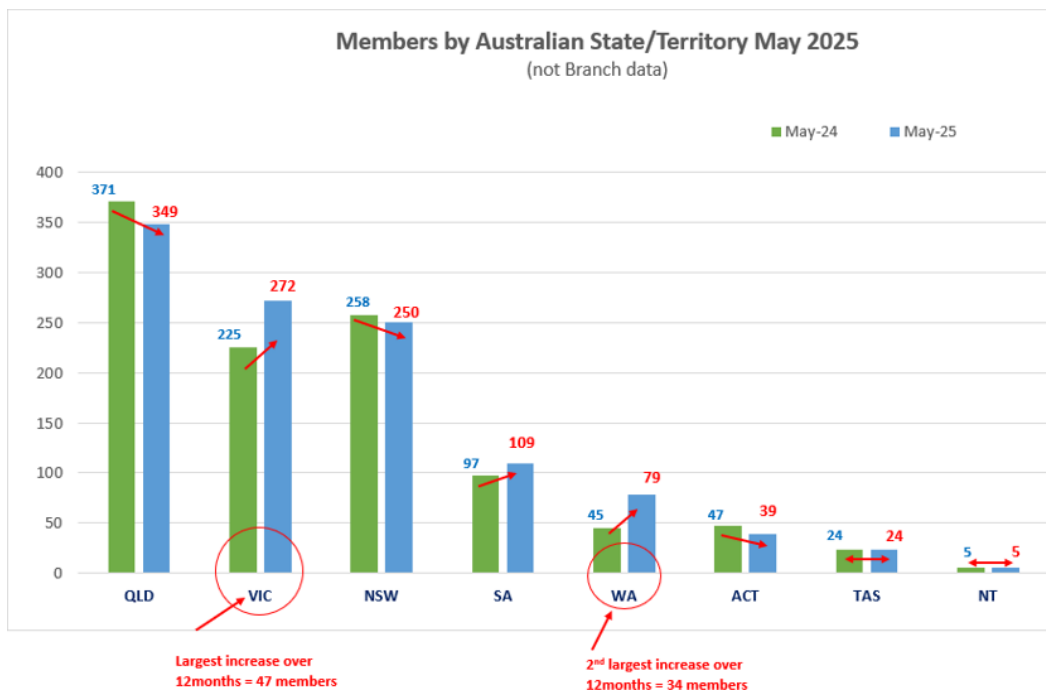
	Opening Balance 1st July 2024	Current Balance 9th June 2025
ACT Branch	\$7,485.57	\$6,164.72
NSW Branch	\$31,764.84	\$34,299.37
QLD Branch	\$12,995.60	\$10,339.29
SA Branch	\$24,387.03	\$23,751.46
VIC Branch	\$1,063.77	\$1,817.21
WA Branch		\$858.31
Education SIG	\$4,296.46	\$4,868.49
Leadership SIG	\$3,530.62	\$5,327.44
LRC SIG	\$9,623.69	\$11,652.17
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 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	Apr-25	May-25
Overall no. of members	1,063	1,076	1,085	1,108	1,118	1131pre / 966post	983	1000	1014	1030	1046	1074	1095	1127
New														
No. of New monthly	2	8	5	18	5	9	10	7	6	10	5	14	15	16
No. of New yearly	9	14	16	8	10	10	11	8	14	13	16	29	15	28
Renew														
No. of Renewed monthly		48	32	37	10	14							2	4
No. of Renewed yearly	2	218	127	68	38	25					*1		17	64
Cancelled														
No. of cancelled memberships			2	7	2		1		1	1	4	1	6	5
No. of retired			8	3	2	1							1	4
No. of lapsed/cancelled							3	1	1	5	2	2*		3
Declined														
applications				1									1	

Multiyear Renewals

Year	Due	Renewed
2025	172	102
2026	75	1
2027	11	



SIG members May 2025

