

# February Meeting Minutes

Monday 12<sup>th</sup> February 2024  
6.15pm (ADST) NSW, Vic, ACT  
5:15pm Qld

[Zoom meeting](#)

Meeting ID: 648701193

Passcode: 918851

Agenda Item	Action	Member responsible
<b>Acknowledgment to Country</b>	The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander peoples across the nation as the traditional custodians of the lands on which we live, learn and work, and honour elder's past and present	
<b>1. Members</b>	<u>Chair</u> : Donna Hovey (DH), <u>Secretary</u> : Leanne Sheppard (LS), <u>Treasurer</u> : Jo La Spina (JLS), <u>Ordinary Members</u> : Karen New (KN), Linda Ng (LN), Melissah Burnett (MB), Sarah Neale (SN), Sandra Meskell (SM), Penny Janes (PJ), Helen Patterson (HP), Lyn Chapple (LC), Jane Langford (JL).	
<b>2. Present / Apologies</b>	<b>Present</b> : Donna Hovey, Leanne Sheppard, Jo La Spina, Karen New (KN,) Linda Ng (LN), Melissah Burnett (MB), Sarah Neale (SN), Lyn Chapple (LC), Jane Langford (JL). <b>Apologies</b> : Nil received	
<b>3. Correspondence</b>	<u>In</u> <ul style="list-style-type: none"> <li>Expressions of interests for Tonga in country training</li> <li>3 x Requests from non ACNN members to access the Low Resource Setting Scholarship</li> </ul> <u>Out</u> <ul style="list-style-type: none"> <li>DH replied received to each Tonga EOI (<i>see point 16</i>)</li> <li>DH notified one late Tonga EOI that their application was unable to be accepted at this stage</li> <li>DH replied to Low Resource Settings Scholarship applicants (<i>see point 14</i>)</li> </ul>	LS
<b>4. Review of Finances</b> <i>Feb, May, Aug, Nov</i>	Finance report is in Dropbox for all Committee members to access. Current balance: \$10,317 Identified a donation received from Gail Barkley (Aug). KN confirmed that a thank you from the LRC SIG was sent to Gail. A second donation was received from Jo Nathan identified as 'penguin suction purchases'. KN will follow up.	JLS  KN
<b>5. ACNN Executive Forum - 2<sup>nd</sup> monthly</b> <i>Monday 7:30pm AEST</i>	DH attended Dec meeting. Minutes were reviewed by committee. Discussed availability of square point of sale devices, updates from Branches and SIGs, and the finalised email banner footers for use. DH to send to committee members. Discussed how to communicate early with new members. Decided that a monthly email to all members from the Chair would be undertaken rather than individual welcome emails to new members. KN spoke on the request sent out for participants to join the ACNN Scholarship Committee. She encouraged all members to consider joining and assured us that being on the committee would not restrict those people from applying.  LC confirmed that she will be able to represent the LRC SIG on tonight's Executive Forum.  Feb - LC; April - JS ; June - HP ; <b>Aug</b> ; <b>Oct</b> ; <b>Dec</b>	DH  DH  LC

6. <b>ACNN Newsletter</b>	KN confirmed that she will submit the LRC SIG article for this month.  Mar - KN; June - DH; <b>Sept</b> ; <b>Dec</b>	KN
7. <b>Documents Review</b>	DH confirmed that documents are finalised. DH presented the new version of the 'LRC SIG Information Flyer', now modified as a single A4 page. Reviewed by committee with small edits to be attended by DH & KN. All other information from the 2023 flyer to be added to website.	DH  DH, KN
8. <b>Open Meetings</b> <i>Guest presenters</i> 13 May 2024 11 Nov 2024	<b>May</b> Dr Carol Titiulu and Sister Joylyn Evo confirmed that they will present on behalf of the neonatal team in Honiara, Solomon Islands. DH will have further discussions to confirm date and time for the presentation. <b>Nov</b> Dr Loftus to be approached <b>Other</b> Discussed that any successful scholarship applicants would also be asked to present when appropriate during the year.	DH  KN  DH
9. <b>LRC Liaison</b>	<b>Tonga</b> EOI's received. Decision made to take a team of 6. Successful applicants still to be notified ( <i>see point 16</i> ). Liaising with Medical Pantry to source equipment requested by Dr George. Still to confirm a few details ie expiry dates, glucometer brands. Medical Pantry will provide quote for shipping bulkier items. <b>KTF</b> No recent contact from Kate at KTF. DH to follow up	KN  DH
10. <b>Social Media</b> <i>Jan, Mar, May, July, Sept, Nov</i>	"Throwback Thursday", all agreed this is a great idea. SN requested a minimum of 12 photos from the LRC SIG to enable 1 photo per month. Some background included for context would be appreciated. KN & DH to supply photos	SN & HP  KN, DH
11. <b>Webpage</b> <i>Jan, Mar, May, July, Sept, Nov</i>	Due March	LC & DH
12. <b>Sth Pacific Education (TPA)</b> <i>Feb, Apr, June, Aug, Oct, Dec</i>	Good attendance in the last two months. Lots of discussion generated after LN presented Hypoglycaemia. Joylyn Evo from Honiara will be presenting in April on congenital syphilis. Participants particularly enjoy take home messages, flow charts, drug calculations and recipes. Discussed ingenuity of placing sugar under the tongue to manage low sugars.	MB & LN
13. <b>Conference 2024</b> <i>Feb, Apr, June, Aug, Oct, Dec</i>	KN notified that registration open today. Discussed ACNNs effort to reduce waste. Recommended using slide shows, laminated photos and links to website. Discussed new poster idea around our work with TPA. DH to commence development. Fundraising idea - place a jar on the LRC SIG table for coin donations. KN also discussed that Branch and SIG tables will only be open during morning and afternoon breaks.	DH  DH
14. <b>Scholarships</b>	<b>Renee Collisson</b> To highlight this scholarship through Social Media platform. SN will develop and confirm wording with KN & DH. <b>Low Resource Settings</b> Three Indonesian nurses, Regina, Novar and Defi sent email queries. They hope to use this scholarship for support to attend COINN Denmark 2024 where they are presenting a poster. DH replied to the group and included the current form, with a request that they send the application back to us by the 28 <sup>th</sup> of Feb.	SN, KN, DH  DH

<b>15. Fundraising</b>	Discussion on whether we need to undertake now that we are heading to Tonga. Agreed we are in a good financial position and although it is not urgent individual committee members could start considering opportunities for the future. See “coin donation” discussed ( <i>point 13</i> )			All
<b>16. New Business</b>	Tonga in country training team: Jessica Charleston, LC, SN, JLS, DH, KN. Congratulations were given to those in attendance. DH to notify the unsuccessful and successful applicants. KN will facilitate team meetings to commence planning.			DH KN
<b>17. Future meetings:</b> 6.15 pm AEST/AEDT	<ul style="list-style-type: none"> <li>• March 11</li> <li>• April 8</li> <li>• May 13 - open</li> <li>• June 10</li> </ul>	<ul style="list-style-type: none"> <li>• July 8</li> <li>• August 12</li> <li>• September - conference</li> </ul>	<ul style="list-style-type: none"> <li>• October 14</li> <li>• November 11 - open</li> <li>• December 9</li> </ul>	