



# Neurodevelopmental Care

SPECIAL INTEREST GROUP

## Teleconference Minutes

### NDC SIG General Meeting via Zoom

**Date** 27/03/2023  
**Time:** 19:30-20:30 AEST (Sydney Time)

### Committee Members:

**Chair:** Erin Church  
**Secretary:** Sara Jones (absent)  
**Treasurer:** position open  
**Present:** Annie Chang (minutes), Jacquie Glazbrook, Renee Muirhead, Amanda Bates  
**Apologies:** Sara Jones, Sophia Dong

Item	Topic	Lead																					
1	<p><b>Previous minutes</b></p> <ul style="list-style-type: none"> <li>Confirmation of minutes of previous meeting.</li> <li>Next ACNN national forum meeting is due on 10 April. Thanks to Renee Muirhead for agreeing to attend the meeting on behalf of NDC SIG.</li> </ul> <table border="1"> <thead> <tr> <th>FORUM MEETING DATE (7:30pm)</th> <th>REP. NAME (1)</th> <th>REP. NAME (2) (backup / in addition)</th> </tr> </thead> <tbody> <tr> <td>Monday February 13th</td> <td>Nicola Timmers</td> <td>Erin Church</td> </tr> <tr> <td>Monday April 10th</td> <td>Ursula Haack</td> <td>Renee Muirhead</td> </tr> <tr> <td>Monday June 12th</td> <td>Cindi Escardo</td> <td>Amanda Bates</td> </tr> <tr> <td>Monday August 14th</td> <td>Erin Church</td> <td>Ursula Haack</td> </tr> <tr> <td>Monday October 9th</td> <td>Renee Muirhead</td> <td>Cindi Escardo</td> </tr> <tr> <td>Monday December 11th</td> <td>Amanda Bates</td> <td>Jacquie Glazbrook</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>NDC SIG Monthly Social Media contribution:               <ul style="list-style-type: none"> <li>Topic for January to March: Kangaroo care                   <ul style="list-style-type: none"> <li>Videos for February was done by Erin.</li> <li>Video for March: Megan needs to postpone her video due to family responsibility; Erin will produce another one for Sarah to submit to social media team.</li> </ul> </li> </ul> </li> <li>Annual Report</li> </ul>	FORUM MEETING DATE (7:30pm)	REP. NAME (1)	REP. NAME (2) (backup / in addition)	Monday February 13th	Nicola Timmers	Erin Church	Monday April 10th	Ursula Haack	Renee Muirhead	Monday June 12th	Cindi Escardo	Amanda Bates	Monday August 14th	Erin Church	Ursula Haack	Monday October 9th	Renee Muirhead	Cindi Escardo	Monday December 11th	Amanda Bates	Jacquie Glazbrook	<p>AC, JG, RM RM, EC</p> <p>EC</p> <p>EC, SJ</p>
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	<ul style="list-style-type: none"> <li>o submitted by NDC SIG chair on 28 Feb 202 and reviewed by executive recently. Result is pending at time of this report.</li> <li>● ACNN Conference 2023 <ul style="list-style-type: none"> <li>o ACNN and NDC SIG agreed on having both a Breakfast Session and a Concurrent Session. Breakfast sessions will run 7am - 8:15am</li> <li>o ACNN Karen New (Executive Support Officer) has formally invited Megan Bater as invited speaker at ACNN 2023 NDC SIG breakfast session (7:00 – 8:15am). This year, ACNN is financially responsible for providing breakfast sessions as not all can do concurrent sessions.</li> <li>o Megan Bater will present the series on Parent concerns for child development following admission to NICU or SCN: From birth to adolescence (Women's and Children's Hospital) &amp; the consumer consultation to inform the creation &amp; pilot study of an early intervention for parents with VP infants, to enhance parent's developmental literacy &amp; emotional wellbeing (PhD candidature) Final title and the length of time for presentation will be provided by MB. we are likely to be allocated the main conference room, and likely the Friday morning so that those attending the welcome event on Wednesday evening don't have to get up (as) early on Thursday morning.</li> </ul> </li> <li>● Virtual presentations <ul style="list-style-type: none"> <li>o Reminder to answer the survey of choosing your preferred presenter for a virtual presentation, due 30<sup>th</sup> March. <a href="https://take.quiz-maker.com/poll4753917xFa01465f-147">https://take.quiz-maker.com/poll4753917xFa01465f-147</a></li> </ul> </li> </ul>	<p>NDC SIG</p> <p>EC, KN, MB</p> <p>MB</p> <p>EC</p>
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2.	<p><b>NDC SIG Treasurer position open</b></p> <ul style="list-style-type: none"> <li>● Ursula has unfortunately had to step down as treasurer for health reasons, she will continue to attend meetings as a general member where able.</li> <li>● Jacquie Glazbrook is considering stepping into this position until next AGM (September 2023). Jacquie will make her final decision to Erin in the near future. <ul style="list-style-type: none"> <li>○ The role of treasure is mainly liaising with ACNN treasurer/executive when payments are required.</li> <li>○ Ursula/Renee will give a handover to the new treasurer once confirmed.</li> </ul> </li> </ul>	EC, UH, JG
3.	<p><b>Outreach Education by NDC SIG: IFCDC Presentation, Box Hill Hospital</b></p> <ul style="list-style-type: none"> <li>● The NDC SIG was approached by Box Hill Hospital to present family centred care to their TSP nurses and midwives on IFCDC.</li> <li>● Erin presented 1 hour face to face oral presentation on behalf of ACNN and the NDC SIG on 7<sup>th</sup> Feb 2023 <ul style="list-style-type: none"> <li>○ advertised the conference, our group.</li> <li>○ provided a 'tool kit' of resources for participants to access. <ul style="list-style-type: none"> <li>■ NIDCAP, NBO, FiCare</li> </ul> </li> <li>○ provided practical application of IFCDC tips under the Altimier and Phillips core measures as stated in our flyer. <ul style="list-style-type: none"> <li>■ flyer distributed.</li> </ul> </li> </ul> </li> <li>● Well received with an invitation to return in September.</li> <li>● A set presentation content will be discussed in the future to maintain consistency of information delivered from NDC SIG in response to future invitation. Hence, Erin will attach her PowerPoint with this minute as future reference.</li> </ul>	EC
4.	<p><b>2023 ACNN Conference - Adelaide:</b></p> <ul style="list-style-type: none"> <li>● Jacquie and Sarah are looking for items from local area such as drink bottle with writing on it to highlight our group.</li> </ul>	JG,SJ

<p>5.</p>	<ul style="list-style-type: none"> <li>● An email will send out to ask members about ideas of donation, prize, goodie bags, activities for NDC SIG booth. Members' time is appreciated for responding to those emails send out by the group.             <ul style="list-style-type: none"> <li>○ Prizes: voucher is pending.</li> <li>○ goody bags: waiting for the feedback of email.</li> </ul> </li> <li>● Activities for table:             <ul style="list-style-type: none"> <li>○ Neoview Camera: Jacquie contacted the neoview inventor: Peter who agreed to set up and demo the whole system onsite. Erin and Jacquie will liaise with hospital to ensure the live time demonstration (link to nursery) is working during the conference time. Ideally, wish to have consumer to share their experience onsite or by video.</li> <li>○ Bead journey (<b>Stella Bella Little Stars Foundation</b>) : Based in ACT. Erin and Sarah will try to arrange Bead journey with consumer(s) to share experience. Depend on the quotation and arrangement from ACNN executive, the Bead journey may have subsidised table. Hopefully can have consumer to attend and share experience.</li> <li>○ Activities will be scheduled around the time of conference to ensure all activities will be done properly. Erin will liaise with conference committee for the activities timetable for ultimate impact.</li> <li>○ Video display or other activities will be included next time for further discussion, once Erin collected all feedback from members in regards of ideas for NDC SIG booth.</li> </ul> </li> <li>● 'Ad' for commencement of breakfast session             <ul style="list-style-type: none"> <li>○ Thanks to Amanda volunteer to make the ad for breakfast session and AGM.</li> </ul> </li> </ul> <p><b>Next topics for social media:</b></p> <ul style="list-style-type: none"> <li>● Non-pharmaceutical pain management</li> <li>● Supportive positioning: maybe Q+A with physio/OT/etc</li> </ul>	<p>EC</p> <p>JG,EC</p> <p>SJ,EC</p> <p>EC,KN</p> <p>AM</p>
<p>6.</p>	<p><b>Other business: N/A</b></p>	

7.	<p><b>Outstanding items:</b></p> <ul style="list-style-type: none"> <li>● Erin will send out email regarding the treasurer position.</li> <li>● Feedback from member regarding breakfast prize, goodie bag and others</li> <li>● The last video for kangaroo care to social media</li> <li>● Reminder to members to answer survey regarding virtual presentation before 30 March.</li> <li>● The next meeting is scheduled on 24/04 (one day before ANZAC day). If there are many apologies due to long weekend and the expected attendance is low, the next meeting may be rescheduled.</li> </ul>	<p>EC NDC SIG EC EC</p>
8.	<p><b>Next meeting Monday 24/04/2023</b></p> <p>Time: 19:45-20:45 AEST (Sydney Time)</p> <p>Meeting ID: 591 345 722</p> <p>Passcode: 500228</p> <p>All welcome to attend.</p> <p><b>Join Zoom Meeting</b></p> <p><a href="https://us02web.zoom.us/j/591345722?pwd=L3ZkVUNlcUtGMWZqdjIJaIQxRHRV4Zz09">https://us02web.zoom.us/j/591345722?pwd=L3ZkVUNlcUtGMWZqdjIJaIQxRHRV4Zz09</a></p>	
9.	<p><b>Meeting ended @ 20:28</b></p>	