



NDC SIG Annual General Meeting Minutes 2023

Venue: Stamford Hotel, Glenelg, South Australia

Date: 07/09/2023

Time: 07:40 - 08:00 AEST (Sydney Time)

1. Acknowledgement of Country

Committee Members:

Chair: Erin Church
Secretary: Sara Jones (outgoing)
Treasurer: Renee Muirhead (acting/outgoing)

2. Present: Erin Church, Sara Jones, Jacquie Glazbrook, Nicola Timmers, Annie Chang, Meg Bater, Laura Hahn, Nancy Jane Kelly, Cathy Krause, Wendy Carlish, Simone Scully, Amberlee Peti, Christine Bonnily, Ritsue Phillips, not all names were collected

3. Apologies: Renee Muirhead, Sam Westcot, Tess Brown, Kirsty Minter

4. Previous minutes

4.1 Second minutes - Nicola Timmers

4.2 No new Business

5. Reports for 2023 - Chair

5.1 Virtual Presentations - The NICU Traffic Light Tool

5.2 The CoT study: online presentation

5.3 SMS4dads, message set launch TSP presentation

5.4 Social Media posts/videos

5.5 Breakfast session presentation - Meg Bater, Amazing Goody bags!

5.6 Financial Funding for member to attend the ACNN Annual Conference

5.7 Table at Conference - Stella Bella beads, View Camera to NICU baby, Who can make the best nest, Quizes, Decibels, NDC questions. Resources, Prizes - Grunthal & Charlesworth nuts gift baskets.

5.8 NDC "logo" Design by NICU mum

5.9 Prizes: breakfast session refund - Wendy Carlish

5.10 Submission by Sonia Parker from Coffs Harbour—placed in the June Newsletter

6. Financial Report

Apologies from outgoing acting treasure, Report given by Chair, Erin Church

- 6.1 Opening Bank account balance \$5242.62
- 6.2 Costs for Conference spending - Artwork, Conference support for members (poster presenter, winner of NDC submission, ordinary member attendance shared, door prizes), Gift Hampers, NDC Bag and contents, Speakers gift (July event).
- 6.3 Closing balance \$4,806.71

7. New business

Nominations and Actions for Committee Members

- 7.1 Erin Church continuing as Chair
- 7.2 Nicola Timmers incoming secretary
- 7.3 Treasurer, TBA, awaiting nominations

8. Business without notice

- 6.1 Expectation to attend a minimum of meetings (at least once every 3 months)
- 6.2 We are a great group of passionate neonatal nurses and we want this SIG to continue. Please consider how you can share what you love about NDC on social media to promote our group or how you can help this group run in any small way.

9. Outstanding items

- 7.1 Nominations for treasurer - this can be an acting and supported role
- 7.2 What topics can be covered in 2024?

10. Next NDC SIG Meeting : Monday 25/09/23

Time: 19:45 - 20:45 AEST (Sydney Time)

Meeting ID: 591 345 722

Passcode: 500 228

<https://us02web.zoom.us/j/591345722?pwd=L3ZkVUNlcUtGMWZqdjlJalQxRHV4Zz09>

11. Meeting Close at 0802hrs