

## January Minutes

Monday 11<sup>th</sup> January 2021

6.30pm AEDT (Sydney), 5:30 pm Brisbane, 6:00 pm Adelaide

[Zoom meeting](#)

Meeting ID: 648701193

Passcode: 918851

Agenda Item	Minutes	Action
1. <b>Present:</b>	Karen New, Robyn Schmid, Donna Hovey, Gill Mibus, Linda Ng, Amy Curran (Forbes- Coe), Judy Macy, Karen Walker	
2. <b>Apologies</b>	Melissah Burnett, Leanne Sheppard	
3. <b>Correspondence</b>	<p>In:</p> <ul style="list-style-type: none"> <li>Email from Lucy Mahabi from Goroka with news update and Christmas wishes</li> </ul> <p>Out:</p> <ul style="list-style-type: none"> <li>Email reply to Lucy Mahabi with Christmas greetings</li> </ul>	
4. <b>Reports:</b> Chair; Secretary; Treasurer Liaison	Treasurers report quarterly Dec, March, June, Sept	Nil this meeting
5. <b>Executive Forum meeting report</b>	December report from Leanne – not given as Leanne apology for the meeting. Give in Feb meeting	Leanne
6. <b>Scholarships</b>	Renee Collisson Scholarship - scholarship updated and website updated.	Karen N - complete
7. <b>Proposed activities for next 12 months</b>	For ongoing discussion at meetings over the next 12 months. TOR	
7.1. <b>Strategic Plan 2021 - 2025</b>	Document is in Drop Box almost completed. Please read and comment. Add initials to document to show you have read it if you have no changes to make. POST HOC: KN - For review at each committee meeting (not general meeting).	All - Complete by Feb meeting
7.2. <b>Sustainable Committee's doc:</b> Newsletter item for	<p>Newsletter items: Send to secretary to send on</p> <ul style="list-style-type: none"> <li>February – Anndrea Flint (RC scholarship)</li> <li>May – Melissah Burnett</li> <li>August – Karen Walker</li> </ul>	Feb news item Anndrea

<p>March, June, September, December editions</p> <p>7.3. Rep on Exec Forum meetings – February, April, June; August; October; December – always 2<sup>nd</sup> Monday of the month – commencing at 7.30 pm AEST/AEDT</p>	<ul style="list-style-type: none"> <li>November – gift card (Xmas presents)</li> </ul> <p>Exec Forum Meetings</p> <ul style="list-style-type: none"> <li>February – Judy Macey</li> <li>April – Gill Mibus</li> <li>June – Karen Walker</li> <li>August – Robyn Schmid</li> <li>October – Donna Hovey</li> <li>December -</li> </ul>	<p>Feb Meeting Judy Macey</p>
<p><b>8. Annual report &amp; TOR</b></p>	<p>Discussed TOR and made some suggestions around increasing our profile and developing some online presentations. Read and leave comments before next meeting.</p> <p>Include the updated marketing flyer (fact sheet) in annual report.</p>	<p>All - to be complete by next meeting ready for annual report submission</p>
<p><b>9. Marketing flyer update</b></p>	<p>DH has updated. Read and leave comments before next meeting.</p>	<p>All - to be complete by next meeting.</p>
<p><b>10. ACNN National Conference and SIG meeting</b></p>	<p>Next National conference Sept 8-10, 2021.</p> <p>Kathryn Currow from TPA will present at the breakfast session on the Ethics of Out of Country Work.</p> <p>We will endeavor to fit in annual meeting at the conference, otherwise we will do Zoom meeting in October 2021</p>	
<p><b>11. Webpage updates</b></p>	<p>Anndrea and Donna have been working on changes to the Website.</p> <ul style="list-style-type: none"> <li>In the members only section will add some information about Rotary Partnership and Rotary Grant Document. Also will add “Pulim Win” PowerPoint presentation re Rotary Grant. Add achievements and highlights page</li> <li>In Public Page fine tune donations button, add marketing brochure, increase Rotary Profile and contacts</li> </ul>	
<p><b>12. Social media/member achievements</b></p>	<p>A spreadsheet has been added to Dropbox with a calendar and themes/links for the social media posts for 2021 - please add to it if you have any extra ideas.</p> <p>Mel is waiting to hear back from Sarah Neale to see how frequently we can post but to start off it would be good to introduce the committee - please let me know if you</p>	<p>All</p>

	<p>are happy to share a photo and something about yourself to post on social media - some question ideas below .....</p> <ol style="list-style-type: none"> <li>1. Why are you a member of the LRC SIG?</li> <li>2. How many times have you volunteered in PNG or elsewhere?</li> <li>3. What has been the highlight of your volunteering experience?</li> <li>4. Are there any similarities to the care of newborns in your own practice and that of a LRC?</li> <li>5. What is the biggest difference to the care of newborns in your own practice and that of a LRC?</li> <li>6. What do you hope the LRC will achieve in 2021?</li> <li>7. What have we learnt from 2020 to improve the way we do things in the future?</li> </ol> <p>Discussion occurred around how we increase the profile of the LRC group rather than individual members</p> <p>Social Media Video explaining what we do can be uploaded to Google Drive</p>	
<b>13. Fundraising</b>	On hold due to C-19	Nil at this stage
<b>14. POINTs teaching at Goroka.</b>	Mel, Donna and Anndrea to discuss how to move forward with this. Need to discuss with the Goroka Nurses how they want to be helped and how to progress the Points Program	Donna, Anndrea
<b>15. Open meetings</b>	Discussion around how to engage members in open meetings occurred. Some ideas included Having virtual guest speakers on several topics, including global issues, COVID related topics. Committee members to think about this and will discuss at Feb Meeting	All – discuss at Feb meeting
<b>16. Education topics to offer virtually to LRC participants</b>	Spreadsheet in drop box. To undertake in partnership with KTF and TPA.	
<b>17. New Business</b>	<p>Gil Mibus is having a birthday soon and instead of receiving gifts she would like to people to donate to LRC SIG.</p> <p>On the website there is a donation section and Karen will link the LRC gift card to this so Gil can receive a gift card with donation amount in it.</p>	Karen/ Donna
<b>13. Future meetings:</b> 6.30 pm AEST/AEDT (Sydney time) – please adjust for daylight savings time (October – April)	<ul style="list-style-type: none"> <li>• 8 February (open)</li> <li>• 8 March (committee)</li> <li>• 12 April (open)</li> <li>• 10 May (committee)</li> <li>• 14 June (open)</li> <li>• 12 July (committee)</li> <li>• 9 August (open)</li> </ul>	

	<ul style="list-style-type: none"> <li>8-10 September – Canberra</li> </ul>	
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### Projects and partnerships

Title	Minutes	Actions	Stage
Taking Paediatrics Abroad (TPA)	Taking Paediatrics abroad. There has been some communication with Dr Kathryn Currow. Opportunities for members to be involved with online teaching.	KN has been in contact with Kathryn.	TPA drafting MOU
KTF trips and partnership	Exploring ways in which to offer virtual education	KN liaising with Kate from KTF. Also looking at producing a video.	Progressing
Rotary Grant	Rotary Grant- has been obtained \$18k- to be used for teaching in PNG on hold until travel possible.	On hold due to Covid.	Grant money secured.
POINTS programme Goroka SCN	How do we follow up with them, and how to move forward?	Mel, Donna and Anndrea to have a discussion following December 2020 meeting about how to move forward with this	Stalled
PNG Trips 2021	Currently on hold due to C-19.	Nil at this stage	On-hold

### Completed Items (calendar year 2021)

Item	Comments	Completion
Birthing kits – Soroptimist International (Brisbane South) making 200 for next shipment	Ready for collection – KN arranged to pick up Wednesday 3 <sup>rd</sup> Feb	
LRC SIG Scholarship name change	Request put forward to the executive to change the LRC SIG internal scholarship to Renee Collison Scholarship. Approved by the executive.	January 2021

### Committee members Record of Attendance - 2021

Name/Date	11 Jan	8 Feb	8 March	12 April	10 May	14 June	12 July	9 August	9 Sept	11 Oct	8 Nov	13 Dec
Karen New (KN)	AT											
Robyn Schmid (RS)	AT											
Karen Walker (KW)	AT											
Amy Curran (AC)	AT											
Anndrea Flint (AF)	AT											
Donna Hovey (DH)	AT											
Gill Mibus (GM)	AT											
Judy Macey (JM)	AT											
Leanne Sheppard (LS)	AP											
Linda Ng (LN)	AT											
Melissah Burnett (MB)	AP											
Petra Noble (PN)	X											

AT = attended; AP = apology; X = no notification; - resigned/not part of committee.