



# NNP SIG Annual General Meeting Minutes

October 27<sup>th</sup> 2020

October 27<sup>th</sup> 2020  
1900hrs – 2015hrs  
Zoom meeting

## SIG Members

Chair: Anndrea Flint

Secretary: Karen Hose

Treasurer: Jo Scott

Attendance: Anndrea Flint, Karen Hose, Jo Scott, Miriam Long, Amy Forbes-Coe, Jane Langford

Apologies: Gill Mibus

Item	Topic	Lead
1.0	Confirmation of previous minutes - Jo Scott, Amy Forbes-Coe, Anndrea Flint, Karen Hose	Anndrea
2.0	<b>Items for Discussion</b>	
2.1	Committee Election <ul style="list-style-type: none"><li>Chair – Jane Langford</li><li>Secretary – Amy Forbes-Coe</li><li>Treasurer – Jo Scott</li></ul> Ordinary members <ul style="list-style-type: none"><li>New committee members and previously serving members voted in unanimously.</li><li>Note: Ordinary members need to commit to 80% meeting attendance</li><li>Ordinary members: Gill Mibus, Miriam Long, Anndrea Flint, Karen Hose</li></ul>	Anndrea All members
2.2	Zoom meetings for 2021 Last Tuesday of every month to be booked Bookings made on ACNN booking sheet <b>Feb 23, 2021</b> <b>Apr 27, 2021</b> <b>Jun 29, 2021</b> <b>Aug 31, 2021</b> Calendar not developed post September  NNP SIG AGM 2021 Will be at annual conference, between 8-10 September	

2.3	Annual Conference speakers / workshops Discussion around workshop speaker preferences. Amy FC will email Karen New with preferred options	
2.4	Sustainable committee commitments – SIG to arrange a face to face / zoom meeting to work on documents and planning same as last year as quite productive.  Face to face / zoom meeting booked for <b>February 6<sup>th</sup> 0800 to 1400 hrs</b>  Will discuss the planning for document review (below) and commitment completion at next NNP SIG meeting November 23 <sup>rd</sup> 2020  Sustainable committee <ul style="list-style-type: none"> <li>• Newsletter contributions for 2021</li> <li>• Annual report 2020/21 (needs to be complete by February 28<sup>th</sup> 2021)</li> <li>• TOR</li> <li>• Zoom Workshops - Potential speakers for our virtual meetings / dates</li> <li>• NNP resources to be discussed (eg fact sheet etc)</li> <li>• Documents will be emailed out prior to meeting as per last year and reviewed/updated on the day</li> </ul>	
<b>3.0</b>	<b>NNP SIG General business</b>	
3.1	Budget \$4100.47	Jo
3.2	<b>New Business</b>	
	Social media promotion – Nurse practitioner day (12 <sup>th</sup> December) Members agreed to feature themselves – need to provide a photo, your name and a (very) short summary or description about something that you enjoy most about being a NNP.  Aim is to celebrate 20 years of NP in Australia.  <b>Please provide this to Amy FC by Friday 13<sup>th</sup> November</b>	All members
<b>3.3</b>	<b>Standing items</b>	
<b>3.3.1</b>	Action required <ul style="list-style-type: none"> <li>• Website – committee members to be changed on ACNN website and names emailed to Shelley Reid</li> <li>• Meetings (ACNN Executive Branch and SIG Forums) <ul style="list-style-type: none"> <li>○ 2021 Dates are: <ul style="list-style-type: none"> <li>▪ Feb 8<sup>th</sup></li> <li>▪ April 12<sup>th</sup></li> <li>▪ June 14<sup>th</sup></li> <li>▪ Aug 9<sup>th</sup></li> <li>▪ Oct 11<sup>th</sup></li> <li>▪ Dec 13<sup>th</sup></li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Rotation NNP SIG members to attend – rotation will be planned at next SIG meeting in November (23<sup>rd</sup>)</li> <li>○ Last ACNN exec Branch and SIG Forum for 2020 is on December 14<sup>th</sup> Monday – Jane will represent SIG as new chair</li> <li>● Newsletter contributions                         <ul style="list-style-type: none"> <li>○ To be planned at next SIG meeting in November</li> <li>○ December 2020 – contributor - Amy FC+ scholarship promotion</li> </ul> </li> </ul> <p>Note: Contributions close 1 month prior</p>	
<b>3.3.2</b>	<p>AHPRA registration of specialty – neonatal</p> <p>Discussion around the importance of acknowledging specialty area as NPs. Important to identify specialty numbers, growth, and professional linkages required.</p> <p>Group feels this is best placed to be progressed by ACNN executive; Jane as new chair will raise this at the next ACNN executive Branch and SIG Forum - December 14<sup>th</sup> 2020</p>	
<b>3.3.3</b>	<p>Education</p> <p>Zoom education workshops to be booked for 2021. Decision to book every other month between NNP SIG meetings</p> <p>Bookings made:</p> <ul style="list-style-type: none"> <li>● March 23<sup>rd</sup> 1900 – 2030</li> <li>● May 25<sup>th</sup> 1900 – 2020</li> <li>● July 27<sup>th</sup> 1900 – 2030</li> </ul> <p>Speakers to be discussed,</p> <ul style="list-style-type: none"> <li>● December 8<sup>th</sup> 2020 already arranged, Amy FC will confirm with proposed speaker and will liaise with Karen New to advertise when confirmed</li> </ul>	
<b>3.3.4/5</b>	Discussed in AGM	
<b>3.3.6</b>	<p>NNP Roll Call</p> <p>Updating required – KH will do and ensure latest version accessible in Dropbox.</p> <p>The word version can be updated/additions made as needed in Dropbox – members please check occasionally to see if any changes needed</p>	
<b>3.3.7</b>	NNP SIG enquiries - nil	
<b>3.4</b>	Items for discussion – nil added	
	<p>Meeting closed 2015 hrs</p> <p><b>Next NNP SIG AGM</b></p> <p><b>September 6<sup>th</sup> – 8<sup>th</sup>, 2021</b></p>	