



National Executive Meeting Minutes

13 July 2026

1.0 Meeting Commenced: 7:30pm AEST

Present: Amy Curran (President & Chair), Nicol Franz (Vice President and Membership Secretary), Samantha Lannan (Treasurer – left at 9:00pm), Laura Briguglio (Secretary), Margaret Broom (Professional Officer), Jennifer Middleton (Ordinary Member), Shelley Reid (Ordinary Member), Sarah Neale (Social Media Officer), Trish Lowe (Ordinary Member), Alison Michaels (Ordinary Member – left at 9:45pm) and Karen New (ESO)

2.1 Apologies: Melissah Burnett (Conference Chair) & Emily McCorquodale (Ordinary Member)

Minutes: Laura Briguglio

Item	Topic	Actions
3.0	Acknowledgement to Country	
	Amy opened the meeting with an Acknowledgement of Country: In the spirit of reconciliation, the Australian College of Neonatal Nurses acknowledges the Traditional Owners and Custodians of Country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to Aboriginal and Torres Strait Islander peoples today.	Nil
4.0	Confirmation of previous minutes	
	The Executive reviewed the minutes from the 11th May and post forum executive meeting on 8th June 2026. Minutes accepted as a true and accurate record: 11th May 2026 Moved: Samantha Lannan Seconded: Patricia Lowe and Nicol Franz Post forum executive meeting minutes accepted as a true and accurate record: 8th June 2026 Moved: Nicol Franz Seconded: Alison Michaels	Nil
5.0	Business Arising from Previous Meetings	
5.1	Strategic Plan – Amy Curran The Executive noted that, following discussion at previous meetings, Karen had collated all Executive feedback into the Strategic Plan. Additional actions relating to planning for the 2027 Seminar Series had been incorporated, and the revised Strategic Plan was endorsed with no further significant amendments required. The Executive discussed upcoming strategic priorities, including: • International Neonatal Nurses Day activities in the lead up to COINN; • World Prematurity Day initiatives; • Scholarship promotions; and	Laura to review Strategic Plan action items and request progress updates from Executive members on their allocated actions. Karen to review the Strategic Plan and update completed actions.

	• Social media engagement, including development of reels. Several Executive members confirmed their involvement in progressing these initiatives.	
5.2	Torie Finnane Foundation – Amy Curran & Nicol Franz Amy and Nicol provided an update following a recent meeting with Helen from the Torie Finnane Foundation (TFF). Communication issues relating to previous email correspondence and phone contact were identified and have now been resolved, resulting in a positive and productive meeting. It was confirmed that all previously outstanding invoices, as identified in earlier correspondence, have now been paid. Nicol advised that she is meeting with Kris and Justine (NSW branch) later this week and has also met individually with Helen who raised potential opportunities to expand the Babies in the Bush program beyond New South Wales. The current Memorandum of Understanding (MoU), which is due for renewal at the end of 2026, is specific to the NSW Branch. The Executive discussed whether the partnership could be broadened to support neonatal services in other rural and remote regions, including Central Queensland and the Northern Territory. This proposal will require further consideration by the Executive. The current MoU provides \$12,000 in annual funding for 2 Babies in the Bush seminars, distributed either as two payments of \$6,000 or a single payment of \$12,000, with ACNN providing an acquittal of funds expended. It was noted that this reporting process has been applied inconsistently in recent years. As the partnership was originally established by the NSW Branch, it was agreed that NSW should be consulted before any decisions regarding expansion are made. A Babies in the Bush event is anticipated for October/November 2026. As no committee representative attended the previous Forum meeting, Jennifer kindly represented the committee; however, detailed planning updates were unavailable. Helen also advised that the Torie Finnane Foundation will shortly host a black-tie fundraising event and expressed interest in promoting the Babies in the Bush program. As this partnership originated through the NSW Branch, it was agreed that NSW representatives would be offered the opportunity to attend. The Executive acknowledged the strength of the ongoing partnership with TFF and the positive opportunities it presents for future collaboration and program expansion.	Nicol to remain in all correspondence with TFF. Nicol to provide further update at September Executive meeting.
6.0	Governance	
6.1	Governance Register – Amy Curran Amy advised that the Governance Register has been updated and is current within the ACNN Dropbox. All policies and guidelines	Executive members interested in supporting the 2027 policy reviews are encouraged to contact Margaret, Sarah, Karen or Amy.

	scheduled for review in 2026 have now been completed. The following documents are scheduled for review in 2027: • P16 – Scholarships, Awards and Grants Process, to be led by Margaret. • Audio Visual and Photography Policy, to be led by Sarah and Nicol. It was noted that a larger number of governance documents are due for review in 2028. Executive members were encouraged to commence reviews early in 2027 where possible to assist with workload planning.	
6.2	ACNN Representatives – Amy Curran Amy advised that Renee Muirhead has resigned from her role on the International FiCare Steering Committee and provided an overview of the representative position. The Executive discussed whether the role should continue in its current form or be broadened to a Family Centred Care Representative role. Margaret advised that Mary Shark from ANZNN has expressed interest in partnering with ACNN to develop a position statement on Family Centred Care. The Executive acknowledged that this presents an opportunity to strengthen collaboration between ACNN and ANZNN, with potential to expand the partnership to include family centred and neurodevelopmental care initiatives. Jennifer highlighted the importance of family centred care across all areas of neonatal nursing and supported further collaboration in this area. The Executive discussed the history and purpose of the International FiCare Steering Committee representative position. It was noted that although an expression of interest had been sought through the Neurodevelopmental Care (NDC) SIG in 2022 following a request from Kei Lui to Denise, the role had not been formally recognised as an ACNN representative position. While representative reports have been received more consistently over the past 12 months, reporting had previously been ad hoc. Further discussion considered the value of maintaining representation on the International FiCare Steering Committee and the broader role of ACNN in advocating for family centred care. It was acknowledged that implementation of FiCare occurs at an individual unit level and that ACNN cannot prescribe clinical models of care. Instead, the Executive agreed that ACNN has an important role in advocating for the overarching principles and key components of family centred care. Shelley also noted that her research demonstrates the importance of tailoring care to the individual needs of each family, rather than focusing solely on the services available within individual units.	Margaret to meet with Mary Shark to discuss opportunities for collaboration between ACNN and ANZNN in relation to family centred neurodevelopmental care. Margaret to provide an update at the September 2026 Executive Meeting.
6.3	Branch and SIG ½ yearly reports – Amy Curran and Karen New	Branches and SIGs to submit their completed half-yearly reports by 28 August 2026.

	Half-yearly report templates have been distributed to all Branches and Special Interest Groups (SIGs). The revised templates are intended to support committee reporting and assist newly elected Branch and SIG committees. Half-yearly reports are due by 28 th August 2026.	
6.4	EOI for executive positions – Amy Curran Amy raised the upcoming Executive Expression of Interest (EOI) process in preparation for the 2026 Annual General Meeting (AGM). As the next Executive Meeting is scheduled for September, it was considered important to commence the process early to allow members sufficient time to consider nominating for Executive positions. The AGM will be held virtually via Zoom on Monday 12 October 2026, with Executive EOIs to be distributed to members on 3 August 2026. Sarah and Karen requested that the nomination form be provided electronically this year. The Executive discussed options for obtaining electronic signatures, including DocuSign, fillable PDF forms and other suitable digital platforms. Nicol advised that Jennifer has been assisting with Membership Secretary duties over the past six weeks. Jennifer is also considering her ongoing role with the NSW Branch. It was noted that Ordinary Members appointed to the Executive are required to transition from Branch or SIG committee positions within the first 12 months of their Executive appointment.	Laura and Amy to review Executive EOI form ready for 2027 Laura to work with Sarah and Karen to create form into a digital form on appropriate platform for obtaining signatures Document to be ready to send out by Laura on 3rd August
7.0	Finance	
7.1	Treasurers Report – Samantha Lannan Samantha presented the Treasurer's Report and advised that the current balance across all ACNN accounts is \$626,821. • one term deposit has been renewed for a further 12 months at an interest rate of 5.25%; • the second term deposit is due to mature in September 2026; • recent financial activity has comprised routine operating expenses, membership income and conference-related transactions associated with COINN 2026; • there are currently 315 conference registrations, with two outstanding payments; • 24 trade exhibitors have registered, with four outstanding payments totalling just under \$20,000; • all financial records and reports have been provided to the accountant for preparation of the 2025–2026 financial statements; and • ACNN's total annual income remained below the NSW Office of Fair-Trading threshold requiring a formal financial audit. Samantha further advised that the proposed 2026–2027 budget is currently being finalised. End-of-year financial reports have also been	Nil

	distributed to all Branches and SIGs, together with a reminder to finalise committee support claims relating to COINN 2026. At the time of the meeting, responses were outstanding from three Branches and one SIG. Samantha also acknowledged her absence from the previous Forum meeting where Stripe refund fees had been discussed. She presented a detailed analysis of refund activity since the introduction of Stripe. Of the 188 refunds processed over the past two years, the majority related to partial refunds, COINN refunds, cancelled events, duplicate payments and refunds where fees had already been deducted. Following exclusion of these categories, 22 refunds remained, resulting in a total Stripe fee cost to ACNN of \$39.11. The Executive acknowledged that the discussion related not to the financial impact of the fees, but to ensuring a fair and consistent approach to refund requests. It was agreed that the current Refund Policy remains appropriate and provides sufficient flexibility for Executive discretion where a full refund is warranted, such as where the error is attributable to ACNN or an event is cancelled. No member vote is required as no change to policy. The Executive also noted the upcoming changes to credit card surcharge legislation due to commence in October 2026 and acknowledged that these changes relate to point-of-sale terminal transactions and are not expected to affect ACNN's online payment processes. The matter was considered closed unless further issues arise.	
7.2	Membership Report – Nicol Franz Nicol presented the Membership Report and advised that ACNN currently has 1,187 members. A slight decline in membership was noted, primarily due to some members choosing not to renew under the current subscription model. Nicol also advised that a few renewal reminders had been unsuccessful due to invalid or outdated email addresses. In several cases, members renewed only after significant follow-up and administrative support. The Executive discussed whether enabling the website text messaging function could improve communication with members. Amy queried whether this feature had been explored as a means of reducing administrative workload. Nicol advised that personal mobile phones had occasionally been used to contact members, however the Executive agreed that personal devices should not be used for ACNN business. The Executive agreed that communication with members should continue in accordance with existing processes and that members are responsible for maintaining current contact details and managing their membership renewals.	Nil

8.0	Conference and Events	
8.1	COINN 2026 – Transforming Neonatal Care: Innovate, Influence, Inspire – In Melissah's absence, Amy presented the COINN 2026 update on her behalf. • All free paper abstracts and posters have now been submitted to Oxford, with the final submission deadline of 15 July 2026. • Keynote and invited speakers have been incorporated into the conference program. • Poster presentations have been allocated to themed poster walk sessions on Thursday and Friday mornings, with breakfast provided. All posters will remain on display throughout the conference in the poster gallery. • ACNN Executive members and COINN representatives have been invited to co-chair conference sessions, with volunteers still required for Concurrent Sessions 6 and 9. • Conference venue and social event menus have been finalised. • An additional Bronze Sponsor, Fisher & Paykel, has been confirmed, with discussions continuing regarding a further sponsorship opportunity. • Coloured lanyards have been ordered, and Sarah has completed the design of the conference name badges. • A donation will be made to NETS NT Prem Packs in lieu of speaker gifts. The Executive acknowledged the significant progress made towards conference preparations and thanked the COINN Committee for their ongoing work.	Nil
8.2	AGM – 12 October 2026 & ACNN Seminar Series 2027 – Amy Curran Amy advised that the 2026 Annual General Meeting (AGM) will be held via Zoom on Monday 12 October 2026 at 7:30 pm AEST, in place of the October Forum meeting. Planning for the 2027 ACNN Seminar Series has commenced. Proposed seminar locations include: • Western Australia (June); • Australian Capital Territory – <i>Babies in the Capital</i> (October), to coincide with the ACNN Executive Face-to-Face Meeting, • Victoria (August) It was noted that the Low Resource Countries (LRC) and Neonatal Palliative Care (NP) SIGs are supportive of the initiative but are not seeking an active lead role. The Executive discussed preliminary planning considerations, including seminar dates, registration fees and sponsorship opportunities. Sarah advised that "Save the Date" promotional templates have been developed and could potentially be available for distribution during COINN 2026 if event dates are confirmed. It	Laura to arrange AGM documentation for October 12th. Laura to liaise with Karen to email members with AGM notification Laura to email branches and SIG's to advise that the October meeting will be AGM and to ensure attendance from 1 or more representatives. Amy to respond to Nikki PCO with plans for 2027 Amy to email WA and Vic Branch for their branch meetings this week to follow up dates for seminar series in 2027.

	was acknowledged that this timeframe may be ambitious, with an alternative promotional approach of "Stay Tuned for the ACNN Seminar Series 2027" also considered. The Executive discussed whether the initiative should be promoted as a "Roadshow" or "Seminar Series". To maintain consistency with previous years, it was agreed that "ACNN Seminar Series" would continue to be used. Amy confirmed that Nikki (PCO) will continue to support the ACT and Victorian seminars under the current contract, which extends through 2027. Nikki will manage venue, accommodation and sponsor contracts, with all registrations to continue through the ACNN website. Sarah noted that marketing activities are not included within the current PCO contract and that this represents a considerable workload for the Executive. The Executive also noted that the financial outcomes of each seminar series location will be reviewed following completion of the events and reconciliation of associated PCO costs. Further feedback from Branches and SIGs will be sought following Amy's correspondence and discussion at the August Forum Meeting before final planning decisions are made.	
8.3	Mauritius Education Training Trip – October 2026 – Sarah Neale Sarah provided an update on the upcoming Mauritius Education Training Trip. The proposed attendees are: 1. Sarah Neale 2. Karen New 3. Jessica Charleston 4. Jo La Spina 5. Vini Brehaut 6. Jane Langford Sarah advised that the group is awaiting the formal invitation from the Ministry of Health in Mauritius before finalising travel arrangements. Flight bookings have not yet been confirmed but are tentatively prepared pending receipt of the official invitation.	Sarah to provide formal update at the September executive meeting or sooner if required.
9.0	Operations	
9.1	Vice President Report – Nicol Franz 9.1.1 Neoskin SIG SIGNET and ACNN MOU Update Nicol provided an update on the proposed Memorandum of Understanding (MoU) between ACNN and SIGNET. Sarah raised several considerations regarding the proposed partnership, including the benefits to ACNN, the scope of promotional activities and the intended audience for communications. Discussion also considered the level of support ACNN would provide for SIGNET events and the importance of ensuring members are appropriately informed without being overwhelmed by promotional material.	Executive to review the draft SIGNET MoU and provide feedback by 20 July 2026. Nicol to collate Executive feedback and determine whether an out-of-session Executive meeting is required to finalise the MoU.

	Minor amendments to the draft MoU were identified, including use of the ACNN logo, Australian spelling and consistency of terminology throughout the document. The Executive agreed that a further seven days would be provided for Executive members to review the draft and submit any additional feedback. Nicol will then collate all comments for consideration. It was noted that an out-of-session Executive meeting may be required to finalise the MoU.	
9.2	Professional Officers and Scholarships Report – Margaret Broom Margaret thanked Jennifer and Trish for their assistance, together with Karen, in managing the recent scholarship round during her absence. A total of 17 scholarship applications were assessed, with applicants receiving either full or partial funding. Margaret noted a significant variation in the amount requested under the Education Scholarship category, with applications ranging from \$500 to \$12,000. The Executive discussed whether a standard maximum funding amount should be established for this category. It was agreed that further exploration of this matter is required before any changes are considered. Margaret also advised that she has been invited to meet with representatives from the University of Tasmania to discuss declining ACNN membership amongst students enrolled in the neonatal program. Discussion will include concerns regarding students joining ACNN after commencing their studies and therefore not receiving the full benefits of membership during their first year, as well as requests relating to retrospective scholarship eligibility for course fees. Margaret further advised that six nominations have been received for the 2026 Neonatal Clinical Excellence Award following the introduction of the new online nomination form. These nominations will now progress through the assessment process.	Margaret to meet with representatives from the University of Tasmania and provide an update to the Executive. Margaret to progress assessment of the 2026 Neonatal Clinical Excellence Award nominations.
9.3	Social Media Report – Sarah Neale 9.4.1 Branding Guideline Sarah presented an update on the development of the ACNN Branding Guidelines and sought the Executive's views on whether ACNN should adopt an organisational tagline. The Executive discussed the purpose of a tagline as a concise statement that reflects the organisation's focus and identity. It was noted that this forms part of the broader Strategic Plan and will require Executive consideration before any decision is made. Sarah advised that work on the Branding Guidelines is progressing in the background and is not required prior to COINN 2026. She explained that a tagline should be a short, memorable phrase, typically comprising five to ten words, that clearly represents the organisation.	Executive to consider potential tagline suggestions and forward ideas to Sarah for consideration.

9.4	ESO Report – Karen New Karen advised that there were no matters requiring discussion.	Nil
9.5	Secretary Correspondence – Laura Briguglio Laura advised that there were no matters requiring discussion.	Nil
10.0	New Business/Business without notice	
10.1	ACN Affiliate Meeting Feedback – Amy advised that the ACN Affiliate Meeting is scheduled for Tuesday 14 July 2026. A summary of the meeting outcomes will be circulated to the Executive following the meeting.	Amy and/or Nicol to provide the Executive with a summary of the ACN Affiliate Meeting outcomes via email.
10.2	NEO Skin SIG and Miracle Babies Information Flyer The Executive reviewed the draft Neo Skin SIG and Miracle Babies Information Flyer and discussed the feedback received from Executive members. It was agreed that the flyer is not yet ready for endorsement. The Executive noted that ACNN should avoid endorsing specific commercial products, recognising that product use varies between neonatal units according to local policies, procedures and clinical practice. Instead, generic product descriptions (e.g. "barrier cream") should be used where appropriate. The Executive also noted that Miracle Babies has an existing sponsorship arrangement with QV products, which are referenced within the current draft. Further consideration of this issue is required before the flyer can be endorsed. The Executive agreed to allow a further two days for additional comments before Nicol collates all feedback. Following consultation with the Neo Skin SIG, an out-of-session Executive meeting may be required to consider the revised document.	Executive to review the draft information flyer and provide feedback by 15 July 2026. Nicol to collate Executive feedback and provide the Neo Skin SIG with the Executive's preliminary comments, including the recommendation not to endorse specific commercial products. Nicol to determine whether an out-of-session Executive meeting is required following receipt of the revised flyer.
10.3	BONDS Product Partnership – Nicol Franz Nicol advised that a formal meeting has not yet occurred, with discussions scheduled for early August 2026. Initial correspondence has indicated that a Confidentiality and Privacy Agreement will require signing by the ACNN President on behalf of the organisation before further discussions can proceed.	Further update to be provided at the September 2026 Executive Meeting.
10.4	Cool Topics Sponsorship Proposal – Amy Curran Amy presented correspondence from the organisers of the <i>Cool Topics</i> conference seeking ACNN sponsorship support. The proposal included several options, including scholarships for neonatal nurses, discounted registration for nursing staff and sponsorship of the Women's Neonatal Nursing Education Team. The Executive discussed the request in the context of ACNN's role as a national not-for-profit organisation. It was acknowledged that ACNN already supports members through a range of scholarships and professional development initiatives across Australia. The Executive considered that providing financial support or discounted registration for staff from a single organisation would not align with ACNN's national approach or ensure equitable access for members.	Amy has already advised the conference organisers of the Executive's decision.

	The Executive agreed that ACNN would not provide sponsorship for the 2026 Cool Topics conference.	
10.5	Annual Leave – Amy Curran Amy advised that she will be on annual leave from 15 July to 2 August 2026. During this period, Nicol will be available to manage any urgent matters. Amy confirmed that she will remain accessible via email should any urgent issues arise.	Nil
10.6	Newsletter – Shelley Reid Shelley advised that she has renewed her personal Canva subscription and offered to assist with production of the ACNN newsletter. The Executive noted that all newsletter production and design should continue to be managed within the ACNN Canva account to support organisational sustainability and continuity. The current newsletter production process was reviewed: 1. Shelley edits newsletter articles following download from the electronic submission portal. 2. Trish uploads the edited articles into the ACNN Canva account. 3. Sarah, Trish and Karen review the final newsletter design. 4. Karen creates the Flipbook for publication. Trish reiterated her willingness to assist with newsletter production where required, while acknowledging the importance of avoiding duplication of work. It was agreed that Trish would remain the primary support person for newsletter production. The Executive noted that submissions for the next newsletter close on 15 July 2026 and that future newsletters should continue to include advertising together with content from a broad range of Branches and SIGs. A special COINN edition of the newsletter is anticipated following the conference. Following the meeting, the newsletter production workflow was reconfirmed via email to ensure consistency and organisational sustainability. It was confirmed that Karen will collate newsletter articles and provide them to Shelley for editing in Word. Shelley will return the edited articles to Karen, Sarah and Trish, who will manage formatting within the ACNN Canva account. Sarah will finalise the design, publish the Flipbook to the ACNN website and provide a PDF copy to Karen for distribution to members. Following the meeting, Shelley also recommended that the ACNN Style Guide be reviewed and updated to ensure consistency across publications. Karen confirmed that an existing Style Guide is available, although it is primarily focused on written documents rather than digital communications.	Karen, Sarah, Trish and Shelley to continue coordinating the newsletter production process in accordance with the agreed workflow.
10.7	Meeting Closed 9:50pm Next Meeting 14th September 7:30pm AEST	

Accepted as a true and accurate record of the meeting.

Amy Curran

Amy Curran
Meeting Chair and President
14/09/2026