



CoNNO
Coalition of National **Nursing** Organisations

Secretariat Report

November 2013

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CoNNO Secretariat Report for May 2013 to November 2013

Secretariat Team Overview

The CoNNO Secretariat team is based at the Federal Office of the Australian Nursing and Midwifery Federation (ANMF) in Melbourne. The team consists of: Anastasia Shianis, Administrative Assistant to the ANMF Federal Professional Team; Julianne Bryce, Senior Federal Professional Officer; Elizabeth Foley, Federal Professional Officer; Sotiria Stefanis, ANMF Finance Officer; and Kristy Male, Administrative Assistant to the Federal Communications Team. Anastasia organises CoNNO Council and members meetings including travel and accommodation, attends to agendas and minutes, maintains CoNNO files, coordinates email traffic and the CoNNO website, and accommodates the requests of CoNNO Council and members. Julianne and Elizabeth field enquiries, draft documents and prepare reports and submissions to the Australian Government Department of Health. Sotiria maintains accounts, financial records and prepares balance sheets for Council and the Department. Kristy provides IT support, formats reports, submissions and surveys and, along with Anastasia, maintains the CoNNO website. In addition to the CoNNO Secretariat role, Julianne is a member of the CoNNO Council and holds the position of Secretary. Once again, many thanks to the CoNNO Secretariat Team, the Chair and the Council for their continuing work on behalf of CoNNO.

CoNNO Council meetings

CoNNO Council meetings were held via teleconference on 25 July and 15 October 2013. Topics for discussion included: member meeting planning and agenda, strategic plan review, representational work updates, new meeting dates, budget updates, position statements, Governance Framework & Constitution review and new member applications.

Council elections

In line with the CoNNO Governance Framework & Constitution, two Council positions are due for re-nomination in November 2013. These are the positions held by Robyn Coulthard and Helen Gosby. Robyn Coulthard has informed the CoNNO Secretariat that she has vacated her Council position due to her resignation from CATSINaM. A letter will be sent to Robyn thanking her for work on CoNNO Council. Helen Gosby is eligible to re-nominate for Council. An election for two positions on CoNNO Council will be held in November 2013 following the CoNNO member meeting.

CoNNO Council

Julianne Badenoch (Australian Practice Nurses Association), CoNNO Chair

Christopher Cliffe (CRANAplus), CoNNO Deputy Chair

Julianne Bryce (Australian Nursing and Midwifery Federation), CoNNO Secretariat

Helen Gosby (Australian College of Nurse Practitioners) – position due for re-nomination

Kim Ryan (Australian College of Mental Health Nurses)

Linda Oliver (Australian Women's Health Nurse Association)

Marija Juraja (Australasian College for Infection Prevention and Control)

Terry Swanson (Australian Wound Management Association)

Robyn Coulthard (Congress of Aboriginal and Torres Strait Islander Nurses) – position now vacant

New member applications

Applications for CoNNO membership were received from the Australian Dermatology Nurses Association (ADNA) and the Australian Forensic Nurses Association (AFNA). These applications were considered by CoNNO Council and recommendations made for acceptance to the CoNNO membership. Admission of the ADNA and the AFNA to CoNNO was supported and invitations extended to their representatives for attendance at the November CoNNO Member meeting. A warm welcome is extended to our two new members which take the number of CoNNO member organisations to 52.

Action items from May 2013

There are no outstanding items from the May 2013 CoNNO Member Meeting.

Correspondence

The CoNNO Secretariat has circulated emails relating to conferences, media releases, meetings, newsletters and projects to CoNNO members for their involvement, information and further circulation to their respective memberships. A listing of relevant events and conferences is available under 'calendar' on the CoNNO website. Details of correspondence sent and received by CoNNO is held by the Secretariat.

Budget and funding

The ANMF, as fund holders for CoNNO, secured 2 years of funding for 2013/14 and 2014/15 from the then Australian Government Department of Health and Ageing in May 2013. In accordance with the 2013/14 Deed of Variation to the CoNNO Standard Funding Agreement, the Secretariat is due to submit the next progress report for this funding round to Australian Government Department of Health on 6 December 2013.

Dates for 2014 CoNNO meetings

The CoNNO member meetings for 2014 will be held in Melbourne on Friday 4 April 2014 and Sydney on Friday 5 September 2014. The next CoNNO Council meeting is scheduled to be held as a face to face meeting in February 2014. This meeting will be used to commence the review of the CoNNO Governance Framework & Constitution which was last revised September 2009.

Julianne Bryce

**Australian Nursing and Midwifery Federation, Senior Federal Professional Officer
CoNNO Secretariat**