



NIDCAP Federation International

Changing the Future for Infants in Intensive Care

**Minutes of the NFI Board of Directors Meeting
April 15 & 16, 2008, Rockport, MA**

Members of the Board Present: *H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, T. Price-Johnson, R. Sheldon (via telephone), K. Smith, K. VandenBerg, V. Youcha*

Director of Development and Administration: *D. Wahl*

The regular meeting of the NFI Board of Directors was held at the Emerson Inn by the Sea in Rockport, MA, USA, on Tuesday, April 15, 2008 and Wednesday, April 16, 2008.

Tuesday, April 15, 2008

Meeting was called to order at 8:00 AM.

Formal Votes:

Adoption of Minutes from Previous Meetings

- **Upon motion duly made, seconded and carried it was unanimously
Voted: To adopt the Minutes from the NFI Board Meeting, Friday, September 28, 2007, Combrit, France.**
- **Upon motion duly made, seconded and carried it was unanimously
Voted: To adopt the Minutes from the NFI Annual Membership Meeting September 29, 2007, Combrit, France.**
- **Upon motion duly made, seconded and carried it was unanimously
Voted: To adopt the Minutes from the NFI Board Meeting, October 2, 2007, Combrit, France.**
- **Upon motion duly made, seconded and carried it was by majority
Voted: To adopt the Minutes from the NFI Board Conference Call Meeting, January 15, 2008.**
- **Upon motion duly made, seconded and carried it was unanimously
Voted: That the “rapid minutes” of Board meetings will be distributed within three weeks of the meeting and voted on for adoption at the following monthly phone conference call.**

- **Upon motion duly made, seconded and carried it was unanimously Voted: That the secondary, detailed minutes will be distributed to the board within six to eight weeks of a meeting.**

President's Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the President's Report.**

Finance Committee Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Finance Committee Report.**

Fundraising Committee Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Fundraising Committee Report.**

Director of Development and Administration Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Director of Development and Administration Report.**

Products and Services Committee Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Products and Services Committee Report.**

Program Committee Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Program Committee Report.**

Quality Assurance Committee and Sub-Committee Reports

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Quality Assurance Committee Report.**
- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Subcommittee on Intellectual Property Protection Report.**
- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Subcommittee on NFI Certificates Report.**

Membership Committee Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Membership Committee Report.**

Nominations, Elections and Appointments Committee

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Nominations, Elections and Appointments Committee.**

Communications Committee Report

- **Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Communications Committee Report with the understanding that Dr. Helm will outline the specifications of the database needs by the May 20, 2008 phone conference call.**

Informal decisions made:

- To add the Conflict of Interest Statement (adopted by the Board at the May 15, 2007, Amelia Island, Florida, USA meeting) to the NFI By-Laws. The new conflict of interest statement will be referred to in the By-Laws as an elaboration of the By-Law's existing conflict of interest.
- To declare the next phone conference call an official meeting at which the minutes of the April 2008 meeting will be adopted. The minutes of the phone call will show only the adoption of the minutes and any other votes taken.
- To declare the NFI membership status of the new Family Board Members as *NFI Family Members* paying the dues amount determined for that membership category.
- To develop a tool for keeping Trainers, Trainers-in-Training and Center Directors up to date on training methods and policies (i.e. provide information via email on a different topic every six months that requires a response from the recipients as indication of understanding the topic; Dr. Lawhon will work on this task).

There being no further business upon motion, duly made, seconded and carried, the meeting was adjourned at 5:00 PM.

Wednesday, April 16, 2008

The meeting was called to order at 8:12 AM.

NIDCAP Nursery Certification Committee Report and Future Plans

- **Upon motion duly made, seconded and carried it was by majority**
Voted: To declare the Newborn Intensive Care Nursery at St. Luke's Regional Medical Center, Boise, ID, USA as the first NIDCAP Certified Nursery.
- **Upon motion duly made, seconded and carried it was unanimously**
Voted: That the announcement of the NIDCAP Nursery Certification Program and of St. Luke's Regional Medical Center, Boise, ID, USA as the first NIDCAP Certified Nursery, occur simultaneously to allow for flexibility for planning and marketing preparations.

Unfinished Business

- **Upon motion duly made, seconded and carried it was unanimously**
Voted: 1) To add a twelfth Director to the Board, and 2) that Ms. Sandra Kosta was appointed to fill that position for a three year period.
- **Upon motion duly made, seconded and carried it was by majority**
Voted: That the Senior Editor of the Developmental Observer be required to attend the NIDCAP Trainers Meeting, and as such, the expenses of attending the meeting will be covered by the NFI.

Informal decisions made:

Marketing and Business Materials

- To create a Marketing Committee, with members Ms. Price-Johnson, Ms. Karen Smith, and Mr. Wahl
- To develop a comprehensive marketing plan that includes press releases, brochures, fundraising packets, letterhead, business cards and the website
- To produce board stationary, business cards, and folders (Dr. Buehler, Mr. Wahl, Ms. Kosta and the designer of the Developmental Observer, Mr. Rob Catalano)
- To complete the NFI brochure and prepare a second one for the NNCP (Dr. Buehler and Mr. Wahl will collaborate with Mr. Catalano)

NNCP

- To create a Finance Sub-Committee of the NIDCAP Nursery Certification Program Committee, with members Dr. McAnulty, Ms. Kosta, Dr. VandenBerg, and Mr. Wahl
- To structure the third pilot site visit with four NNCP site assessors and then launch the NIDCAP Nursery Certification Program with three assessors per site visit

- To continue to prepare the NNCP materials with two work groups: the Criterion Scale Development Group (Dr. Als, Dr. Buehler and Ms. Smith) and the Supporting Materials and Process (i.e., “the front and back end certification materials”; Dr. Lawhon and Ms. Smith).

Family Committee

- To create a Family Committee chaired by Ms. Price-Johnson with member Ms. Youcha.

There being no further business upon motion, duly made, seconded and carried, the meeting was adjourned at 7:10 PM.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International