

MINUTES OF NIDCAP FEDERATION INTERNATIONAL BOARD MEETING

OCTOBER 5, 2001

The Annual Meeting of the NIDCAP Federation International Board was called and held in Stevenson, Washington on October 5, 2001.

NIDCAP Federation Representatives Present:

Heidelise Als  
Joy Browne  
Deborah Buehler  
James Helm  
gretchen Lawhon  
Gloria McAnulty  
Kathleen VandenBerg

Others Present:

Tatiana Koretskaia

Dr. Als led a discussion of the incorporation of the NIDCAP organization of the Federation. She also reviewed the Federation's mission statement and introduced the officers and their respective responsibilities to the Board.

Dr. Als reviewed the Articles of the Federation. It was agreed that the NIDCAP Federation does not require the ® trademark symbol.

Upon motion, duly made, seconded and carried, it was unanimously

VOTED: To establish as goal of the Board to protect the NIDCAP trademark.

General membership was reviewed. At this time, it was determined that all current center directors, trainers and board members are members-in-good standing and will each have one vote in general elections. Board member positions will be voted on as the members' terms expire. The first two one-year appointed board members' positions will come up for re-election next year. The following years, the two-year and then the three-year appointed board member positions will also be open for election. The five founding board members' positions come up for election every five years.

Upon motion, duly made, seconded and carried, it was

VOTED: To establish a voting procedure to elect new Federation Representatives, whereby a ballot will be prepared by the Secretary listing the names of the incumbents who are standing for re-election

and the number of positions to be filled. Each current NIDCAP® trainer and Board member will have one vote in the elections.

A discussion was held to clarify the need for membership dues. Legal fees, staff time, development and preparation of materials, mailings, and telephone charges are among the current expenses the Federation has incurred. These expenses will be paid by the fees collected from the general membership. Fees will be due October 1<sup>st</sup> of each calendar year.

Upon motion, duly made, seconded and carried, it was unanimously

VOTED: To establish a NIDCAP® Training Center fee of \$1500 U.S. dollars as an annual fee for each NIDCAP® Training Center.

Upon motion, duly made, seconded and carried, it was

VOTED: To establish individual membership dues of \$100 U.S. dollars for each NIDCAP® member in good standing, with the exception of members with extenuating circumstances, where such fee may be reduced or waived.

The development of a marketing/public relations committee was discussed, especially in terms of the nursery certification process. This topic will be further explored at future Board meetings.

A tentative plan for scheduling meetings of the Board and of the voting membership was proposed. The first general membership meeting, which will include a fiscal report and an election for one-year board membership positions, will be held on Saturday, October 5, 2002.

Upon motion, duly made, seconded and carried, it was

VOTED: To hold the NIDCAP Federation Board Meeting at 10 a.m., Friday, October 4, 2002, in conjunction with next years' NIDCAP® Trainer's Meeting.

During a discussion of Federation communication channels, it was determined that for all e-mail correspondence, the e-mail subject line should read "Federation Board Business". The e-mail list should include all Board members, including Sandra Kosta (Assistant Secretary) and Tatiana Koretskaia (Recorder, etc.).

The relationship between Annual Meeting program development and sponsorship by for-profit organizations was discussed.

Upon motion, duly made, seconded and carried, it was unanimously

VOTED: To adopt a no-sponsorship policy at NIDCAP® Trainer’s Meetings, including NIDCAP Federation Meetings.

The need for a fund-raising committee for the NIDCAP Federation was discussed.

Upon motion, duly made, seconded and carried, it was

VOTED: To establish a fund-raising committee, to be chaired for a one-year term by Kathleen VandenBerg, with other committee members to be determined by Ms. VandenBerg, by January 15, 2002.

The topic of nursery certification criteria, including the application process, screening, and certification, was briefly discussed. The development of minimum nursery criteria will be further explored at the next Board meeting.

Dr. McAnulty proposed that sections in the NIDCAP Federation by-laws pertaining to the Treasurer and to the Secretary be revised.

Upon motion, duly made, seconded and carried, it was unanimously

VOTED: To revise the by-laws by moving and revising the following sentence from Section 9 Treasurer to Section 11 Secretary “The Secretary shall keep a record of the meetings of the Directors and of the meetings of the Membership and distribute the minutes of the meeting to the Directors and respectively the Membership.” Furthermore, the following redundant sentence from Section 11 should be deleted: “The Secretary shall keep a record of the meetings of the Board of Directors.”

The next meeting of the NIDCAP Federation International Board shall be held on October 9, 2001 in Stevenson, Washington at the conclusion of the Twelfth Annual NIDCAP® Trainer’s Meeting.

There being no further business and upon motion, duly made, seconded and carried, it was unanimously voted to adjourn.

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Secretary