

MINUTES OF NIDCAP FEDERATION INTERNATIONAL BOARD MEETING

OCTOBER 4, 2002

The Annual Meeting of the NIDCAP Federation International Board was called and held in Williamsburg, Virginia on October 4, 2002 from 1000 to 1230 and 1400 to 1600.

NIDCAP Federation Representatives Present

Board Members:

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

Others Present:

Sandra Kosta (Officer, Assistant Secretary)
Elizabeth Brennan (Assistant to the Assistant Secretary)

The Board reviewed the Minutes of last year's NIDCAP Federation International Board Meetings dated October 5th and October 9th, 2001. Several minor revisions were proposed, agreed upon and incorporated into the text of the Minutes without the requirement of further Board approval except as voted below.

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

VOTED: To accept the Minutes from the 2001 Year Board Meeting as edited based on inclusion of the revisions approved hereby (copies available in the Archives).

Dr. Als initiated a discussion on the development of a timeline for the adoption of the Board Meeting's Minutes. It was decided that the Board should receive a first draft of the Minutes by December 1st or the first business day thereafter, give revision suggestions and comments by the following year's February 1st, and receive a second draft, with the integrated suggestions, for review by March 1st. The Board will then review and adopt the Minutes at the Annual Board Meeting. Upon approval, minutes will be sent to the Federation Main Office for archiving.

Dr. Lawhon reviewed the decision approved by the Board on October 5th, 2001, regarding the voting procedures for the annual election of the Federation Officers. Ballots should have all eligible candidates listed. Upon a review of the Federation by-laws, the distinction was made that anyone is eligible to hold an officer position, regardless of

whether they are members of the Federation. After further discussion, each current officer was asked if they were interested in continuing to hold their position.

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

VOTED: To elect the following officers of the Federation, for the period of one year or until the next Annual Meeting of the Board of the Federation: Heidelise Als (President), gretchen Lawhon (Vice President), Gloria McAnulty (Treasurer), Deborah Buehler (Secretary), and Sandra Kosta (Assistant Secretary).

Dr. Als' report from the Chair began with a discussion of the communication of Board Business via e-mail. She recommended that we should use e-mail more consistently to update one another on progress by our subcommittees and other pertinent developments that require notice to or the attention of the Board. The Board agreed that the Secretary would send reminders to Board members to provide the Board with subcommittee updates on a quarterly basis.

Regarding recent events of note, Dr. Als reported the following: the addition of a new training center at the University of Connecticut Health Center, with new Federation members Catherine Daguio (Center Director) and Dorothy Vittner; and two new trainers at the University of Oklahoma Center, Laurie Mouradian (Center Director) and Rodd Hedlund.

The discussion of how to support trainers who are having difficulties at their sites led to a dialogue on the development of a confidential forum among Board Members, Trainers and Trainers-in-Training to promote discussion of training issues that may arise and which may require additional support.

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

VOTED: To encourage each Board Member to offer the support of the Board to Federation members or trainees if deemed appropriate by such Board Member. With the permission of the Board, individuals may share their issues at a Board meeting, with the understanding that discussions will be kept confidential amongst the Board. Issues so discussed will be entered into the Minutes anonymously.

Ms. VandenBerg initiated a discussion to explore the possible protective role the Federation might be able to play for training centers, especially in the case of training centers moving to new institutions.

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

VOTED: To formulate a letter and certificate between the Federation and individual Training Centers describing the individual center's

accomplishment(s), as well as the formal relationship with and responsibilities to the Federation. A draft of such letter and certificate will be prepared by designation of the Board for circulation, discussion, and finalization, as the Board may direct by written consent.

Such certificates should also include statements concerning the integrity, standards, and mission of the NIDCAP® effort. The Board also concluded that support for trainers-in-transition (i.e. trainers who are not currently affiliated with sites), while not currently available, could be explored at future meetings.

Dr. Lawhon reported that the SAPTA NIDCAP® Training Center is embarking on a new relationship with the Cincinnati Children's Hospital Medical Center. This site may become a co-site for the SAPTA NIDCAP® Center. Ms. VandenBerg reported that the former Stanford NIDCAP® Training Center has been renamed the West Coast NIDCAP® and APIB Training Center and has temporarily relocated to Mills College in Oakland, California. This center is expected to soon identify a new NICU as its clinical base and will inform the Federation Office of the decision.

Dr. McAnulty presented a financial report for the Fiscal Year ending September 30, 2002. Revenues (\$15,400.00), outstanding dues, overpaid site balances, and members retiring from the Federation and who therefore no longer pay fees were reviewed. A clarification was made that once a site becomes a center, regardless of whether training has occurred during that year, the center is required to pay dues to remain in good standing. Costs and expenses for the Fiscal Year totaled \$10,690.66, including: reimbursement of \$200 to the National NIDCAP® office; legal fees totaling \$ 8,584.93, including corporation formation, logo development (\$1,775.00), and miscellaneous expenses (\$330.73). Upcoming expenses will include a re-registration filing of the NIDCAP trademark, graphic design services, and production costs for Annual Trainer's Meeting, a stipend for the site hosting the upcoming Trainer's Meeting, and establishment of a scholarship fund for hardship cases involving Trainers attending the Annual NIDCAP® Trainer's Meeting. Dr. Westrup proposed that we have an independent auditor annually review our finances. Ms. Kosta and Dr. McAnulty will explore this suggestion and report their findings and recommendation to the Board. Dr. McAnulty stated that annual dues will be payable October 1st of each year, the first day of the new fiscal year.

In order to support the start-up costs of organizing the Trainer's Meeting, the Federation discussed the feasibility of supporting individuals, with a \$2,500 stipend, as they prepare to host a Trainer's Meeting. Dr. Helm proposed that he could develop a draft of a budget, based on expenses incurred this year, of what the minimal monetary requirements are for the hosting of an annual meeting. This information could then be used for fundraising efforts helping to defray meeting expenses for attendees, including a scholarship fund for Trainers with financial hardship.

The Board decided to maintain the same fee structure for site and individual annual dues as had been adopted the previous year.

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

VOTED: To provide \$2,500 seed money to the center hosting each successive Annual Meeting, as long as such funding is available. Monies will be sent upon acceptance of a host by the Federation for the upcoming meeting.

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

VOTED: To accept the Treasurer's Report (copies available in the Archives).

Dr. Helm proposed that the Board consider changing the re-examine the date of the Annual NIDCAP® Trainer's Meetings from the Fall to the Spring.

Upon motion duly made, seconded and carried, it was

VOTED: To continue to hold Trainer's Meetings during the Fall, and to schedule such Meetings so they do not conflict with religious holidays.

A 2003 meeting site was offered by Dr. Browne (Colorado), with the dates October 23rd through 29th, 2003 targeted. In subsequent years, the following Site Directors and Trainers-in -Training are considering hosting the meeting: in 2004, Dr. Mouradian (Oklahoma), and in 2005 and beyond, Dr. Lawhon (Ohio), Drs. Sizun and Ratynski (Brest, France), Ms. Daguio (Connecticut).

Dr. Helm discussed the training database, stating that it is in an early stage of development. Each training center will have a user ID for entering training data. Files will be accessible as Read Only. Only complete data entries will be accepted. Entries with incomplete information will be automatically rejected.

Dr. Lawhon reviewed the voting procedure in preparation for the Federation Membership Meeting. Ballots will be distributed to all voting members. Two positions will be voted upon. The incumbents, Dr. Browne and Ms. VandenBerg, agreed to serve on the Board for the three-year term should they be re-elected.

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

VOTED: To remove from the Federation Membership ballot the names of anyone not in attendance at the Annual Federation Meeting.

The Board concluded that all eligible candidates for the election ballot would be asked in advance of the Annual Meeting to respond by a certain date as to whether they would accept the position if elected, and if not, their name would be removed from the ballot prior to the vote.

Dr. Lawhon, who co-chairs the Committee on NIDCAP Nursery Acknowledgment, with Ms. Karen Smith, gave her report. She reviewed the history of how this topic has evolved over the years, dating back to the 1999 Annual NIDCAP Trainer's Meeting, held in Stowe, Vermont. Numerous background materials and programs have been reviewed. The goal is to ensure the nurturance of the infant and family while in the newborn intensive care unit. Dr. Lawhon recommends that we develop a process for a nursery to be recognized as a developmentally supportive nursery by the NIDCAP Federation International, Inc. At this time, recognition criteria and application processes are being further refined, fee structure recommendations are being developed, and a structure for education and consultation services are being designed. Names of potential assessors included: Dr. Browne, Dr. Sell, and Ms. VandenBerg. Individuals identified as interested in working on this committee are: Dr. Conneman, Mr. Hedlund, and Dr. Maguire.

Ms. VandenBerg, who chairs the Fundraising Committee, gave her report. She reviewed fund raising strategies and principles. She described the importance of the development of a vision statement, with 4-5 concrete goals for the organization. She proposed that each Board Member develop a vision statement that projects out five years with three foci: (1) training, (2) research, and (3) the development of funding and business aspects. Ms. VandenBerg proposed that the general membership be asked for a one page vision statement for review by the Board. Further, members should articulate goals regarding how much money the Foundation should raise. Foundation representatives approach potential donors for funding, families from the NICU should be asked for input, and anyone who could donate money to the NIDCAP process should be solicited. The Fundraising Committee, chaired by Ms. VandenBerg, will include a former NICU parent, Ms. Forte, and Dr. Helm, and perhaps others. It will report quarterly on fundraising and retreat development efforts.

The next meeting of the NIDCAP Federation International Board shall be held on October 8, 2002 in Williamsburg, Virginia at the conclusion of the Thirteenth Annual NIDCAP® Trainer's Meeting.

There being no further business and upon motion, duly made, seconded and carried, it was unanimously voted to adjourn at 1600.

Secretary