

MINUTES OF NIDCAP FEDERATION INTERNATIONAL
MEMBERSHIP MEETING

OCTOBER 5, 2002

A regularly scheduled meeting of the NIDCAP Federation International Membership was called and held in Williamsburg, Virginia on October 5, 2002 from 1330 to 1500.

NIDCAP Federation Members Present:

Heidelise Als	Agneta Kleberg
Joy Browne	gretchen Lawhon
Deborah Buehler	Gloria McAnulty
Catherine Daguio	Laurie Mouradian
Deana DeMare	Laura Robison
Rodd Hedlund	Elsa Sell
James Helm	Karen Smith
Susann Hill Mangan	Kathleen VandenBerg
Melissa Johnson	Björn Westrup

Dr. Als reported to the Federation members the results of the Officer's Election from October 4th, 2002: Heidelise Als (President), gretchen Lawhon (Vice-President), Gloria McAnulty (Treasurer), Deborah Buehler (Secretary), and Sandra Kosta (Assistant Secretary).

Dr. Als reported that there are now four new voting members in the Federation: Ms. Daguio, Mr. Hedlund, Dr. Mouradian, and Ms. Vittner. Last year's minutes, adopted at the Annual Board Meeting held on October 4, 2002, are available at the Federation's Main Office.

The Board reported on the following initiatives: First, beginning with fiscal year 2002-2003, to provide a \$2,500 stipend from the Federation to the individual who offers to host an upcoming annual trainer's meeting, for use to defray start-up meeting expenses. No specific accounting of disbursement of the stipend is to be required by the Board. Second, the Board is considering a retreat for Board members to focus on such areas as planning and a vision statement for the Federation. And, third, the Board adopted the Federation Logo.

Dr. McAnulty reported on the development of the Federation Logo. She stated that the Federation and the individual centers may be identified as part of the same identity through the logo. Flanders and Associates is the graphics firm that has designed the logo and stationary. For a fee, the firm has offered to modify the addresses in keeping with each Training Center's own identity, and incorporate site specifics in the designs of labels, envelopes, and letterhead stationary. Pricing for each component is available. Printing is a separate process to be done at the site of each center. Future projects that will require

graphic design services include: a brochure (which will be especially important for fundraising) and a website (the site will be based in Boston, will include frequently-used documents and have links to other site, and will be maintained by Jack Connolly). The Federation Logo is available through Ms. Kosta. The stationary and other graphics are available through Flanders and Associates, who should be contacted directly. The address is available through Ms. Kosta.

The Board has developed a confidential forum for Federation Members and Trainers-in-Training. At the discretion of the Board, this forum shall provide an opportunity for individuals to bring concerns or issues to the Federation Board for advice and guidance.

Dr. McAnulty presented a review of the Treasurer's report, including costs and expenses over the previous year and current financial balance. This report was accepted by the Board at the October 4th NIDCAP Federation International Board Meeting.

Dr. Helm described the training database as in an early stage of development. Developed in Boston, Ms. Kosta and Mr. Connolly are working to move existing data onto a web-based database. Each Center will have access to the database in order to enter training information. Data from each Center will be maintained cumulatively and will be available for annual summary and review. When entering trainee information, only completed field entries will be accepted. Incomplete data entries will be automatically rejected. The database should be available for use by the Training Centers in 2003.

Dr. Lawhon reviewed the election procedures in preparation of the vote for the two Board member positions open for re-election. After a show of hands of individuals who wished to be placed on the ballot, the ballots were distributed and the vote was taken. The secretary collected and tallied the ballots. The two members with the greatest number of votes were incumbents Dr. Browne and Ms. VandenBerg. Both accepted three-year terms as newly elected Board Members.

The Fourteenth Annual NIDCAP® Trainer's Meeting will be hosted by Dr. Browne and the Colorado NIDCAP® Center, from October 23rd through the 29th, 2003. Dr. Mouradian agreed to organize the 2004 Annual Trainer's Meeting in Oklahoma. Other members were encouraged to consider the opportunity and the responsibility of Federation membership and volunteer to host future Annual Meetings.

Other commentary included a call from Ms. VandenBerg, on behalf of the Fundraising Committee, to all members to explore possible fundraising sources; a reminder from Dr. McAnulty that all Federation dues are payable on or before October 1st of each year, which is the first day of the new fiscal year; and the decision that the Board Secretary prepare a standard packet of materials to include the NIDCAP Federation Articles and By-laws as well as copies of prior minutes and forward them to new Federation Members as soon as they attain Member status and thereby become eligible voting members.