

# MINUTES OF NIDCAP FEDERATION INTERNATIONAL BOARD MEETING

OCTOBER 24, 2003

The Annual Meeting of the NIDCAP Federation International Board was called and held in Estes Park, Colorado on October 24, 2003 from 0900 to 1130 and 1240 to 1315 and 1555 to 1700.

## NIDCAP Federation Representatives Present

### Board Members:

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

### Others Present:

Aylet Talmi (Scribe)

The Board reviewed the Minutes of last year's NIDCAP Federation International Board Meetings dated October 4<sup>th</sup> and October 8<sup>th</sup>, 2002.

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

VOTED: To accept the Minutes from the 2002 Year Board Meeting (copies available in the Archives).

Dr. Lawhon led the officer elections. She began by asking each current officer if they were interested in continuing to hold their position. Each officer responded affirmatively (Sandra Kosta's consent was given by proxy) and the votes were cast and tallied for each position.

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

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 presented the Annual Report from the President, reviewing the 2002-2003 year. She reported on the four decisions made by the Board in Open Vote. First, in

response to the Sooner NIDCAP Training Center's request for annual payment hardship consideration, approval was obtained for deferred payment for the fiscal year 2003 dues of \$1,500, to be paid in \$500 increments in each of 2004, 2005 and 2006 in addition to the base payment of \$1,500. For FY 2004, 2004, 2005 and 2006 dues payments would then be paid at the annual rate of \$1,500.00 plus the deferred payment of \$500.00, for a total annual payment of \$2,000.00. Second, the Board authorized payment of fees and out-of-pocket expenses for an organizational development consultant to attend the Board Meeting, to take place in conjunction with the 14<sup>th</sup> Annual NIDCAP Trainers Meeting, Estes Park, CO, 24 October 2003. Third, the Board allocated funds at a rate of \$150/hour for a maximum of \$1500/month unless otherwise agreed effective 1 January 2004 to Ms. Hiland for continued fund raising efforts. And fourth, the Board allocated funds in the amount of \$500 honoraria for each of the honoraria for key note speakers at the 14<sup>th</sup> Annual NIDCAP Trainers Meeting, Estes Park, CO, 25-28 October 2003. Further, Dr. Als reported on the certification of a new trainer, Ms. Anna-Karin Asp and the certification of a new master trainer, Ms. Agneta Kleberg. Two Training Center updates include the closure of the SAPTA NIDCAP Training Center and the change in Directorship of the Scandinavian NIDCAP Center to Dr. Bjorn Westrup. A clarification was made in the e-mail voting procedures for the Board. The President will call for the vote to be made by Board members, after which the Secretary will tally the votes and report back to the Board. If the Secretary is absent, then the Assistant Secretary will assume this role.

Dr. McAnulty presented a financial report for the Fiscal Year ending September 30, 2003. Revenues (\$30,922.00) were reviewed. Costs and expenses for the Fiscal Year totaled \$9,830.89, including: legal fees totaling \$ 4,135.89, including costs of corporate formation, and miscellaneous expenses (\$5,695.00). Monies encumbered, yet not yet expended include honoraria for key note speakers for the 2003 Trainers Meeting and consultation fees for Mary Hiland. Monies received from the Kirkwood family have been earmarked for the December 2003 Board retreat. After the reimbursements and payments are made, the total cash balance equals \$7,367.85.

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

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

Dr. McAnulty stated that she will continue to investigate retainment of an independent auditor and will report back to the Board.

Discussions were held regarding acknowledgements from individuals and centers of Board decisions regarding hardships and the implementation of late fee incurments.

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

VOTED: To invoice training centers and individuals on October 1<sup>st</sup>, with payments due on February 1<sup>st</sup>. Late payments will be acceptable until April 30<sup>th</sup>, beyond which the Training Center or individual is

considered no longer “in good standing”, unless they have entered into late payment negotiations with the Board prior to April 30<sup>th</sup>.

The definition of “in good standing” was further explored. In addition to the topic of fees, the quality of the trainer and training center’s work and the process for evaluation and review was discussed. Master Trainer and independent reviewers with a timeframe for meeting quality assurances were explored and the topic was tabled until a later date.

Dr. Helm reviewed the progress of the NIDCAP and APIB training data base project. He restated the goal of having available on the data base data about all training ever done, and the challenges of converting from multiple centers’ formats, and maintaining and managing the website with its closed secure portal access. In the first quarter, Dr. Helm will identify the data bases currently used and explore the range of data formats that exist as we strive to begin to gather consistent data collection across sites. Discussions of the progression of the data base and the setting aside of funds for its further development and implementation will continue. It was further discussed that the categories of Master Trainers in NIDCAP and APIB be added in our training records and reporting.

Dr. Lawhon reviewed the vote to be held during the Federation Membership Meeting. Ballots will be distributed to all voting members. One position will be voted upon. The incumbent, Dr. Helm, agreed to serve on the Board for the three-year term should he be re-elected.

In a review of the 2003 Trainers Meeting Program, the agenda, open seating, and timing of breaks were briefly reviewed.

Dr. Lawhon, who co-chairs the Committee on NIDCAP Nursery Acknowledgment with Ms. Karen Smith, gave a brief update. She reported that this project has been on hold and is planned to be further developed over the coming year.

Ms. VandenBerg, who chairs the Fundraising Committee, presented her report compiled with support from Ms. Mary Hiland. She reviewed challenges and opportunities for NFI fundraising with foundations and individuals. The development of a mission statement for the organization will occur during the December 2003 Board retreat. The committee will report quarterly on fundraising and retreat development efforts.

In order to support the organizational costs of the 2004 Trainer’s Meeting, the Federation discussed the feasibility of supporting the Oklahoma Center, with a \$5,000 stipend, as they prepare to host the Trainer’s Meeting.

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

VOTED: To increase the financial support from the Treasury to \$5,000.00 to centers that are organizing future Trainers’ Meetings.

Dr. Lawhon agreed to lead efforts to develop the 2004 Trainers Meeting program formation. Dr. Browne suggested that Suzanne Smith may be available be subcontracted to support the Trainers Meeting, including managing the website and performing other administrative duties.

After an in-service from Ms. Mary Hiland, the Board discussed the organizational development of the NFI and correspondingly the need for organized and concentrated fundraising.

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

VOTED: To seek a continued relationship with Ms. Hiland for a period of one year for support with organizational development and fundraising, with the understanding that payment for her services is contingent upon successful fundraising.

The next meeting of the NIDCAP Federation International Board shall be held on October 28, 2003 in Estes Park, Colorado at the conclusion of the Fourteenth 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 1700.

---

Secretary