



NIDCAP Federation International

Changing the Future for Infants in Intensive Care

**Minutes of the Third and Final Meeting of the Board, 2004-05
Westport, Connecticut**

Friday, October 21, 2005

0900 – 1700

Executive Board Room

A regularly scheduled meeting of the NIDCAP Federation International (NFI) Board was called and held in Westport, Connecticut on Friday, October 21, 2005 from 9 a.m. to 5:00 p.m.

Board Members: *H. Als, D. Buehler, J. Helm, g. Lawhon, G. McAnulty, R. Sheldon, K. Smith, K. VandenBerg, B. Westrup*

Officers: President: *H. Als*
Vice President: *g. Lawhon*
Treasurer: *G. McAnulty*
Secretary: *D. Buehler*

Staff: Outgoing Executive Director: *M. Hiland*
Incoming Executive Director: *M. Hopewell*
Assistant Secretary: *S. Kosta*

Welcome and Agenda Review

Dr. Als called the meeting to order at 9:00 a.m., welcomed the board to the meeting, and reviewed the agenda items.

Introduction of new Executive Director

Dr. Als introduced the new Executive Director, Martha Hopewell. Ms. Hopewell began working with the NFI on October 1, 2005. She will have 20 hours per week to work on NFI-related projects. The Board members introduced themselves to Ms. Hopewell.

Election of Officers

Dr. Helm, as chair of the nominations committee, announced that the officers would run as a slate. The slate was presented as follows: President: H. Als; Vice President: g. Lawhon; Treasurer: G. McAnulty; and Secretary: D. Buehler.

Discussions were held around the slate proposal (to avoid officers being in the position of nominating themselves), changing term limits in the by-laws to two-year terms, and the rationale for the Assistant Secretary position being a voted office (this later topic was tabled until the Unfinished Business portion of the meeting).

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

VOTED: To elect the slate of officers as presented: H. Als, President; g. Lawhon, Vice President; G. McAnulty, Treasurer; and D. Buehler, Secretary.

A discussion ensued of the term that officers should be elected to serve. It was determined that changing the term served from one year to two years would be advantageous for the efficiency of the NFI and that an amendment could be added to the by-laws to reflect this change. When a longer than two year term was proposed, Ms. Hiland recommended that it is good business practice to revisit the officers positions after a two year term though not longer.

When examining the leadership model and continuity of the NFI's directions, Ms. Hopewell suggested that the Office of the President include the former president, current president and president-elect. Dr. Helm suggested changing the responsibilities of vice president so that the vice president is president-elect, noting that this wouldn't take effect until next year. Dr. Als requested that Dr. Helm and the nominations committee could establish a plan for next year's election process, officer responsibilities and terms. Issues to be examined include the question of whether changes may be implemented as policy rather than by-law revisions. The nominations committee will develop some options for the board. Dr. Als asked for a timeline to be developed.

Dr. Westrup proposed for ease of scheduling that the mid-year board meeting be coordinated around another spring professional meeting (April 29th - May 2nd). This topic was revisited later in the meeting.

Report from the Chair

Dr. Als distributed and summarized the written document, *Report from the Chair*. Highlights from the report are as follows:

- NFI developments
 - Hired a new executive director (Ms. Hopewell).
 - Hired a grant researcher/writer (Ms. Hexter, role will be to work closely with Ms. Hopewell, identify funding sources, and report to the board with proposals).
 - Minutes from the April 2005, Seal Cove Board Meeting adopted.
 - Formally adopted documents developed by committees reporting to the Board recommended to be posted on the web.
 - A Quality Assurance Committee was developed, which will subsume the Master Trainer Committee. The President's Report will be amended to reflect this decision. Dr. Als was charged with, and accepted, the chair position. g. Lawhon agreed to serve on the committee. No other members were established at the time and it was left to the Dr.'s Als and Lawhon to approach and invite others to be members of the Quality Assurance Committee.
 - Within the quality assurance domain, discussion was held to uphold the integrity of English NIDCAP documents as they are translated into other languages. At this time, in each new language, the NIDCAP trainer evaluates the appropriate individual(s) to translate the documents, a second training center when available in the respective language, reviews and as indicated suggests changes to the original translation. The two centers jointly arrive at the best translation of the documents. The documents are to show on the front pages the original NFI copyright date of the English version as well as the sentences: "Translated by [insert names and location with Institution, of translators who carry responsibility for the translation] with permission of the NFI. Official [insert name of language of translation] language document, copyright NFI, [insert date]." The respective Master Trainer will have assured the Board of the accuracy and conceptual appreciation of the NIDCAP approach reflected in the translated documents. This

assurance is necessary for NFI approval of the translated documents. Dr. Westrup agreed that he will communicate with the French groups. The goal will be for all approved translated documents to exist on the web in the respective languages.

- Certificate Templates were appended. Two additions were made (byline added and signature block for the NFI president). Dr. Lawhon pointed out that the certificates should read “under the authority of the NFI”. The minutes should be amended to reflect this revision.
- Funding developments and needs
 - Appeal letter fundraising goal was reduced
 - Board agreed to fund pilot phase of nursery certification process. Dr. Als stated the needs have not changed. Ms. Hiland reminded the Board that it would be a good project for the grant writer.
- Training Center developments
 - Three new centers opened (Leiden, Rotterdam [The Netherlands], and Buenos Aires [Argentina])
 - One new trainer at the UIC Chicago training center was certified; UIC center members requested that center establishment be made official only when two certified trainers will be available (~ summer 2006)
 - Announcement of new training center affiliation for Mr. Hedlund (The Mid-Atlantic NIDCAP Training Center at the Children’s Regional Hospital at Cooper University Hospital)
- NIDCAP education and outreach developments
 - Dr. Mouradian approached Dr. Als for the board’s consideration of the development of an informational packet to be distributed at developmental care conferences. It was determined that a marketing committee will not be necessary at this time. Ms. Hopewell stated that she will develop a marketing display.
 - Upcoming NIDCAP educational opportunities: A pre-conference NIDCAP day is planned for the November Contemporary Forums conference (though registration to date was low); Dr. Westrup recommended to a NIDCAP day be connected to the European Science Foundation conference IDNIC; Infant Development in the Neonatal Intensive Care, a bi-annual meeting, typically held in London in March.
 - NIDCAP in the press—NY Times, London Times, national newspaper in Argentina, National Public Radio program (Diane Rehm) (see Report for comprehensive list). Dr. Als added that there is a need for a clearinghouse for press articles. Ms. Hopewell will be responsible for obtaining permission for duplication and dissemination.

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

VOTED: To accept the Presidents Report with the amended section describing the Quality Assurance Committee.

Treasurer’s Report and Finance Committee Report

Dr. McAnulty presented the financial report for the fiscal year ending September 30, 2005. She reviewed the beginning balance as of October, 2004 (\$82,523), revenues (\$128,019), costs and expenses (\$39,830), and the ending balance (\$135,367). Dr. McAnulty explained that the

University of Connecticut Health Center could not accept wire transfers, so the NFI acted as a clearinghouse for international registration fees; she explained that the NFI absorbed any unexpected bank fees. Ms. Hiland pointed out that she changed the title for the line item from Miscellaneous to Wire Transfers. Complete details of this report are available in the NFI archives.

A discussion ensued around membership dues and nonpayment. Dr. McAnulty pointed out that France has not yet paid annual dues and asked for guidance for how to proceed. Dr. Westrup explained that Dr. Sizun does not have a way within his health care system to pay. Dr. Als reminded the board that there is a formal plan for hardship. Exemption from payment for new training centers applies from the 2004-2005 fiscal year forward. New centers pay center dues only during the center's second year. This rule has been applied retroactively to France. France is now one year behind. Dr. Als reminded the Board that the two new training centers in the Netherlands paid their first year's center dues. The two centers that have paid for 2004-05 will not be invoiced for 2005-06.

Ms. Hiland reported that at this time the cash flow for the NFI is strong.

In the proposed budget, Ms. Hiland made assumptions that reflect all centers paying dues. In the letter appeal, it was pointed out that donations made should be immediately reported back to the person who made initiated the request for donation from an individual (Dr. Lawhon had not been aware that certain individuals she had solicited had donated monies to the NFI). The budget assumes \$50,000 from the Pritzker Foundation and \$50,000 from the Bella Vista Foundation. Expenses for the coming year will include: Ms. Hopewell's salary, Ms. Hiland's consultation time during the transition, Ms. Hexter's (grant funding research and some grant writing) hourly fees, travel reimbursement (including staff travel), and board meeting expenses.

Upon motion, duly made, seconded and carried, it was unanimously VOTED: To adopt the budget as presented.

Fundraising Committee Report

Ms. VandenBerg reported to the Board that the fundraising committee will work with Ms. Hopewell and the new grant researcher/writer. Dr. Lawhon announced that she knows of a potential donor who has funded a pediatric brain center. Ms. VandenBerg stated that the Board may want to begin the letter writing fund appeal again. Eighty percent of non-profit organizations' funds come from individual donors. Further, this fundraising approach tends to grow in response rates over time.

Ms. Hiland made an appeal to the board to reconsider asking people they know for donations. Ms. Hiland will give Ms. Hopewell an overview of the letter appeal process. Dr. Als asked that the letter be rephrased.

Upon motion, duly made, seconded and carried, it was unanimously VOTED: To accept the fundraising committee report.

A short recess was taken from 11 a.m. to 11:10 a.m.

Communications Committee Report

Dr. Helm's report, as a member of the Communications Committee, described the website and database developments.

The NIDCAP website's homepage was developed and posted in November 2004 with the webmaster, Ann Brandon. Sections of the website that have been developed include: The Members' Services page (with the posting of the board meeting minutes and financial statements and reports; training documents; and the custom search) the NIDCAP Trainer's Meeting pages and links; and the How to Help page (for donations to the NFI, including use of Paypal). Members should see Ms. Hopewell for any technical difficulties in accessing the website. Dr. McAnulty (with Dr. Helm and Ms. Kosta) will continue to be the NFI contact for Ms. Brandon. Future additions to the website may include a Board materials section with committee files, actions taken, and policies adopted. A secondary password may be developed for the database (perhaps trainers only). With regards to board discussions being available on the web, it was decided that emails are best to communicate ongoing discussions and the site should have only those documents that have been formally adopted.

NIDCAP and APIB frequently asked questions (FAQ) will be posted on the website. Dr. Buehler edited the two sets of questions. The FAQ will be posted on the NIDCAP Training page, rather than the homepage. Some additional edits were suggested; the APIB title should include an apostrophe after the s; the 1973 Brazelton reference should be completed; on Page 2 of the NIDCAP questions, 'what's' should be 'what is'; and Infant Development Specialists should be added to the "For whom is NIDCAP training appropriate?"

As the program guide is revised the FAQ will need to be updated. Discussion of who will be responsible for these updates ensued. Ms. Hiland stated that the board should decide how to manage the website, including who will take responsibility for continually updating the posted information.

Dr. McAnulty reported that NFI members may view website activity on the website via the "traffic report" at www.nidcap.org/reports. This report indicates the number of individuals who have accessed the website and indicates also from where.

Dr. Helm reported on the current status of the database development. He has gathered training information from the year 2000 to present. He noted that there are still some outstanding registration forms. Several trainers' forms were sent to Ms. Brandon, so data entry and program debugging will begin soon. Once in place, each trainer and/or center director may update their center's work. Ms. Hopewell asked if there is a plan for backing-up the database. Currently each training center will be responsible for keeping the data updated annually and keeping their original records. Accountability for the data will need to be carefully considered. Dr. Helm stated that only Dr. McAnulty, Ms. Hopewell and he will have the ability to edit the database. Policy issues for the use of the database will need to be developed. One sentence will be added to the registration form: "NOTE: Records are placed on a web database, within a secure site, and used only by the NIDCAP Federation International (NFI)." It was agreed that this sentence be placed on the official training registration form found on the NIDCAP webpage. Over the next year, committee members will work with Ms. Hopewell to develop this project. Any edits need to be immediately sent to Ms. Brandon at ann@onyons.com. All Training Center Directors and Trainers will have access to the database.

The Board accepted the Communication Committee's report.

Membership Committee Report

The NFI Membership Committee, chaired by Dr. Helm, was given the task to explore how to expand the membership, increase the funding base, and grow the organization. Dr. Helm suggested a revision to Article 1, Section 1 of the By-Laws, which stipulates the potential categories of membership for the NFI. This revised statement will read as follows: *Article I: Membership. Section 1. Membership. Membership is open to all NIDCAP certified trainers, NIDCAP Center Directors, and Founding Members who are in good standing with the Corporation. Any person who is serving as a Director of the Corporation shall be a Member of the Corporation. The Directors may also establish criteria for additional members, for different kinds of memberships and for other associations with the Corporation. Guidelines, criteria, and benefits for Members and other associates shall be determined by the Directors, including criteria for the status of "in good standing". Members shall pay annual dues as set by the Directors.*

Upon motion, duly made, seconded and carried, it was unanimously VOTED: To adopt the revised membership section of the By-Laws as described above.

Dr. Helm presented "Membership Guidelines" and asked the Board to adopt them as a working document. The guidelines listed NIDCAP training centers and their requirements to belong to the NFI, including what it means to be "in good standing". Dr. Als recommended that this document should be an NFI policy. The revisions to be made include: title of document should read "Membership Policy" (and not Membership Guidelines); "a representative from each center must attend each of the annual NIDCAP trainers meetings and accept responsibility to convey in full NFI decisions to the center director (to ensure each trainer learns of new developments)"; for centers not participating in an annual trainer's meeting, the center director must inform the Board president prior to the meeting (and include a proposal that contains assurances that the center will delegate in advance of the meetings to an attendant at the meeting the responsibility to assist the center in obtaining all pertinent information. The center director has the responsibility to disseminate all policies and decisions from the missed meeting to the center's trainers and staff. In order to avoid falling out of good standing for individual members and/or centers, a reparation process must be accomplished by the time the NFI membership dues are due; for members and/or centers that fall out of good standing, any decisions or actions on their NFI status will be made by the board.

The meeting recessed at 12:50 p.m. and resumed at 1:55 p.m.

Discussion resumed regarding further articulations and revisions to the Membership Policy.

For the topic "Member in good standing", add "timely dues and attendance at each entire annual trainers meeting". Recommended changes included: policy will state "centers must comply by doing the following..."; Individual's must petition the Board for meetings that will be missed; reparations must be made "as soon as possible"; for trainers not in good standing, all current trainees will be referred back to the Board for new trainer assignment. Note: Membership dues are due by April 30th of each calendar year.

For individual memberships, the Associate Membership has been added as a category and therefore a dues level needs to be established. Dr. Helm reported that Ms. Ballweg researched

related organization fees and reported their range to be from \$50.00 to \$130.00. After discussion, \$40.00 for the Associate Member dues was agreed upon. Dr. Sheldon stated that by using a base rate of \$40.00, any donations to the NFI above that amount may be tax deductible.

Dr. Als will report on this discussion at the membership meeting. Dr. Helm agreed to revise the Membership Policy, including the descriptions and benefits of member and associate memberships, to be posted on the NIDCAP website by January 15, 2006.

Board Policies

Dr. Lawhon distributed a summary of the NIDCAP centers' training fees. In reviewing the fee sheets, she found: Great variability in all aspects of training and fee structures; the latest site has not established fees; not every trainer has a required consultation day; variety in the number of reports required; a wide fee range (\$7,700-\$20,000); some subsume the report charge in the consultation day fee. The board discussed possible reasons for the differences: Some centers may give a portion of the fee to others; some trainers may have to bring in a portion of the money to cover part of salary; some may have overhead charges. Dr. Sheldon pointed out that it is likely inappropriate to compare fees, while not to compare training components. Fee comparisons may be construed as 'price fixing' which is against the law. All further discussion of arriving at uniform fee structures was terminated. Ms. Hopewell will further explore the issue of the varied training fees from a legal perspective. Dr. Als reported that new training centers often ask what is appropriate to charge for training.

In terms of quality assurance of the training process, Dr. Als proposed the development of a new committee. Dr. Lawhon motioned that we create the Training Quality Assurance Committee that would oversee the Master Trainer process and overall training.

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

VOTED: To create the NFI Authorized Training Quality Assurance Committee that would oversee the Master Trainer process and overall training.

Some board members suggested that master trainers and master trainers-in-training should be on the committee. The committee would consist of Dr. Als, Dr. Buehler, Ms. Kleberg, Dr. Lawhon, and Ms. VandenBerg. Dr. Als accepted the suggestion by Dr. Helm that she should serve as the Chair of the committee. Dr. Lawhon volunteered to serve on the Committee. Drs.' Als and Lawhon will work to invite other members to join the committee.

The NFI board approved the practice that certificate templates will be electronically available. The font of the non-prescribed text may be varied. Before moving into use, each center's certificates must be sent to the Training Quality Assurance Committee for approval. Each type of certificate for the different levels of training must be sent. Ms. Hiland and Dr. Als will write a supporting document to discuss the review of centers' certificates.

Discussion ensued over the need for a policy for invited speakers at the trainer's meeting. The board had previously approved that reimbursements for speakers should be handled as follows: An honorarium of \$500 and all expenses are to be paid, including hotel, travel, meals, and full registration and attendance for all days of the meeting. The board discussed the concern over the expense of covering the speakers' entire stay at the meeting. Ms. Hiland suggested that reasonable expenses that the NFI could reimburse include: The registration fee; travel; and a certain number of hotel nights. Dr. Sheldon suggested that airline "economy fare" should be

added to what is paid for in terms of travel. Ms. Hiland suggested that there could be sponsorship for the meeting to help defray meeting expenses. Others, Drs.' Als, Westrup, and Lawhon, suggested that payment of full meeting expenses was in the best interest of the NFI in terms of attracting high level speakers, and in terms of increasing the visibility of the NFI in academic circles not usually in attendance at training implementation meetings.

A short recess was held from 3:45 p.m. to 4:55 p.m.

Nursery Certification Committee

Ms. Smith distributed the Nursery Recognition Committee Report and a draft of its brochure. Dr. Als stated that "Certification" should replace the word "recognition". This brochure for hospital administrators and clinicians to learn about the NIDCAP certification process includes a pullout page that provides a place to rank a nursery's developmental care level. The brochure would be distributed at conferences. Dr. Als pointed out that the description of NICU levels is American - based. Ms. Hiland noted that the NFI's name should be on the pamphlet. Additional comments and suggestions should be forwarded to Ms. Smith.

Application, phases, and process of certification have been elaborated in the Committee's report. Clarification needs to be made as to what would be used as the site assessment, as well as sensitivity to international use of the certification process. Ms. Smith recommended the formation of a sub-committee to address international issues, such as the necessary regulatory compliances and appropriate licensing bodies.

For the application process, a certification protocol needs to be established. Outcome data from the hospital site will need to be available. Evidence will need to be provided to the review team that the site meets criteria for review. It may become evident that developmental training is necessary before the site review may proceed. A time restriction will need to be in place on the time from making the application to the response of the site assessor team to the applicant. The response will need to be accompanied by an outline of the next steps. Judging from other accreditation organizations, most certifications are a three year process. The general fee structure will need to be developed in accompaniment of the initial information materials. A specific fee structure will then need to be developed once the timetable for certification is established and agreed upon.

For the development of a document, which specifies the Standard of Developmental Care required for certification, the Profiles of Developmental Care ("templates") tool might be used. Level five of the templates suggest model care; level three represents quality developmental nursery care. Dr. Buehler suggested using these criteria to create the standards of developmental care review tool for nursery certification. Ms. Smith indicated that the second part of the Template Manual which currently exists only in draft form, yet has been experimentally used by some trainers, holds great promise to be developed further for certification, since Part II describes organizational and governance parameters not included in the widely used Part I. Ms. Smith reported that she is working with the nursery committee members on finalizing a draft of the Templates Manual Part II and may then be looking for others to review the draft.

When a nursery will have achieved certification, it will be important to publish the list of certified nurseries on the NIDCAP website, in local newspapers, etc. Hospitals and or nurseries may apply for NFI membership.

Ms. Smith stated that the pilot phase of the certification process would start within six months. Committee members, especially with international representation, are needed to review the templates, certification documents, and nursery scoring system. The revision of the template manual Part I and II should be accomplished by the next trainers meeting. The Board suggested that the Nursery Recognition Committee should delegate responsibilities to ensure the completion of the steps.

Executive Director Report

Ms. Hiland reported her research on the process of copyrighting written materials. She described the two levels of copyrighting. First, in the United States, a document is created, a copyright symbol is placed on it, and it is copyrighted. And second, per the Berne Convention, the United States copyright is honored in other countries. The registration form may be downloaded from the computer (www.copyright.gov/); general information can be found on the following website: www.whatiscopyright.org/ and mailed in with the item (\$30.00 fee per document). The document may then be registered on the website (www.copyright.gov/) with a lifetime copyright registration. Registering allows one to seek monetary damages if there are infringements. Dr. Als proposed that NFI documents be formally registered. Ms. Hiland will pass this project on to Ms. Hopewell for registration of our training materials and documents.

Ms. Hiland reported on her explorations of legal services for contract agreements between the NFI and individual hospitals. Three attorneys were identified and interviewed. The attorney currently involved with the National NIDCAP Training Center, Ms. Marie Buckley of Nutter, McClennen, and Fish LLP also provides legal services for Children's Hospital Boston, and would be perceived as having a potential conflict of interest to also represent the NFI. Ms. Hiland, with Ms. VandenBerg, perceive Ms. Cynthia Rowland, an attorney in San Francisco, California, to be the strongest candidate to serve as the NFI legal representative based on similar work she has done for other agencies. Ms. Hiland thought that legal fees of \$5,000 would be required to prepare the training center contracts. Board members had numerous questions regarding the need for such legal agreements and regarding the question as to who at the individual centers would sign such agreements. Ms. Hiland suggested that more information is needed to help to decide how to best proceed. Ms. Hopewell will explore next steps, perhaps inviting Ms. Rowland to speak to the Board for an hour at the April 2006 meeting.

Executive Director Transition Plan

Ms. Hiland and Ms. Hopewell reviewed the list of current work projects and will work together to decide how to proceed to ensure a smooth transition, including any training, which may be required.

Products and Services Committee Report

Dr. Lawhon presented a report on the ongoing status of the products and services of the NFI. Accomplishments include: The development of training certificates, the compilation of training center fees, and the ongoing design of the newsletter. The NFI newsletter will include sections on reflection, relevant readings, NFI updates, current developmental care issues, suggestions from readers for the NFI, upcoming conference agenda, and news highlighting NIDCAP work from around the world. Dr. Buehler suggested that someone take on the role of reporting on the trainers meetings. Dr. Lawhon described plans for this newsletter to be quarterly and accessible either electronically and/or through mailings. The first issue is planned to be available in January 2006.

Dr. Lawhon presented a report of the ongoing training from NIDCAP training centers. Dr. Helm's yearly updates report on completed training, which represents a great deal of training and guidance between the reported actual work and reliability days. Dr. Als suggested that this process of reporting current training be performed annually. This approach provides an opportunity to observe patterns and frequency of training across and within sites. Among the questions that emerged from these data, some sites seem to provide a great amount of training and some sites seem to be performing much training at their own sites. Board members considered whether quality and goals of training may be compromised, when training occurs at the trainer's own site instead of at the trainee's site; and when trainers train a large number of individuals instead of training leadership teams in the trainee NICU, which then in turn provide inservices and updates for the staff in the respective NICU. Dr. Lawhon reminded the board that the 2006 trainers meeting will focus on the quality assurance of NIDCAP training. Ms. Hiland reminded the Board that certain grant agencies request to know the number of professionals receiving training. This document will be helpful to tabulate statistics for funding applications. It is suggested that the document be posted on the Members' Services page of the NIDCAP website.

Dr. Lawhon reminded the board that she was handling the email requests from the NIDCAP website for training. She brought copies of her emails and stated they are available for review. Dr. Lawhon will continue screening and responding to the email requests, answering questions, and making referrals as indicated. In time, Ms. Hopewell will respond to these questions from the website.

Master Trainer Committee Report

Dr. Als, as chair of the Master Trainer Committee, reported that the criteria defined for master trainer were adopted at the last board meeting. Senior trainers are eligible to apply to the board to work toward becoming master trainers. Any master trainer must become an APIB trainer prior to becoming a master trainer. Exceptions were made for current master trainers (Ms. VandenBerg and Ms. Kleberg); however, these two trainers must partner with an APIB trainer dedicated to training all future master trainers in the APIB. Ms. Kleberg has registered her intent to become an APIB trainer, and is working in preparing Ms. Ann-Sophie Gustafsson in her APIB work after Dr. Als introduced Ms. Gustafsson to the APIB.

A number of current sites and trainers needing trainer and master trainer assignments were discussed. Dr. Westrup and Ms. Smith reported that a group from Norway (Alesund) has approached the Scandinavian NIDCAP Training Center and expressed interest in becoming a training center. Ms. Robison has applied to become a master trainer and would take on the continued guidance of the Phoenix site. She is currently studying to be an APIB trainer with Dr. Buehler as APIB Master Trainer in Training with Dr. Als. Dr. Buehler sent a letter of application to become a NIDCAP master trainer. She requested the opportunity to guide Ms. Robison, since they already have a working relationship around the APIB trainer training. Dr. Buehler would need to be supervised by Dr. Als for this training step. Dr. Browne would like to continue to work toward becoming a senior master trainer and may be best served by having an alternate mentor for the process. Ms. VandenBerg, as Master Trainer, is the best candidate to supervise and guide Dr. Browne and would need further supervision from Dr. Als, as Ms. Vandenberg moves into a senior master trainer role.

To support the continued growth of the NIDCAP trainer system, Dr. Als proposed that the board move to accept the creation of an additional level of trainer, the senior master trainer. This role mentors trainers of Master trainers. At this time, Dr. Als is the only individual who functions in this role.

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

VOTED: To accept the additional level of senior master trainer.

A motion was made and seconded to approve Ms. Robison's application to become Phoenix's master training in training.

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

VOTED: To approve Ms. Robison's application to become a master trainer in training with the Phoenix site.

The senior master trainer to be assigned to mentor Ms. Robison was tabled until further discussion for Tuesday's meeting. At that time a timeline and plan for response will be formulated for the Phoenix group.

A motion to approve the mentorship between Dr. Browne and Ms. VandenBerg to support Dr. Browne becoming a master trainer was made and seconded.

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

VOTED: To approve Ms. VandenBerg as senior master trainer in training to work with Dr. Browne toward Dr. Browne's becoming a master trainer.

Unfinished Business

Earlier in the meeting, Dr. Helm questioned the lack of clarity regarding the role of the assistant secretary position. Among the questions posed were the following: Why is the assistant secretary a member of the board and yet not a voting member? May a member of the board be paid as a staff member? The discussion was tabled until closer examination of the by-laws was made.

The next meeting of the NIDCAP Federation International Board shall be held on Tuesday, October 25, 2005 in Westbrook, Connecticut after the Sixteenth Annual NIDCAP Trainer's Meeting.

There being no further business upon motion, duly made, seconded and carried, the meeting was adjourned at 6:30 p.m.

Deborah Buehler, PhD

Secretary

NIDCAP Federation International