



NIDCAP Federation International

Changing the Future for Infants in Intensive Care

**Minutes of Annual Membership Meeting
Westbrook, Connecticut**

**Saturday, October 22, 2005
1330-1430**

A regularly scheduled meeting of the NIDCAP Federation International (NFI) Membership was called and held in Westbrook, Connecticut on October 22, 2005 from 1330 to 1430.

NFI Members Present: *Als, H; Basso, G; Buehler, D; Conneman, N; Daguio, C; DeMare, D; Hedlund, R; Helm, J; Johnson, M; Lawhon, G; McAnulty, G; Mouradian, L; Oude Reimer, M; Ratynski, N; Robison, L.; Sheldon, R.; Sizun, J.; Smith, K; VandenBerg, K; Vittner, D; Westrup, B.*

Staff Present: *Hopewell, M; Kosta, S.*

Report from the Chair

Dr. Als distributed and presented a Report from the Chair. She summarized individual and center accomplishments, NFI developments, and the 13 formal decisions that were adopted by open vote by the board in the course of the year (see *Report from the Chair* document for details).

Introduction of New Executive Director

Dr. Als introduced the new NFI Executive Director, Martha Hopewell. Ms. Hopewell expressed her pleasure for the opportunity to work with and guide the NFI and its members.

Treasurer's Report

Dr. McAnulty presented a review of the Treasurer's report (copies available on the NIDCAP website, Members' Services page), including costs and expenses (\$39,830) over the previous year and current financial balance (\$135,367). This report and the proposed operating budget (\$166,537) for the 2005-06 financial year were accepted by the Board at the October 21st 2005 NFI Board Meeting. Further, Dr. McAnulty reported that the Pritzker and Bella Vista foundations are currently funding the NFI for certain specific projects, including the executive director position, which is now funded as a staff position for 20 hours/week. The board will continue to decide how to disburse the funds in accordance with the funding agencies requirements. There are now a number of ongoing projects that will require funding, including legal work and the development of the nursery recognition certification process. Ms. Hopewell, in collaboration with the recently hired grant researcher/writer (Jane Hexter), will seek and apply for additional funding sources for upcoming projects.

Communication Committee Report

Dr. McAnulty reported on the progress of the NIDCAP website, including, its finalization and launch over the past year (photographs to update the site continue to be welcome). Other developments include: The Paypal account set-up for online donations to the NFI; the NFI ownership of the domain name; a search engine added; a new trainers meeting page used for this year's meeting and set up to be revised for future meetings (photographs from this year's meeting may be sent to either Ms. Kosta or Dr. McAnulty for posting on the website's meeting page); the archived minutes posted on the Members' Services page, and the capacity for all other NFI approved documents to be posted as needed; the updated Program Guide posted (training documents will be updated within the next few weeks and will be posted); a frequently asked questions (FAQ) page is being finalized and will be posted on the NIDCAP Training page; documents to be posted in the future will be converted to PDF files before being sent to the webmaster; and Ann Brandon being hired as a consultant to make corrections and to post new documents to the web. Members of the NFI have access to a report describing the number of times and from where the NIDCAP website is accessed (www.nidcap.org/reports). During the month of September, there were 791 individual hits. NFI members, who have problems accessing the Members' Services section of the NIDCAP website, should contact Ms. Hopewell for technical support.

Dr. Helm updated the membership on the status of the database. He reported that the data would be an electronic version of the information recorded on the registration form, and may be accessed and summarized. Dr. Helm is in the process of collecting the registration forms from each training center for the years 2000 to the present; the site may be queried; eventually each training center will be responsible for entering its own data; instructions for this process will be presented once the system has been pilot tested. The board agreed upon an addition to the registration form: A statement will explain that the information contained in the registration form will be posted on the web and used by the NFI only for record keeping and accessibility. The board agreed that the training center directors would be responsible for the quality of the data entered, even if they choose to transfer the entering process to their trainer. Dr. Helm, Dr. McAnulty, and Ms. Hopewell were designated as the only editors of the database. Dr. Sizun stated that the French are obliged to declare where the NIDCAP trainees and certified professionals are posted; therefore, a document should be created for the French group, by Dr. Sizun, to present to the National Council for Freedom in France.

Election of Officers

Dr. Lawhon reported the results of the NFI Election of Officers, held on October 21, 2005, for the two three- year-term board membership positions. The officers ran as a slate with H. Als for President, g. Lawhon for Vice President, G. McAnulty for Treasurer, and D. Buehler for Secretary. The Board voted the slate into office for a one-year term.

Dr. Lawhon led the membership election for the two NFI board member positions open for election. Dr. Lawhon reminded the board of the eligibility criteria to become a director on the board. These include being an NFI member in good standing; attendance at the first board meeting of the NFI fiscal year, typically held on Tuesday afternoon following the end of the trainers meeting; attendance at the last board meeting of the NFI

fiscal year, traditionally held on the day immediately preceding the start of the trainers' meeting; attendance at one additional meeting typically held mid-way between trainers' meetings, usually in April; and the commitment to be increasingly involved in the work of the NFI, including serving as chair of a work committee. The NFI election was held and the two incumbents, Dr. Sheldon and Ms. Smith, were both re-elected to the NFI board. They both agreed to serve the specified three-year term.

Membership Committee Report

Dr. Helm reported that the board has continued to consider ways to expand the membership for the overall growth of the NFI organization. He acknowledged the support of committee members, Ms. Spence, Ms. Ballweg, Ms. Flierman, and Ms. Vittner, in the development of the membership delineations. Dr. Helm reported that the sections of the NFI by-laws that describe membership were modified at the October 21, 2005 board meeting. Specifically, the section describing levels of and criteria for membership have been expanded to include full and associate members of the NFI.

Policies adopted by the board pertaining to *NFI Full Membership* include: Center directors and trainers must pay dues; and attend each entire trainer's meeting; each center must send at least one representative to the trainer's meeting with the responsibility to convey the content of the trainers meeting to the members of the center not in attendance; and NFI members may petition the board if they will not attend the meeting. Dates will be set for petitions to be received, and a process will be put in place, for reparation. Policies governing membership status in the NFI include: Maintenance of a commitment to the goals of the NFI; association with a training center; and selection and nomination by a director of a training center (potential member nominations include trainers in training). The enlargement of NFI membership also represents the first step to enlarge the membership of the NFI Board of Directors. Members must be "in good standing" (to be further defined).

An additional membership category has been established and is referred to as *NFI Associate Membership*: Anyone who shares the goals of the NIDCAP work may apply to become an associate member, Dues level will be US \$ 40.00 a year. Associate members, as all categories of Members, may contribute more if they wish.

Policies regarding Full and Associate Membership include being "*in good standing*" with paying dues to the NFI in a timely fashion. In the event that payment of dues presents an undue hardship; one must apply to the board for consideration of special circumstances prior to the due date of the dues and present an alternate payment plan. Acceptance of the proposed payment plan is at the discretion of the board. Note, the policy for newly established trainers and training centers states that for the first year of the center's existence, dues payment is not required. In order to maintain highest quality of training, policies for members and centers "*not in good standing*" include: Cessation of training until resolution of standing is approved by the board; the individual or center is given twelve months from the date of the respective trainers meeting to present steps and successful accomplishment of reparation; and in the interim a trainer's or center's current trainees will be assigned to another trainer and/or training center.

Benefits for NFI Associate Members, who are NIDCAP certified, may include listing on the NIDCAP website as a NIDCAP professional. For those, who received NIDCAP certification more than 10 years ago (i.e. whose training pre-dates the requirement of the Advanced Practicum training portion for NIDCAP certification) a continuing education process will be established for the gaining of re-certification and approval to be listed as NIDCAP professional in good standing. Access to the quarterly newsletter will be an additional benefit of NFI Associate Membership. Benefits for NFI membership will include all privileges available to the associate membership level as well as: Voting privileges, invitation to the annual NIDCAP trainers meeting, and access to the NFI Members' Services page on the NIDCAP website.

Dr. Helm described the plan to develop a brochure describing the NFI and its membership opportunities.

Planning for Future NIDCAP Trainer's Meetings

Dr. Buehler called for future meeting locations to be identified for the years 2007 and beyond. She requested NFI members to consider hosting a future NIDCAP trainers meeting at their site. She asked members to propose specific years that would be realistic for their site to host a meeting. She reminded members that Ms. Smith will host next year's meeting in Sun Valley, Idaho. When asked to reflect on the benefits of hosting a trainer's meeting, Ms. Smith described the importance of the host's connection with the site chosen and the opportunity and privilege of having the NIDCAP Trainer group come to one's "home". For the 2007 meeting year, Drs. Sizun and Ratynski offered to host the meeting in Brittany, France. Other training centers for future years will likely include: Argentina (2008), the Netherlands (perhaps 2009) and Sweden (within the next decade). NFI members were encouraged to approach board members with additional offers for hosting meetings should they consider it a possibility. Meeting participants discussed the challenges of participating at meetings abroad.

Membership Discussion

Dr. Lawhon opened the floor for suggestions, comments, and questions. Ms DeMare asked a question pertaining to the website concerning who decides what information is posted, specifically on the Members' Services page. As chair of the communications committee, Dr. Helm responded that this website page is under development and will require much further work. In the future the NFI website may be designed to have separate links for parents and for professionals. Dr. McAnulty requested that the international centers submit suggestions of related sites that they may want to add to this section.

There being no further business upon motion, duly made, seconded and carried, the meeting was adjourned at 14:30.

Deborah Buehler, PhD

Secretary

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