



Minutes of the First Meeting of the Board, 2005 – 2006
Westport, Connecticut

Tuesday, October 25, 2005
1310-1710
Executive Board Room

A regularly scheduled meeting of the NIDCAP Federation International (NFI) Board was called and held in Westport, Connecticut on Tuesday, October 25, 2005 from 1:10 p.m. to 5:10 p.m.

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

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

Unfinished Business from the October 21, 2005 Board Meeting

Dr. Als distributed the revised version of the *NIDCAP Training Center Development* document. Centers will communicate with the NFI rather than the National NIDCAP Center. This revised document will be posted with the NFI documents on the Members' Services page of the NIDCAP website. Dr. Als asked Ms. Hopewell to inform the individuals at training centers in development and the membership of these changes. To address quality assurance of the training process, Dr. Als was asked whether she wished to review all the correspondence between a trainer and the center they are developing. Dr. Buehler described the process of sharing correspondence as supportive and educational to the trainer and noted the importance of the record of the training undertaken as being very helpful, should another trainer become involved in the training process. Dr. Westrup raised the issue of the existence of multi-lingual letters and how they would be monitored. Dr. Als suggested that all trainers send their feedback letters to the NFI, where Ms. Hopewell would archive the letters without evaluating the content. Dr. Westrup suggested re-reliability in feedback transmitted to trainees and developing centers. Dr. Helm recommended that the Quality Assurance Committee further explore these issues. The board agreed that the quality assurance committee review and report to the board a plan for formal training feedback correspondence at all levels of training. At this time, the document will remain as is, with two edits (#3 Off-Site Training Guidance: CCs to the NIDCAP Master trainer and the NFI [Ms. Hopewell, Executive Director] and defining the NIDCAP Federation International once at its first occurrence in the document and then referring to it as the NFI thereafter).

Dr. Als, on behalf of the Quality Assurance committee, reported the recommendations regarding the senior trainer status of Drs. Lawhon and Buehler as master trainers. She distributed the document "Petition to the Board". The board reviewed the document and a discussion ensued. Edits suggested included: Dr. Sheldon recommended adding hyphens for clarification; the word 'senior' to be removed

from last line of the paragraph describing Dr. Lawhon's status; the following sentence to be added to Dr. Lawhon's current status "In the interim, until such time as Dr. Lawhon will have achieved APIB trainer certification, she will partner with Dr. Buehler (who will take on the APIB training of Dr. Lawhon's trainees until Dr. Lawhon has achieved APIB Trainer status); "sufficient requirements" will replace "all requirements"; and the phrase 'except APIB trainer status' will be removed. Consensus was reached that both Drs.' Lawhon and Buehler will move into Senior Master Trainers-in-Training roles. Additionally, Dr. Buehler's request to guide and train Ms. Robison to become a Master Trainer was approved.

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

VOTED: To accept the NFI-authorized Training Quality Assurance Committee's Petition to the Board as edited.

Dr. Als noted that legal advice around issues for the NFI's authorization of training is warranted. The necessity of contracts between the NFI and the NIDCAP training centers were discussed at the previous board meeting (October 21, 2005). Dr. Lawhon reminded the board that Ms. Hopewell will further investigate the legal issues. Ms. Smith stated the importance of this information for the authorization of the NFI to certify developmental nurseries. She thought NFI might have to partner with another agency. Also, the board would like Ms. Hopewell to investigate center directors' liability insurance.

The date and meeting location for next board meeting was set for April 25-26, 2006 (arrival on 24th) at Seal Cove Inn in Moss Beach, California.

In reviewing the by-laws regarding the status of the Assistant Secretary's position, it was determined that NFI officers may be directors of the organization but do not have to be voting members. Therefore, Ms. Kosta could be re-elected to the position without being in violation of the by-laws. It was decided that the Assistant Secretary's position remain as described in the by-laws. Ms. Kosta agreed to continue to serve as Assistant Secretary to the NFI should she be re-elected. An election was held for the position of Assistant Secretary.

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

VOTED: To re-elect Ms. Kosta as Assistant Secretary.

Dr. Sheldon asked the board to examine the efficacy of reimbursements (lodging and expenses) for board members for this year's board meeting. Dr. McAnulty suggested that the NFI reimburse the board members for the additional nights necessary for attendance at the board meetings. Yet, due to the NFI's finances at this time, this arrangement is not feasible. Dr. Als stated that other than Ms. Hopewell, Ms. Kosta and Dr. McAnulty, all others (as center directors and trainers) must be in attendance at the trainer's meeting. The board discussed covering all expenses for Ms. Hopewell and Ms. Kosta.

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

VOTED: To reimburse travel, lodging and registration expenses at the trainers' meeting board meetings for all non-voting members of the NFI board.

The issue of additional compensation for the Assistant Secretary's time arose. The board agreed that the time spent at the board meetings would be reimbursed for a negotiated salary.

Once again, a discussion ensued regarding whether to reimburse travel expenses for board members. Specifically, that compensation is available for extra nights that are spent in addition to the required

attendance for board participation (before and after meetings). Ms. Hopewell suggested that the board might agree to reimburse the members, but this would not preclude the members from donating this reimbursement back to the NFI. Some board members stated that their respective hospitals have pre-approved the entire meeting expense. Another suggestion was made that only those who experience a hardship to pay the added expenses should apply for reimbursement.

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

VOTED: To reimburse the NFI board's voting members' additional lodging expenses incurred at the board meetings around the trainers' meetings.

Review of the 2005 Sixteenth Annual Trainers Meeting

Dr. Buehler summarized the session and summary evaluations from the 2005 Annual Trainer's Meeting. Overall participants were generally pleased with the meeting. There was a specific recommendation to create an overview of training statistics. Dr. Helm will work to develop a template to be distributed to center directors. Participants report appreciating receiving new information/conceptualizations from the general sessions. Review of space (i.e. room size) and its use (i.e. arrangement of participants and observers) for the reflective session was deemed necessary. The goals for the Master Trainers' Reflective Session were ambiguous (i.e. reflection versus information). It was determined that the purpose and topic of this session should be decided as needed. Individuals continue to value small group sessions. The issue of reporting back to the larger group was discussed. The goal/purpose of the workshop and whether there is reporting back will continue to be determined by the facilitator. The whole group needs to be informed ahead of time whether small group summaries will be made to the larger group. Suggestions for the research sessions included that presentations be of varying time periods. It was suggested that research proposals might be submitted as poster presentations (perhaps offering categories such as 'research', 'clinical application', and 'work in progress'). The board decided to leave the poster session option up to the program organizers. Meeting attendees felt that it was difficult to participate in a work session (the NIDCAP Nursery Certification workshop) on the last day of the meeting. The board discussed rearranging portions of the meeting to respond to this observation; however, given the trade-offs that would be made it was ultimately decided not make any changes to the meeting structure at this time.

Program Plans for the 2006 Seventeenth Annual NIDCAP Trainers Meeting

Dr. Lawhon reported that based on the evaluations and earlier discussions at this meeting, the following plan for the 2006 Annual Trainers Meeting is being proposed: (1) To follow the format of welcome, introductions, and accomplishments with the addition of a one page report summarizing training accomplishments; (2) To eliminate the "Development of Master NIDCAP and APIB Trainers" session on Saturday morning since it is encompassed in Dr. Als' summary of accomplishments of training efforts at the National NIDCAP Center. For the membership meeting, ways in which to encourage trainers in training to observe this meeting were explored. It was suggested that the program schedule could list those, who are encouraged to be in attendance and that master trainers be responsible for their trainees' attendance as observers. The same format for the general session will be followed. The general theme for the 2006 program will focus on *Neurodevelopmental Windows on the Brain*. (e.g., neurobehavior, neuroelectrophysiology, neurostructure), with suggested invited speakers Petra Hüppi and Frank Duffy) and specifically, the NIDCAP and the APIB theory and uses (with Dr. Als' main presentation concentrating on the conceptualization of the APIB). Suggestions for subtopics included: Ways of assessing the infant, (constructs, instruments); consultation; critical review of assessments; NIDCAP and APIB inter-rater reliability issues; measurements of human behavior; and ways of looking

at the brain that have been paired with the APIB. The summary of the general session will remain in the same place on the schedule.

Program Plans and Dates for the 2007 Eighteenth Annual NIDCAP Trainer's Meeting

Preliminary plans for the 2007 Annual Trainer's Meeting were discussed. Dr. Lawhon solicited ideas for the 2007 trainers meeting. Consensus was that a pertinent theme might be "Stress, Pain and Comfort". Next, the board explored possible dates for the 2007 meeting and decided on the weekend of October 20th, pending the French organizers' agreement.

The board also looked at dates for the 2008 meeting and determined that the weekend of October 17th through 21st is preferable.

Next Steps for the NFI Board

Ms. Hopewell summarized the NFI and board member's next steps over the coming year. The following tasks were identified:

- (1) To examine the process by which board members may make revisions to policies agreed upon by the board. For example, Dr. Helm will edit the by-laws and the approved policies and forward them to Ms. Hopewell and then to the board;
- (2) To develop a format for implementing the new membership policies and working out logistics (e.g., determining how dues will get paid and recorded). Dr. Helm and Ms. Hopewell will collaborate on this task. Dr. Helm will edit the membership documents and forward them to the board;
- (3) To inform the membership of master trainer decisions made. It was determined that the board meeting minutes will reflect these decisions for the membership;
- (4) To prepare a list of current work projects. Ms. Kosta will send the rough draft of the minutes to Ms. Hopewell to be able to prepare a "to do" list of work projects;
- (5) To create a new email address for Ms. Hopewell, specifically as the executive director of the NFI;
- (6) To shift bookkeeping functions from Dr. McAnulty to Ms. Hopewell;
- (7) To communicate with Jane Hexter, consultant (Ms. Hopewell);
- (8) To examine marketing opportunities, including developing a traveling NFI package that may be available for either the NFI executive director (Ms. Hopewell) or be sent to the organizer of the conference. The Quality Assurance committee will develop this task;
- (9) To explore training material translation and copyright issues;
- (10) To explore legal issues regarding NFI certification rights, individual training centers and the NFI relationship;
- (11) To further develop the NIDCAP website;
- (12) To further develop the NIDCAP and APIB training certificates. Ms. Hopewell will consult with Dr. Als to learn the approval process for use of the certificates and to develop a cover letter to accompany them;
- (13) To continue to fundraise, including contacting current funding agencies, the Pritzker and Bella Vista Foundations, and to re-examine the solicitation's letter appeal;
- (14) To examine the NIDCAP listserve;
- (15) To examine funding sources to support trainers (meeting attendance and trainer training);
- (16) To develop the April board meeting agenda (Ms. Hopewell);
- (17) To examine ways to defray meeting expenses, such as sponsorships (if not in conflict with the NFI). Ms. Hopewell will pursue suggestions (i.e. local banks; industry (e.g., LogiTech); family foundations (e.g., Pesky); businesses (e.g., Albertson's); and
- (18) To remind the board to make personal financial donations.

There being no further business upon motion, duly made, seconded and carried, the meeting was adjourned at 5:10 p.m.

Deborah Buehler, PhD

Secretary

NIDCAP Federation International