



NIDCAP Federation International

changing the future for infants in intensive care

Full Minutes of the First Board Meeting of FY 2007 - 2008 Combrit, France

Tuesday, October 2, 2007

Members of the Board: H. Als, D. Buehler, J. Helm, g. Lawhon, G. McAnulty, R. Sheldon, J. Sizun, K. Smith, K. VandenBerg

Staff: M. Hopewell, S. Kosta

Welcome to Newly Elected Officers and Appointed/Elected Board Members

Dr. Als welcomed the Board of Director's newest member, Jacques Sizun, MD.

Unfinished Business from the September 28, 2007 Board Meeting

Approval of Minutes from May 2007, Amelia Island, Florida

Upon motion duly made, seconded and carried it was unanimously

Voted: To approve the Minutes from the May 15-16, 2007, Amelia Island, Florida as they were presented at the September 28, 2007 Board meeting.

Dr. Joy Browne's request for a stipend to host a NIDCAP informational session in Australia

Dr. VandenBerg explained to the Board that Dr. Joy Browne has requested funds to host a reception at the meeting of the Perinatal Society of Australia and New Zealand in April of 2008. Dr. Browne will also be presenting at the Council of Australian Neonatal Nurses and the Physical and Developmental Environments of the High Risk Newborn. Approximately 800 participants are expected at these combined meetings. Dr. Browne believes that this is an opportunity to introduce many Australians and New Zealanders to NIDCAP and the NFI. She requested a maximum of \$500 to cover costs of reception refreshments. The Board discussed and acknowledged this award as precedent setting. The Board speculated on how many requests they may receive for such sessions and decided that each request be considered individually. This opportunity extends the NFI's marketing possibilities to this region. When asked whether there was enough money in the NFI's budget to meet this request, Dr. McAnulty responded affirmatively. Other materials that may be available for the Australian meetings are: the NFI's brochure (has been budgeted and should be available for distribution by the end of the year); an NFI poster (could be developed and would cost \$1500.00); and the NFI folders.

Upon motion duly made, seconded and carried it was unanimously

Voted: To approve NFI financial support in the amount of \$500.00 for Dr. Joy Browne to host an informal gathering in promotion of NIDCAP and the NFI, in the context of the Perinatal Society of Australia and New Zealand Meetings.

Modified budget of restricted versus unrestricted funds available

Ms. Hopewell reported that since the September 28, 2007 Board Meeting, she modified the NFI budget and completed an analysis of the availability of funds in the restricted and unrestricted categories. For the adjusted budget proposal, she reduced the expected Training Center dues to reflect 15 Training Centers. She also recalculated the estimated cost for the NIDCAP Nursery Certification Program (NNCP) pilot phase (sending five reviewers on a pilot site visit with a daily stipend of \$800 each, plus travel and lodging) to \$85,000 (this reflects an increase in expenses from \$53,400). In publications, publication costs were reduced from \$30,000 to \$19,000 (this includes: two issues of *Developmental Observer* per year [the number copies was reduced from 4,000 to 1,000]; a general NIDCAP brochure and an NNCP brochure). Overall, expenses were raised. The cash balance as presented on Friday, September 28, 2007 was \$196,331 and is now \$154,006, approximately \$40,000 less carry forward to the next fiscal year.

Upon motion duly made, seconded and carried it was unanimously

Voted: To approve budget as amended from what was presented on Friday, September 28, 2007.

The topic of restricted versus unrestricted funds was raised at the Friday, September 28, 2007, meeting in the context of hiring a funding raising consultant. Ms. Hopewell stated that the new projected revenues are \$465,156. The restricted funds are based on assumptions of funding; \$175,000 in grants expected (i.e. restricted funds) with \$286,156 of unrestricted funds. Subtracting certain known expenses left \$137,006 in unrestricted funds. Ms. Hopewell explained that without grant funding the NFI would be insolvent. Dr. Als reviewed the discussion regarding contracting with a fund raising consultant.

Review of the 2007 Annual NIDCAP Trainers Meeting

General Overview—Dr. Buehler reported that the meeting was universally appreciated on many levels (e.g., well hosted, “fabulous” setting, meeting participants felt welcomed). The topic for the meeting was described as “rich and fantastic.” The individual components that were enjoyed included the information sharing sessions, the research, the lectures, videotapes, and networking. Participants reported that they enjoyed having a Reflective Session related to the lectures. Overall most attendees scored their session feedback forms with favorable ratings. Individual session evaluations were scored in the mid-range. Dr. Buehler suggested that it might be beneficial to ask for more information at bottom of the evaluations regarding who the respondent is and where they are from; this may help to interpret ratings submitted.

Challenges participants described: difficulty with the acoustics of the room; some speakers presentation styles (e.g., quickness of speech and poor enunciation); some difficulty expressing attendee’s points of view, including during workshop participation; some research presentations were “irrelevant”; and some needed more background on the NIDCAP Nursery Certification Program (NNCP).

Future meeting suggestions (from respondent’s comments): topics relating back to clinical practice; allowance of increased time for workgroup synthesis and discussion; explorations of alternative room set up (e.g., a double open squared off U-shape, or elevating the back row); exploration of translator availability; inclusion of topics of support for the nursery caregiver; plan for longer workshops; reinstatement of Trainers-in-Training Reflective Session; thorough facility with the audio-visual and microphone equipment; inclusion of personal reflection time; organization of workshops structured by language; and development of a pathway for Members to interact with Trainers.

Dr. Als would like to explore the cost of simultaneous translation to occur at the meeting in Argentina. Perhaps individuals may have to make their presentations shorter. Each participant would have a headset to receive translations. Dr. Sonia Imaizumi was suggested as someone who might be able to assist with communication. Dr. McAnulty and Ms. Kosta will explore the translation possibilities with Dr. Graciela Basso.

Program Plans for the 2008 & 2009 Annual NIDCAP Trainers Meeting

Dr. Lawhon discussed this year's meeting in terms of its organization and suggestions and recommendations received from the participants. She stated that since the last half-day loses momentum with many meeting participant's early departures; perhaps it could become a full day. Dr. Lawhon suggested having participant's RSVP months in advance of the meeting for determining attendance to assist planning. She suggested that perhaps the integration of the meeting should be at the very end of the sessions. Dr. Lawhon reported that some attendees requested more systematic reporting and briefer Training Center updates. One suggestion was for an email to be sent to the Membership prior to the meeting asking for input, questions and/or concerns to the NFI. These topics may then be included at the Membership Meeting. Two hours appears to be a sufficient amount of time for the Membership Meeting though perhaps it should be scheduled Tuesday morning. For the Reflective Session, the following comments were made: difficulty understanding who should be attending this session; preference for equally-sized groupings; unpreparedness of some of the facilitators; greater productivity with the use of smaller groups. The Sunday morning lecture feedback was positive, however, more access to the speakers was requested. Dr. Sizun suggested providing opportunities for interact with the speaker the day after their presentation might be beneficial. The Abstract Session's timing went well with the ten abstract limits. Perhaps the tenth abstract slot could be dedicated to the meeting's integration, this year provided by Ms. Jean Powlesland. After much discussion, the meeting's integration was moved ahead of the NNCP session. One suggestion was to switch the abstracts and the work sessions on Monday. This would allow attendees to discuss the presented abstracts with the presenters at lunch.

Themes for upcoming meetings: 2008 (Discussed: "Skin as the interface"; skin to skin holding; Kangaroo Care to tie into the articulation of the difference between kangaroo mother care and mother care, Drs. Als and Lawhon agreed to a joint presentation with slides and video); 2009 (Suggested: mental health issues including the family and caregivers; The Beck Inventory; Dr. Sheldon suggested a session on guilt, a universal feeling of what caused the premature birth, and the lifting of the spirits of both family and caregivers); and 2010 (Dr. Sizun suggested sleep, Dr. Lawhon stated that one of the evaluation's suggestions requested more science-based, brain-related, topics).

Establishment of Board Calendar for FY 08

The Board discussed possible dates for the next Board Meeting. April 8-9, 2008 was chosen as possible Board meeting time. There was discussion of scheduling an additional meeting. It was suggested, instead, to declare some phone calls Official Board Meetings, especially to vote on the Family Board Member positions. The Board calls are on the third Tuesday of each month at 3:00 p.m. EST. The following schedule was determined: 10/16/07, 11/20/07, 12/18/07—Official Board Meeting (the Board will vote on new Board Members), 1/15/08, 2/19/08, 3/18/08, April Board Meeting (no call), 5/20/08, 6/17/08, 7/15/08, 8/19/08, and 9/16/08.

The Director of Development and Administration Search committee has decided on October 17, 2007 as their interview date.

The NIDCAP Nursery Certification Program's Pilot Site Visits are currently scheduled as follows: St. Luke's Regional Medical Center, Boise, Idaho: October 22, 23, 24, 2007 and The Children's Regional Hospital at Cooper University Hospital, Camden, New Jersey: December 10, 11, 12, 2007.

A final decision is made to schedule two Board Meetings in this year (April and October).

Establishment of Board "To Do" List

The Rapid Minutes and To-Do List will be distributed within three weeks. The vote to approve these documents will be accomplished by either email or on an Official Board Conference Call. Ms. Hopewell listed the tasks that she is responsible for over the next couple of months:

- Revise the Strategic Plan and complete its implementation section;
- Send the revised Strategic Plan to the Board;
- Send out the NFI's annual appeal;
- Explore the Conflict of Interest Policy regarding Board Member compensation;
- Consult with the NFI's Accountant regarding the need for a full financial audit;
- Send invoices for Membership dues;
- Complete the NFI's brochure within the next couple of months; and
- Send an invitation to become NFI Members to those who were trained over the last year.

A number of other tasks were defined. Dr. VandenBerg will contact Ms. Michelle Wachs regarding NFI Development to support fundraising efforts. Dr. Helm will send the names and addresses of the 40 newly trained NIDCAP individuals to Ms. Hopewell. Ms. Hopewell and Dr. VandenBerg will send out Letters of Inquiry to foundations for funding support. Further, they will complete the progress reports and new proposals that are due in January and February of 2008. They will also pursue foundations that grant international awards, such as the Kellogg Foundation (for South America), The Reynolds Foundation (medically-oriented large scale medical projects), Dr. Sunny Anand (regarding his foundation), and The Bill and Melinda Gates Foundation.

Completion and/or Disposition of Unfinished Business; Wrap-up

Dr. Als stated that the former Board of Directors signed the Conflict of Interest statement. She inquired whether Dr. Sizun should be added to the current statement or the Board should sign a new one. It was decided that Dr. Sizun should sign the current Conflict of Interest form.

Two new applications for student members were received since Friday, September 28, 2007: Ms. Veronique Pierrat (sponsored by Ms. Inga Warren) and Ms. Fatima Clemente (from Portugal, sponsored by Dr. Nikk Conneman). Dr. Helm reported that they were accepted as new members and will become official NFI Members when their membership payment is received.

Newly formulated strategic plan.

Ms. Hopewell distributed the newly revised the Strategic Plan and reordered priorities. The Board reviewed the document and recommended at few changes. Ms. Hopewell will make these changes: remove the Brussels' Center from the list of prospective Training Centers; the term "Gold standard" will be changed to "highest standard of developmental care"; the strategic mission will include the wording from the NFI's mission statement; the strategic mission will become a strategic goal; and the wording will be made consistent, such as changing "parents" to "family"; Dr. Als requested that if this document is made publicly available, the statements should be parallel in their form; the second program objective should include APIB and should read "Assure the quality and consistency of NIDCAP and APIB training"; another bullet be added under the quality of training objective "Increase articulation of the training process including enhancing consistency in conceptualization and formulation of the various training documents"; and the number of nurseries to be certified changed to ten.

Dr. Helm stated that the Strategic Plan is a dynamic document to be used as a guide and to be revised as necessary. It was agreed that when Ms. Hopewell finalizes the document she should send it to the Communications Committee and to Dr. Lawhon for approval prior to posting on the NIDCAP website.

Upon motion duly made, seconded and carried it was unanimously

Voted: To adopt the five-year strategic plan pending the revisions discussed at this Board meeting.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 5:00 p.m.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International