



NIDCAP Federation International

Changing the Future for Infants in Intensive Care

## **Minutes of the Final NFI Board of Directors Meeting of FY 2007**

**Combrit, France**

**Formal Votes and Decisions**

**Friday, September 28, 2007**

### **NFI Board Protocol**

- 1. Upon motion duly made, seconded, and carried it was unanimously  
Voted: To produce rapid minutes that include all formal votes and any *to do* items within three weeks of a Board meeting; the Board will review and accept them prior to being posted on the web site.**
- 2. Upon motion duly made, seconded, and carried it was unanimously  
Voted: That the Board operate under the guidelines that the NFI President may make motions and may vote at Board meetings.**

### **Nominations, Elections and Appointments Committee**

- 1. Upon motion duly made, seconded, and carried it was unanimously  
Voted: To accept the slate of officers for the 2007-2008 fiscal year presented as follows: H. Als, President, g. Lawhon, Vice President, G. McAnulty, Treasurer, D. Buehler, Secretary, and S. Kosta, Assistant Secretary.**
- 2. Upon motion duly made, seconded, and carried it was unanimously  
Voted: That the two Board Directors previously added and approved at the January Board Meeting as Parent Members, be permanently designated as Family Representatives on the Board. (*Family* is defined in the membership policy.)**
- 3. Upon motion duly made, seconded, and carried it was unanimously  
Voted: To accept the Nominations, Elections and Appointments Committee Report.**

### **President's Annual Report to the Board**

- Upon motion duly made, seconded, and carried it was unanimously  
Voted: To adopt the President's Report with an amendment that includes the change in trainer status of Ms. Anna Karin Asp and Dr. Erin Ross.**

## **Executive Director's Annual Report to the Board**

- **Upon motion duly made, seconded, and carried it was unanimously Voted: To formally accept the Strategic Plan as modified as per the Board's discussions with the detailed implementation plans to follow at a later date.**

### *Summary of the Board's Discussion*

The five Program Objectives were reprioritized to appear in the following order: 1) Certify nurseries 2) Assure quality of training 3) Add training centers 4) Increase parent participation 5) Disseminate evidence. Specific changes within the program objectives included:

- *Certify 20 NIDCAP Certified Nurseries* was changed to *Certify, or have in the Process of Certification 20 Nurseries*.
- *Keep Training Binders Current* was changed to *Assure the Quality and Consistency of NIDCAP Training* and specific goals were added including the production of an APIB video.
- *Add Five to Twelve NIDCAP Training Centers* was changed to *Add Three to Five NIDCAP Training Centers*.
- Under *Increase NIDCAP Parent Participation in the NFI* the total number of family members to be reached by 2012 was reduced from 200 to 50; and the Advocacy Group was eliminated.

The three Operational Objectives were reprioritized to appear the following order: 1) Strengthen Marketing 2) Expand Staff 3) Grow the Board of Directors.

Specific changes within the Operational Objectives included:

- Under *Strengthen Marketing and Fundraising* the goal of obtaining 50 new Professional Members each year was increased to 100 Professional Members. There was also discussion about moving Professional Membership into its own category creating four operational objectives.
- Under *Expand Staff and Obtain Office*—The ED, the Fundraiser, and the Marketing Consultant positions will be listed as half time positions that will move to full time. The positions were reprioritized to place the Nursery Certification Program Coordinator ahead of the Marketing Consultant.

## **Finance Committee Report**

1. **Upon motion duly made, seconded, and carried it was unanimously Voted: To approve the Financial Report with the addition of the cut off date specified.**
2. **Upon motion duly made, seconded, and carried it was unanimously Voted: To approve the proposed Budget for Fiscal Year 2008.**

## **Fundraising Committee Report**

1. **Upon motion duly made, seconded and carried it was unanimously Voted: That the Board authorize the Fundraising Committee to investigate the possibility of hiring Michelle Wachs, JD, for a fundraising effort and that the Fundraising Committee present the Board with a proposal for her work.**

- 2. Upon motion duly made, seconded, and carried it was unanimously Voted: To accept the Fundraising Report.**

#### **NIDCAP Nursery Certification Committee Report**

- Upon motion duly made, seconded and carried it was unanimously Voted: To accept the NIDCAP Nursery Certification Committee Report.**

#### **Membership Committee Report**

- Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Membership Committee Report.**

#### **Products and Services Committee Report**

- Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Products and Services Committee Report.**

#### **Program Committee**

- Upon motion duly made, seconded and carried it was unanimously Voted: To accept the Program Committee Report.**

#### **Quality Assurance Committee Report**

- 1. Upon motion duly made, seconded, and carried it was unanimously Voted: To accept Bonni Moyer, MS, PT as a second Trainer-in-Training at St. Joseph's Hospital and Medical Center in Phoenix, Arizona.**
- 2. Upon motion duly made, seconded and carried it was unanimously Voted: That the Arizona Center be informed that Dr. Buehler has agreed to be Ms. Bonni Moyer's APIB trainer, and that the decision as to who will take on the role of her Master Trainer will be forthcoming. Drs. Buehler and Vandenberg are charged with discussion of the best decision as to the Master Trainer for Ms. Moyer and report their decision to the Board.**

#### **Informal decisions made:**

- 1. All Committee Reports presented at Board meetings shall be posted on the Member Services page with the Minutes.**
- 2. All NFI Committees shall be listed and described under a new link (*NFI Board*) created under the "Who We Are" page.**

3. The official name of the Committee responsible for elections is to be the *Nominations, Elections, and Appointments Committee* (NEA).
4. The Quality Assurance Committee may approve (without Board consultation) new Trainers-In-Training at established Centers. When unusual circumstances surround the decision, the Board's consultation and approval should be sought. The Board will continue its role of approving the applications of new Trainers-In-Training at Centers-In -Development.

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



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Deborah Buehler, PhD

Secretary

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