



NIDCAP Federation International  
Changing the Future for Infants in Intensive Care

**Minutes of the Annual NIDCAP Federation International (NFI)  
Membership Meeting**

**Combrit, France**

**September 29, 2007**

The annual meeting of the NIDCAP Federation International (NFI) Membership was called and held in Combrit, Brittany, France, on Saturday, September 29, 2007, from 1:30 to 3:20 PM.

Facilitator: Dorothy Vittner, RN, MSNc

Dr. Als called the meeting to order and explained that each Committee Chair will describe his or her own committee's responsibilities and accomplishments from the previous year.

**Report from the President**

*Strategic Plan and Accomplishments:* Dr. Als reported that in January 2007, the Board held a strategic planning meeting that focused on the establishment of a five-year plan. Some of the goals described were: The establishment of a trademark the establishment and maintenance of a stable funding base; the certification of five master trainers; the creation of a user friendly and frequently used training database.

Dr. Als listed the year's accomplishments as follows: The launch of the NFI's newsletter, the *Developmental Observer*; the standardization of all training certificates; the establishment of an NFI committee structure; the development and production of NIDCAP pins; the establishment of monthly Board conference calls; and the establishment of monthly meetings of the NFI President, Executive Director and Treasurer.

*Votes Cast:* Dr. Als directed the Membership to the written President's report for a list of the votes that were taken over the last year and explained that votes taken at the previous day's, September 28, Board meeting were included in the addendum to the report.

*Change in Directorship:* Dr. Als reported that there will be a change in the NFI directorship. Martha Hopewell has served for two years as a .50 FTE Executive Director (20hr/wk). Several months ago, Ms. Hopewell informed the Board that she was relinquishing her half-time position and wished to reduce her commitment to 20 hours/month during the interim period until such time that the Board will have hired a successor. Ms. Hopewell assured the Board that she would assist in the transition to the new director.

The Executive Director position and title have been changed to reflect the different emphasis of responsibilities: Director of Development and Administration (DDA). A DDA search committee is actively seeking candidates for the position. Dr. Als informed the membership that the job description is posted on [www.craigslist.com](http://www.craigslist.com) and [www.opportunityknocks.org](http://www.opportunityknocks.org). She invited the membership to assist the Board in identification of qualified candidates.

## **Report from the Executive Director**

Ms. Hopewell reported that over the past year she and the NFI Board of Directors developed a five-year strategic plan to cover the years 2008 through 2012. The Board discussed and finalized the plan's objectives at the September 28, 2007 meeting. There are two main categories of objectives; *Programmatic* and *Operational*. In terms of programmatic objectives, the highest priority was given to the NIDCAP Nursery Certification Program. The *Programmatic Goals* are as follows: (1) To certify, or have in the process of certification, at least 20 nurseries; (2) To assure and maintain the highest quality of training; (3) To develop and certify three to five NIDCAP training centers; (4) To increase NIDCAP family participation by adding a family membership category and by designating two positions on the Board for family members; and (5) To disseminate evidence of NIDCAP efficacy, especially to the AAP. In terms of *Operational Goals* the Board agreed on the following: (1) To increase the funding base from the current three Foundations to five Foundations; (2) To raise \$450,000 to support an increase in the Board's staff; and (3) To expand the Board Membership.

Ms. Hopewell informed the Membership that NIDCAP pins are available for purchase.

## **Finance Committee Report**

Dr. McAnulty, Chair of the Finance Committee, explained that the Finance Committee oversees all of the financial interests of the NFI. She reported that the NFI sources of income primarily include Membership dues, NIDCAP Training Center dues, and grants from charitable Foundations. She referred the Membership to her handout of the actual budget for the last three fiscal years, the approved 2008 budget and the difference between the approved and actual budgets. She reported the NFI had anticipated \$158,225 in revenues and actually achieved \$224,956. The revenues included \$140,000 in grant funding, and almost \$53,000 in individual donations including \$3,000 from Ms. Carol Matthews. Dr. McAnulty reported that in terms of expenses, the 'actuals' were different from the expected, with some line items having been underestimated and others over-estimated. At the time of the posting of this budget there was a cash balance of \$237,281, which will carry forward into the next fiscal year.

## **Fundraising Committee Report**

Dr. VandenBerg, Chair of the Fundraising Committee, reported on the activities of the Fundraising Committee, which also includes Ms. Hopewell. The Committee primarily seeks funding from agencies and is in the process of submitting letters of inquiry to several agencies, including the Ronald McDonald House Foundation. Dr. VandenBerg is hopeful that this Foundation may provide funding to the NIDCAP Nursery Certification Program. She reported the NFI has received three to four years of funding from the Bella Vista Foundation. This year Bella Vista awarded the NFI \$40,000 and next year it will award an unspecified amount though it is expected to be less than this fiscal year. The Pritzker Foundation awarded \$50,000 this fiscal year and will continue to provide this level of support in the coming year. The Mailman Foundation funds received will be spent over the next six months and the Committee will submit a progress report to the foundation. The Committee also sends out an annual appeal with a brochure. Dr. VandenBerg asked that the membership consider potential NFI donors. She explained to the membership that to give money, one has to have: 1) the interest; 2) the capacity; and 3) the generosity. She asked the Membership to think about individuals, who may possess those three ingredients and to submit their names to the Committee. Last year \$3,000 was raised from this appeal. The Fundraising Committee's goal for the upcoming year is to work toward hiring a Director of Development and Administration and perhaps also to engage a fundraising consultant.

### *Questions from the Membership:*

- Mr. Hedlund asked whether the Gates Foundation had been approached. Dr. Vandenberg responded that they had contacted the Gates Foundation though were told the NFI did not fit their funding profile.
- Ms. Warren asked if there was a presentation packet prepared and Dr. Vandenberg responded affirmatively.
- Dr. Westrup asked for an explanation as to why membership dues are necessary. Ms. Hopewell explained that the beauty of dues and donations is that they are unrestricted funds, whereas all grant funds, with rare exception, are designated for specific purposes.

### **Communications Committee Report**

*Website:* Ms. Kosta, Member of the Communications Committee, described the Communications Committee and its function to oversee all matters relating to the website, the training database, and the listserves. In terms of the website, the Committee made several changes to the site including the following: Posting of all training materials in a downloadable format; design change of the “Become a Member” page to reflect the changes in membership categories; and modification of the “Home” page to accommodate the link to the *Developmental Observer*. In addition to these changes the Committee regularly updated and maintained all other posted materials. The “Training Centers” page was updated as Centers closed or were established. The “Member Services” page was updated with the new Membership Policies, the QATs, and the latest Board Meeting Minutes. The Committee also established three different listserves on Google Groups including one for those interested in NIDCAP, one for NIDCAP Trainers, Trainers-in-Training, and Center Directors, and one for the NFI Board. The Communications Committee’s goals for the year are: 1) To develop a Website survey; 2) To work with the Membership Committee to design additional pages that would provide information for families; and 3) To established a secure page for Trainers, Trainers-in-Training and Training Center Directors. Dr. McAnulty asked that people visit the website and use the Google Groups. She offered her assistance in using the Google Groups system.

*Database:* Dr. Helm, Member of the Communications Committee, informed the Membership that a training database, that includes over 500 entries of historical data, has been developed. He explained that those entries contain some errors due to the inconsistent collection of data via the registration forms, and as a result the Board determined that someone familiar with training must be identified in order to review the database and make the information consistent. Current training data will be entered using the new forms created for this year’s training update. The goal is to post the database on the website so that Training Center Directors may add data in an ongoing fashion.

### **Membership Committee Report**

Dr. Helm, Chair of the Membership Committee, reported that the Membership Committee is responsible for all matters pertaining to the NFI’s membership base. Dr. Helm chairs the Committee that includes as members Drs. Sheldon and Westrup. Dr. Helm reported that the membership opportunities were broadened over the last year to include families. Therefore, there are now two categories of members: Professional Members (includes students) and Family Members. As of this meeting, there are a total of 103 members, 93 professionals, six students, three emeritus’, and one family member. The dues are \$115 for Professionals (\$40 for students) and \$50 for Family Members. The invoices for membership dues will be mailed out soon after this meeting. Dr. Helm made an appeal for new members. He reminded the Membership that Trainers and Center Directors might consider nominating new members.

### **Quality Assurance Committee Report**

Dr. Als, Chair of the Quality Assurance Committee, explained that the Quality Assurance Committee concerns itself with maintaining the highest quality of training. She announced that all of the Quality Assurance Training (QAT) documents have been posted on the website's "Member Services" page. The names have been modified for ease of understanding. She urged all Master Trainers and Trainers be familiar with each level of training. She reported that the Training Binders produced and distributed at the previous year's Trainers Meeting include some documents that are in need of updating. The Committee's long-term goal includes centralization of the production of the training materials. Dr. Als advised Trainers to use the printed versions of certain documents as opposed to photocopies, which compromise quality and professionalism. The NIDCAP scan sheet, for example, is not to be photocopied and Trainers are urged to be professional models for trainees. APIB forms are available through *The Allied Group* whose address may be found on the NFI website. The APIB test kit item, the Happy Apple, is still not available at this time.

*Translation of Training Materials:* Dr Als reported that the organization requires further resources for the production, verification and posting of the documents in languages other than English. The Board will address this as a priority.

*APIB Training materials:* Dr. Als reported that the revision of the APIB manual remains an important topic. Also there is a high need for an APIB instructional film. Resources for these undertakings will be pursued.

*NIDCAP Training Centers:* Dr. Als announced the establishment of the new training centers. In addition to the two new centers announced at the General Session of the 2007 Trainers Meeting (NIDCAP Training Center at Connecticut Children's Medical Center in Hartford, Connecticut and the NIDCAP Training and Research Center at Cincinnati Children's in Cincinnati, Ohio), the Brussels NIDCAP Training Center has achieved its certification as a Center. The Center Director is Dominique Haumont, MD and the NIDCAP Trainer is Delphine Druart, RN. Together, they are working to develop an additional trainer at their site. Two prospective NIDCAP Centers in early development are in Germany, however, both have endured setbacks over the last year. The key senior developmental neonatologist in Germany has resigned from his position delaying the Heidelberg group's progress. And the medical director, of the Tübingen group, may move to another hospital resulting in a dilemma as to where the center will be housed and supported. Chao-Huei Chen, MD of the Taichung Veteran's Hospital in Taichung, Taiwan has requested that Taichung be withdrawn for the time being from the list of prospective training centers.

*Changes in Trainer Commitments:* Dr. Als reported that the NIDCAP Training Center of Milwaukee (in existence since 1995) has closed. Laura Robison, Center Director and Trainer, has chosen to suspend all training. Erin Ross of the Colorado NIDCAP Training Center has shifted her priorities and is no longer pursuing trainer status. Anna Karin Asp of the Scandinavian NIDCAP Training Center is no longer actively training.

### ***Intellectual Property Sub-Committee Report***

Dr. McAnulty, Chair of the Intellectual Property Sub-Committee, reported that the NFI is an incorporated entity whose only product is its intellectual property. Further, the only way to protect itself is to file under the US Patent office to guarantee protection of the use of the name and logo. The name NIDCAP has been registered as a service mark in the U.S. since 1995. It was recently approved in Canada and in many of the countries covered by the Madrid Protocol. Registration is still pending in Poland, Romania, Sweden, and Argentina. The design mark, the logo, is also now registered in the U.S. A trademark application for the registration of the NFI's certification mark was submitted to the U.S. Patent Office. This is the mark that will be embossed on all Training Certificates. Once the certification mark registration has been approved, the

QATs will be submitted to the U.S. Federal Government as documentation of the criteria required for NFI certification of individuals and of centers.

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

Dr. gretchen Lawhon, Chair of the Products and Services Committee, described that the emphasis of the Products and Services Committee's focus over the previous year was on the production and publication of the *Developmental Observer (DO)*. Dr. Lawhon thanked Rodd Hedlund, MEd, the senior editor of the Newsletter, for all of his work on the production of the DO. Further, she thanked the dedicated column staff: Dorothy Vittner, RN, MSNc, Melissa Johnson, PhD, Karen Smith, RNC, BSN, MEd, and Jean Powlesland, RN, MS. On behalf of all of the editors, she asked the Membership to submit photographs of infants, families, and professionals in NICU settings and relevant quotes for developmental care inspiration for future issues of the DO. The *Developmental Observer* is available to be read and printed from the NIDCAP website. The last complimentary issue was sent for non-NFI members.

The Products and Services Committee is also collecting all previously required and recommended references, compiling them into a reference list, and obtaining the PDF versions of these articles. The Membership was asked to inform the committee of any interest in supporting or joining the Products and Services Committee. Dr. Lawhon further explained that some projects have been put on hold during this time of launching the DO, such as the updating of the Required Readings List and the NIDCAP Reference Library.

In terms of other products, Dr. Lawhon announced that Ms. Vittner is planning to place an order for the NIDCAP fleece jackets that were produced for the Connecticut trainers meeting. Ms. Vittner may be contacted for ordering requests. Further, Ms. Smith announced that NIDCAP lanyards and/or the NIDCAP vests made for last year's trainers meeting are also available and email requests should be directed to her. Dr. Lawhon asked the membership to please send any other ideas for the production of NIDCAP items.

### **Program Committee Report**

Dr. Lawhon, Chair of the Program Committee, described the Program Committee's responsibility for planning and organizing the Annual Trainers Meeting. She reported that as a result of last year's Trainers Meeting feedback, an evaluation for the NFI Membership Meeting was added to this year's meeting materials. She also reported having designed a Certificate of Attendance for each participant. She urged the Membership to consider additions and/or changes for next year's program.

### **NIDCAP Nursery Certification Program (NNCP) Committee Report**

Ms. Smith, Chair of the Nursery Certification Committee, reported that the criterion scales (formerly referred to as templates), to be used to evaluate nurseries in the certification process, continue to be in development. In October 2007, St. Luke's Regional Medical Center in Boise, Idaho, plans to serve as the first site to pilot the certification process. There will be a three-day site visit during which the criterion scales will be used to evaluate the site. The site review team expects to learn about the process of reviewing sites and about the review materials themselves. The second pilot site to be evaluated is The Children's Regional Hospital at Cooper University Hospital in Camden, New Jersey, during the second week of December 2007. This site visit will help to further understand the nursery evaluation process and information gathered will assist in the design of preparatory workshops. Site application and site self-assessment will be used as well as other supportive materials contributed by the nurseries. Between the second and third pilot site visits there will be a major assessment of the scales and adjustments are anticipated. There will be a Report to the Board after

each pilot site visit. The third pilot site is scheduled to be at WakeMed in Raleigh, North Carolina in Spring 2008.

### *Questions from the Membership*

R. Hedlund asked if the NNCP criterion scales were available for review. Ms. Smith explained that they would be presented on Tuesday morning during the NNCP session of the Trainers Meeting.

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

Dr. Helm, Chair of the Nominations, Elections, and Appointments Committee, reported that on Friday September 28, 2007, the Board held its election of officers. The officers of the 2007-2008 Board of Directors are as follows: President, Heidelise Als; Vice President, gretchen Lawhon, Treasurer, Gloria McAnulty; Secretary, Deborah Buehler; and Assistant Secretary, Sandra Kosta.

Dr. Helm also announced that the Board is pursuing two persons to become NFI Family Board Members.

### **Open Forum for Membership Discussion**

Ms. Spence asked if the Family Board Member might be an international representative and about the availability of NFI support. Dr. Helm explained that one of the requirements is to attend the NFI Board Meetings and that the Board pays for transportation and accommodations during the meetings.

Ms. Warren thanked all the members of the NFI committees. She sees how important it is for the group at large. She expressed her opinion that the website is one of the most attractive one that she has seen.

Dr. Philbin stated that she has heard that Children's Medical Ventures (CMV) is developing a nursery certification process with five different concepts for certification under each of them. CMV is a for-profit company that sells developmental aids to be used in NICUs. In addition to product lines they offer educational programs to NICUs. NANN has developed a developmental certification program that certifies nurses.

### **Election for One Three-Year-Term Board Membership Position**

Dr. Helm, Chair of the Nominations, Elections, and Appointments Committee, announced that there is one open three-year-term Board Membership Position. Dr. Westrup's term ended and he is not seeking re-election to the Board. Dr. Helm acknowledged Dr. Westrup's contribution to the Board. Dr. Westrup has been a Member of the Board since 2001 and his perspective and contribution, as a physician and as a European, has been invaluable.

Dr. Helm explained the process of nomination as one where once nominated the person is asked if they accept the nomination. The following persons were nominated in the weeks leading up to the meeting: Dr. Jacques Sizun: Accepted; Dr. Laurie Mouradian: Declined, could not be in attendance at the meeting; and Mr. Rodd Hedlund: Declined in support of the nomination of a European member. Dr. Helm opened the floor to nominations and explained that a willingness to serve the three-year-term and a commitment to attend all of the meetings are required. No further nominations were made.

Dr. Jacques Sizun was elected to the Board of Directors and will serve a three-year-term.

## **Confirmation of 2008 Venue and Establishment of Venues for 2009 and Beyond**

Dr. Buehler asked this year's hosts, Drs. Jacques Sizun and Nathalie Ratynski to speak about their experience as hosts. Dr. Sizun said he learned a great deal and enjoyed the experience. He and Nathalie discovered some places in Brittany they have never seen before.

Dr. Buehler informed the membership that the 19<sup>th</sup> Annual NIDCAP Trainers Meeting will be held in Argentina in October 2008. The 2009 meeting will be hosted by the University of Illinois Medical Center at Chicago NIDCAP Training Center in Chicago, Illinois; and the 2010 meeting will be hosted by the Sophia NIDCAP Training Center in Rotterdam, The Netherlands. The host of the 2011 meeting has yet to be determined.

## **Questions and Comments from the Membership**

As facilitator Ms. Vittner adjourned the meeting thanking the Board for their efforts in helping the organization grow. She encouraged all attendees to complete the meeting evaluation. She urged those who are not members to consider becoming members.

There being no further business upon motion, duly made, seconded and carried, the meeting was adjourned at 3:20 p.m.



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Deborah Buehler, PhD

Secretary

NIDCAP Federation International