



# NIDCAP Federation International

changing the future for infants in intensive care

## Full Minutes of the Final Board Meeting of FY 2006 - 2007 Combrit, France

Friday, 28 September 2007

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

Staff: M. Hopewell, S. Kosta

**Dr. Als called the meeting to order at 8:40 a.m.**

### **Welcome and Review of Agenda**

Dr. Als welcomed the Board and reviewed the agenda.

### **Review and Approval of Minutes**

Dr. Als stated that the proposed addendum to QAT 001 was not included in the Board minutes; therefore she distributed a hard copy of the addendum to the Board at the meeting.

Dr. Als suggested that the minutes be produced differently with a rapid turn around for the votes and then follow up with the corresponding narrative. Several of the decisions of the previous meeting were not motion decisions so the informal decisions as well as the *to-do* items shall also be presented in the rapid minutes. Dr. Als suggested the rapid minutes be produced within three weeks of the meeting. The topic was opened to discussion. Ms. Hopewell stated that from a corporate point of view, only the decisions made are required to be documented in the minutes. The Board discussed voting on as many discussion points as feasible for their documentation. It was suggested that committee reports be attached to the rapid minutes for added content to the meeting's documentation. The Board decided that rapid minutes will be produced within three weeks of the meeting and will include all votes, any to-dos, and attachments to which the minutes refer (i.e., committee reports). The Board must review and accept them prior to their postings on the NIDCAP website. The minutes can be voted on via email or on Board conference calls designated as official meetings.

### **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 their being posted on the NIDCAP website.

Dr. McAnulty stated that the Board is responsible to the Membership to manage the funds appropriately and they should be given access to the NFI's financial information. However, the financial report also contains confidential information. It was decided that the financial report given to the Membership will be the same report available to the public on the NIDCAP website member's page.

Ms. Hopewell stated the NFI is at the point of requiring a formal audit, which has yet to be done. She will consult with the NFI's accountant on this matter and determine the auditable threshold.

It was decided that from this point forward all of the NFI's committee reports would be posted.

Since all Board members had not reviewed the minutes, Dr. Helm suggested that the vote for their adoption be taken at the end of the day in order allow more time for review. Dr. Sheldon stated that people might always abstain if they are still not prepared.

Dr. Sheldon described that those who make motions are generally documented in the minutes. Dr. Als asked that "Robert's Rules" be reviewed. The issue of whether or not the President may make motions and vote was addressed. The Board is currently operating under the premise that the President may make motions and vote. The Board discussed this point and voted to make it an official guideline.

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

**Voted:** That the Board operates under the guideline that the NFI President may make motions and may vote at Board meetings.

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

#### *Election of Officers*

As Nominations, Elections and Appointment Committee Chair, Dr. Helm reported that prior to the meeting, all current officers were asked if they were interested in continuing to serve as officers of the NFI Board. The slate of officers was presented as follows and a formal vote was taken:

President: H. Als

Vice President: g. Lawhon

Treasurer: G. McAnulty

Secretary: D. Buehler

Assistant Secretary: S. Kosta

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

**Voted:** To accept the slate of officers for the 2007-2008 fiscal year as follows: H. Als, President, g. Lawhon, vice president, G. McAnulty, Treasurer, D. Buehler, Secretary, and S. Kosta, Assistant Secretary.

The committee thanked the officers for their willingness to continue to serve in their positions.

#### *Appointment of Family Members to the Board*

Dr. Helm reminded the Board that a decision was made at the 2007 Seal Cove meeting to appoint two new Board members representing the family of preterm infant's perspectives. He sent a notice to the Membership announcing these openings. The two candidates for the positions are Dr. Victoria Youcha and Ms. Tracy Price-Johnson. Dr. Helm spoke with them and sent them a packet that included the NFI mission statement, a list of Board members, and a description of the expectation of their responsibility. They received the information and both expressed interest in the Board positions. Dr. Helm asked that

one of the phone conferences be designated as an official meeting at which a vote can be taken to accept them as members. Dr. Sheldon asked if there could be flexibility with regard to the family members' attendance at meetings. Dr. Helm stated that they have been informed that they are expected to attend the Board meetings.

The subject of term length and whether their terms should be staggered was raised. Dr. Helm will examine the distribution of two and three year terms already on the Board and determine by random drawing which parent member has which term length. A discussion ensued regarding how the next parent Board member would be chosen and voted on by the membership when their term ends. It is mentioned that the next candidate may not be present for the first meeting of the next fiscal year, a requirement for election. The By-Laws have not yet been changed and the Board discussed whether the by-laws should specify that there are two seats designated for parents who have a child/grandchild who was born prematurely. The Board discussed whether, in future years, these positions will be filled by election or continue to be by Board appointment. Dr. McAnulty read from the By-Laws (p.3), which state, "if new members are appointed they will then be subsequently elected for future terms." The Board discussed whether to designate a seat for family member as well as for a non-US representative. They concluded that a decision should be made prior to the appointment of the new family members. The point that one cannot be voted onto the Board if one is not present at the Membership Meeting was further addressed. Dr. Lawhon proposed that the parent Board member not be required to be in attendance at the election meeting.

The main points in need of Board decision were listed as follows:

1. Vote on designation of two family Board members on the Board;
2. Discuss the process of how family Board members shall be appointed and be re-appointed; and
3. Determine the process of informing the Membership. (The NEA committee could continue to detail the process that includes opening up discussion to the membership).

Dr. Als made a motion to add two parent members to the Board. Dr. Helm stated that all By-Laws changes must be brought before the Membership. Dr. Buehler reviewed the minutes from Seal Cove (January 2007) and reported that it was already decided to add two new Parent Members. There is discussion about whether they should be designated as Parent or Family Members. After much discussion about the terminology to be used in describing the additional Board members, a motion was made and voted as follows:

**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).

The Membership must be notified prior to amending the By-Laws. The Board has the authority to create and to appoint new members. The critical time will come when the new members' re-appointment is due. Dr. Helm will inform the Membership when the two Family Representatives will be up for re-appointment. The deadline for the change in the By-Laws is to be just prior to the re-appointment. Dr. Helm will give notice to the Membership at this year's Membership Meeting that the By-Law change will occur at next year's Membership meeting.

**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**

*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 set forth in the strategic plan were as follows: The establishment of a brand; the establishment and maintenance of a stable funding base; the certification of five Master Trainers; and the creation of a training database that is user friendly and frequently used.

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.

Dr. Als, Dr. McAnulty and Ms. Hopewell met and further discussed the NFI's Strategic Plan. There is time set aside during this meeting to continue to develop goals, their prioritization, and a timeline for their accomplishments.

*Votes Cast:* HA reviewed the formal votes taken at the May 2007 meeting.

Dr. Als reviewed Ms. Hopewell's desire to reduce her hours to a maximum of 20 hours/month during the transition to hire a new Executive Director. She reported that the search committee has expanded to include Drs. McAnulty and Als.

*Training Updates:* Dr. Als highlighted recent developments in training. Two new centers were established: The 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. Two new trainers were certified: Ms. Tammy Casper and Ms. Linda Lacina. There was a change in a training center commitment: Ms. Laura Robison requested that the Milwaukee training center be moved into inactive status due to the lack of financial commitment from the hospital. There were three newly approved NIDCAP trainers in training: Ms. Liv Ellen Helseth (Alesund Hospital, Norway) and Ms. Pia Lundqvist (Scandinavian NIDCAP center) and Ms. Gillian Kennedy (UK NIDCAP Training Center). Update from Training Centers in Development: In Brussels, Belgium, Ms. Delphine Druart passed APIB reliability and NIDCAP trainer reliability. Dr. Westrup reported that Dr. Agneta Kleberg, the Brussels site Master Trainer, met with Dr. Dominique Haumont and the other medical staff and discussed their strengths and challenges as they work towards becoming a training center. He stated that he and Ms. Kleberg felt that the steps on how to proceed to become a new center were unclear. Dr. Als stressed that the steps, ingredients and requirements are all detailed in the Quality Assurance Training Policies (QATs). The Master Trainer should help the center create their certificates and provide information for the Program Guide. It is the Master Training Center's responsibility to make the formal announcement of the center's establishment. Dr. Westrup stated that he would review with Dr. Kleberg the progress of the center and when appropriate make the formal announcement of the site's having achieved becoming a training center accordingly.

The Board discussed the difference between centers being "inactive" versus "closed". Specifically, the Board asked for clarification on the status of Ms. Robison's Milwaukee NIDCAP Training Center. The discussion included: whether there should be a letter to the hospital to state that the center is no longer in existence; the training center director's responsibility to inform the Board of the center's status; and the protocol when a trainer becomes inactive (requirement to pay dues and length of time one be inactive before the need to be recertified). To date, there is no process established for the closing of

centers. Dr. Helm suggested that since there are many issues involved in trainer status and center status, he proposed that the QAT committee develop the regulations. Dr. Buehler reviewed what it means to be “a member in good standing”. The question arose as to whether Ms. Robison wants to move into inactive status as trainer and/or as NFI member. Dr. Als agreed to work on the QAT policies for trainers and for training centers to address these issues.

The *To-Do List* decisions: the Quality Assurance Committee (QAC) will develop a document to specify guidelines for trainer and training center status changes (of a temporary and a permanent nature); the Presidents Report will be amended to include Ms. Anna Karin Asp’s (remains an NFI member, however, becomes an inactive trainer) and Dr. Erin Ross’s changes in status; and Dr. Westrup will follow-up with Ms. Anna Karin Asp to determine whether she wishes to remain an NFI member.

Dr. Als stated that three applications were received from individuals wishing to become trainers. All three met the criteria, their centers were in good standing, and they were approved without a formal vote from the Board. She sent an email asking for feedback from the Board. She reported having received three replies that reiterated a complication with the UK center. Previously these types of applications were presented to the Board for a formal vote. This issue was opened for discussion and the Board felt that if the criteria were clearly defined, and individuals met these criteria, then there need not be a vote. Dr. Helm stated a preference to maintain the Board’s role in approving center’s in development, however, the QAC could approve individuals from existing centers who wish to become new Trainers-in-Training. When the situations are more complex, Dr. Als stated that she would like the Board to discuss and approve these decisions. The Board decided that the QAC 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 in its role of approving the applications of new Trainers-in-Training at Centers in Development. The QAC may ask Master Trainers to keep the QAC well informed of the process.

There was also discussion about the need to have more than one profession represented in the trainers at each training center. Dr. VandenBerg asked if the Board could have an outline of the QAC’s recommendations to sites, as this will be useful for Master Trainers in their respective mentorship processes. The need for more Master Trainer support is becoming evident.

The Board discussed whether to include the name of the committee chair with the committee description postings on the website. Dr. Helm suggested that under the “Who We Are” link there could be a Board link that lists the Board members and committee names with their chairs as the contacts. The description of each committee is the responsibility of the committee chair.

Dr. Helm described that the name of the elections committee has not been consistent and he’d prefer its official name to be the Nominations, Elections and Appointments Committee. The Board agreed that the official name of the committee responsible for elections is to be the Nominations, Elections and Appointments Committee (NEA).

**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 the trainer status of Ms. Anna Karin Asp and Dr. Erin Ross.

### **Review, Finalization and Approval of Strategic Plan**

Ms. Hopewell distributed the latest version of the Strategic Plan that incorporates the decisions made at the May 2007 (Florida) Board meeting. She asked if the Board wanted to reprioritize the goals listed.

The plan was written as if it were already in effect; she suggested that, instead, the plan be in effect as of FY08 with the caveat that the supporting plans (e.g., implementation, staffing, and finance) be finalized within the next two months, for the 2008 calendar year. The entire report will be in place from calendar year 2008-2012. The core of the document was reviewed and finalized.

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; and 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 APIB training audiovisual materials.
- *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; and 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 Executive Director, 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.

Ms. Hopewell proposed that the goals of the plan be finalized during this meeting and certain Board members be identified to help her with the details of the implementation.

The priorities were assigned as follows:

1. Family participation—Dr. Helm
2. Evidence-based research—Dr. Sheldon
3. Training centers in development—Dr. Als
4. NIDCAP Nursery Certification—Ms. Smith
5. Marketing and fundraising: Dr. VandenBerg
6. Expanding of staff/office—All Board Members
7. Financial plan—Dr. McAnulty
8. Grow the Board of Directors—Dr. Helm
9. Quality assurance—Drs. Als and Buehler

**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 detailed implementation plans to follow at a later date.

**Treasurer's Report and Proposed Budget for FY 2007**

Dr. McAnulty reported on the 2006-2007 budget. 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. For instance, the actual *Professional Fees – Other* category was to cover Dr. Mary Hiland's presentation at Seal Cove that had not been budgeted. Some expenses were overestimated such as the APIB videotape and the NIDCAP Nursery Certification. When this report was created there was a cash balance of \$237,281. Dr. McAnulty pointed out that there is another month left in the fiscal year, and these numbers may change at the actual fiscal year end. In order to make this clear, Dr. McAnulty will add the cut-off date to the budget report.

**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.

#### *Budget Proposal 2007-2008*

Ms. Hopewell reported that in the Budget Proposal for 2007-2008, the Membership dues category includes 25 new members. She stated that the report included dues from 16 training centers when in fact there are only 15 paying centers so she must make an adjustment to the budget. In terms of grant funding, four funders are anticipated and are reflected in the budget proposal. Thirty thousand dollars (i.e. three nurseries at 10,000 initial fee) was projected to be collected for the NIDCAP Nursery Certification program fees, however, she stated that this figure is not accurate. The total revenues proposed are \$486,881 and the total expenses proposed are \$290,550 (Professional Services: \$76,600; Products and Services: \$123,900; Operations Total: \$90,050).

The following changes will be made to the budget proposal: Training center dues will be adjusted to reflect the correct number of training centers; the Nursery Certification revenues will be reduced from \$30,000 to \$10,000; and the NIDCAP Nursery Certification expenses will be raised to \$60,000.

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

**Voted:** To approve the proposed Budget for Fiscal Year 2008.

#### **Fundraising Committee Report**

Dr. Vandenberg reported that three Letters of Inquiry to foundations have been submitted (i.e. Josiah Macy Jr. Foundation, Kellogg Foundation, and Ronald McDonald House). She reported that the committee is waiting for a response from the Ronald McDonald House. Current grant funding includes: the Bella Vista Foundation (one more year of funding promised); the Pritzker Foundation (another request for support is due in February 2008); and the Mailman Foundation (a progress report by January 31, 2008 is expected, a reduced amount of support may be offered since some funds from the previous year are unspent). Dr. Vandenberg reported that the annual *Letter of Appeal* would be sent by October 31, 2007. This money will be targeted for preparing an APIB Manual revision and training videotape. Ms. Hopewell stated she'd like to focus on the APIB videotape in the letter of appeal in order to increase funds for these projects and give individuals a purpose for their donation. Dr. Lawhon shared a concern that having such a narrow focus on an appeal may prove ineffective strategy because of individual's unfamiliarity with the APIB assessment. It was suggested that there be two different letters mailed: one for those who are familiar with the APIB effort and one for those who are not. Another concern was that Ms. Hopewell is working from an old list of donors.

Dr. Vandenberg explained that she has learned is that potential donors must possess three qualities: 1) interest; 2) capacity; and 3) generosity.

Dr. Vandenberg stated the Fundraising Committee's goals are the ongoing identification of appropriate foundation support and the facilitation of the hiring of a Director of Development, for fundraising.

Regarding fundraising, Dr. Vandenberg proposed that the Board hire Michelle Wachs, JD for six months. Her fee is \$5,000/month. The Board asked what fraction of the cash balance is unrestricted and could be earmarked for such hire. Ms. Hopewell responded that the unrestricted portion is limited, though she believed that there was at least \$30,000 of unrestricted fees so it could be feasible to earmark \$30,000 to a fundraiser. Dr. Helm suggested a proposal be requested from this Ms. Wachs and presented to the Board. Dr. Als requested that the exact amount of unrestricted funds be determined.

**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 the fundraising effort, and that the Fundraising Committee present the Board a proposal for her work.

Dr. Vandenberg reported that the meeting with Patricia Ter Heun has been postponed.

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

**Voted:** To accept the Fundraising Report.

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

Ms. Smith reported that the first draft of the NNCP criterion scales is available to be trialed at the St. Luke's pilot site visit. This first pilot site will involve critiquing of the scales. It is anticipated that the criterion scales will require further clarification and editing. The projected second pilot site is The Children's Regional Hospital at Cooper University Hospital in Camden, New Jersey. The third site proposed is WakeMed in Raleigh, North Carolina. After each pilot site visit, Ms. Smith will debrief with the site assessors. Feedback gathered will be used to develop the informational and training NNCP workshops. Ms. Smith intends to provide the Board with a review after the first site visit. Dr. Lawhon explored whether four reviewers may be too few. Ms. Smith described the expectations of the four initial site reviewers. A discussion ensued and included: the time commitment of the site reviewers; the possibility of needing more than one visit to a site; and the expectation of time involvement for the certification process to take approximately one year. Reviewers should plan for three to six site visits of two to three days each. The goal is that the review process will be streamlined following the pilot phase. Sites who agree to participate in the NNCP pilot phase should understand that they might not achieve certification. Sites should also know that the application process might change because the process itself is being developed through the site visits.

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

**Voted:** To accept the Nursery Certification Committee Report.

#### **Membership Committee Report**

Dr. Helm reported that the opportunity for membership has expanded over the last year. The Membership Policies were modified and the webpage was modified to accommodate them. As of September 24, 2007 there were 97 members, up from 51 last year. The first Family Member has been nominated by Dr. Als. Dr. Helm reported that he received some requests for deferral of dues payments.

He stated that the members will be invoiced for this fiscal year and if they do not pay they will be removed from the membership. He emphasized that one becomes a member only after dues are paid. The dues amount for those who pay after June 1, 2008 was discussed. Ms. Hopewell suggested that members be required to pay dues within three months of invoice. The Membership Committee will make a recommendation to the Board for how dues will be invoiced.

The goals for the Membership Committee include: to develop a process for late payment of dues; to consider yearly changes of the webpage password to correspond with up to date payments of membership dues; to develop a webpage with links for families, in coordination with Communications Committee; to develop two separate "For Members" pages (professional members and families); and to grow the membership.

Dr. Als asked that the 88 "Professional Members" be listed in categories (e.g., trainers, etc.). It would be important for names to be listed in categories and to know how many members are in each of these groups.

Dr. Helm presented the members who recently applied, or were nominated, and accepted by the Membership Committee. Dr. Als asked if the Family members would like to be listed with their degrees. Dr. Helm agreed to ask these individuals how they would like their names to appear.

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

### **Products & Services Report**

Dr. Lawhon reported on the progress of the Products and Services Committee. The services update included: the training database (in collaboration with Dr. Helm the establishment of the information desired for collection); the required readings list (the project came to a stand still due to the priority of the production and mailing of the *Developmental Observer*, the committee is working to obtain as many references as possible in PDF format, this will be higher priority on this project over the next six months); the NIDCAP reference library (also being copied into a PDF format, Dr. Lawhon will ask for volunteers at the Membership Meeting to assist this project); the newsletter project (the second issue will be the last one sent as a complimentary copy; consistent columns have been established—*NIDCAP Training Centers from Around the World*, the *President's Message*, a feature article with no designation, *NIDCAP Profile* [a profile of someone who has been professionally or personally touched by NIDCAP], *Family Voices* [NIDCAP from a family's perspective], supporting families from a professional perspective, *NIDCAP Reflections*, *NFI Training Developments* [e.g. a piece about the advanced practicum], *Current Developmental Research*, *Developmental Resources*, and *Letters to the Editor*; and individuals supplying the content currently have completed half of their two year commitment so the editors are looking for others who are interested in participating in the newsletter).

Dr. Lawhon reported no progress on products has been made though many ideas have been suggested.

Dr. Lawhon explained that there is now a template for the DO and she will explore with Mr. Catalano, the designer, how to proceed with future issues. The Products and Services Committee has discussed the possibility of taking on the layout themselves. She reported that the designer uses the software program, *Design*, which costs about \$600.00. Dr. Lawhon proposed they use the designer one more time and then make a decision as to whether to take over the production themselves. Dr. Lawhon described that future issues of the DO will be mailed to only NFI members, subscribers and to all donors. Dr. Lawhon expressed the opinion that it should be mailed also to those with whom the NFI

has important connections. She asked for input from each member as to whom they feel should continue to receive complimentary copies of the DO. Dr. Lawhon will find out from Mr. Rob Catalano, the graphic designer, what his cost will be for the next issue. Board members are invited to forward to Dr. Lawhon the names of individuals who should receive the complimentary copies of the DO.

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

**Voted:** To accept the Products and Services Committee Report.

### **Program Committee Report**

#### *18<sup>th</sup> Annual NIDCAP Trainers Meeting*

Dr. Lawhon announced that the upcoming Trainers Meeting program must be modified. Dr. Graciela Basso must leave at 2:00 pm on the last day (Tuesday) and will be unable to present next year's meeting plans to the attendees. This presentation will be moved to Monday afternoon following the abstract presentations. Dr. Lawhon noted that a more formalized abstract process is in place this year. She reported that an evaluation component for the Membership Meeting has been added to the packet of evaluations. A certificate of attendance will be provided for each meeting attendee.

#### *19<sup>th</sup> Annual NIDCAP Trainers Meeting*

The next meeting will be held October 18-21, 2008. Dr. Lawhon asked the Board to consider the following issues with regard to next year's meeting: continued inclusion of the poster presentations; the number of abstract presentations be limited to ten; inclusion of the networking lunch sessions; an overall theme for the meeting; and a session on concrete training work with the suggestion that a pattern be established with a concrete training session included every two years.

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

**Voted:** To accept the Program Committee Report.

### **Quality Assurance Committee Report**

*QATs*—Dr. Als reported that the titles of the Quality Assurance of Training Policy (QAT) documents have been revised to be “user friendly” for the web posting.

*Training Binders*—Some of the documents are still in need of updates. Centralizing the production of the binders remains a goal of the Committee.

*Standardized Training Materials*—Dr. Als emphasized that trainers must take responsibility for using printed and not photocopied copies of the NIDCAP observation sheet. The APIB form should be ordered from Allied whose ordering address can be found on the website.

*Training Materials in Different Languages*—Dr. Als reported that there has been no progress on establishing a standardized system for the translation and verification of training materials. Translated documents are still being collected. She reported that there be only one set of translated documents in a particular language (i.e. all Spanish speaking countries use one standardized approved set as opposed to several translations).

*Training updates*—Chao-Huei Chen, MD, of Taichung Veteran's Hospital in Taichung, Taiwan, asked for her hospital to be removed from the list of Prospective Centers in Development. Bonni Moyer, PT has applied formerly to the QAC to be accepted as the second NIDCAP trainer-in-training at St. Joseph's Hospital in Phoenix that has been accepted as a Training Center in Development. Their site assessment has been received. The QAC recommended to the Board that Ms Moyer be accepted as the second trainer in training at the site. She is in a fulltime position and there is financial and leadership support. Beverly Dalton and Bonni Moyer have asked that Dr. Buehler be their APIB trainer.

**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.

A discussion ensued regarding who will take on the role of Bonni Moyer's Master Trainer. Dr. Als proposed that Dr. Buehler become Ms. Moyer's Master Trainer. Dr. Helm stated that it is important for Arizona's NIDCAP support that Dr. Vandenberg maintains some training in the state of Arizona. Most Board members expressed their opinion that it may be challenging for two different Master Trainers to be training at the same site. Drs. Buehler and Vandenberg will discuss and make a proposal to the Board and then communicate this plan to the site.

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

**Voted:** That the Arizona Training Center in Development 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 will report their decision to the Board.

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

Dr. McAnulty reported that the trademark registrations are moving through the legal process. As soon as the certification mark is approved, the QAT documents can be submitted and trainees may be able to be certified legitimately with our mark.

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

**Voted:** To accept the Intellectual Property Sub-Committee Report.

***NFI Certificates Sub-Committee Report***

Ms. Kosta reported that nine centers currently have approved certificates. The National NIDCAP Center, as well as the Scandinavian centers, is undergoing approval. The Sooner, Colorado, UK and University of Illinois Medical Center at Chicago NIDCAP Training Centers have not yet submitted their templates for approval.

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

**Voted:** To accept the NFI Certificates Sub-Committee Report.

***Executive Session: ED Succession***

The Executive Director search committee has posted the new job description. The title of the position is Director of Development and Administration, rather than Executive Director. The Board agreed to inform the Membership of the posting.

The next scheduled phone Board conference call will be on October 17<sup>th</sup>, 2007.

**There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 7:29p.m.**



**Deborah Buehler, PhD**  
Secretary  
NIDCAP Federation International