



NIDCAP Federation International

changing the future for infants in intensive care

**Full Minutes of the First Board Meeting of FY 2008 - 2009
Winston-Salem, NC
Tuesday, 28 October 2008**

**Graylyn International Conference Center
Manor House, Seminar Room**

The first meeting of the NFI Board of Directors, FY 2008-2009, was held at the Graylyn International Conference Center in Winston-Salem, North Carolina on Tuesday, 28 October 2008. Dr. Als called the meeting to order at 1:36 p.m. (EDT).

Welcome to Newly Elected Members

Dr. Als welcomed the newly elected officers and Board members and reviewed the meeting agenda.

Unfinished Business from Friday, 24 October 2008

Student Membership for Trainees

The Board discussed the pros and cons of instituting a policy requiring trainees to be Student Members of the NFI. Ms. Warren had raised the issue at the Membership Meeting and asked whether it was appropriate to add the cost of Student Membership dues to training fees. Dr. Helm stated that he approved of the idea to include Student Membership dues with training fees stating that this may offer an incentive to begin training. Dr. VandenBerg pointed out that trainees' access to the training materials shows them the value of NFI membership. Dr. Lawhon stated that the majority of trainers supply their trainees all the materials. Dr. Als stated that the trainer is responsible for giving trainees the training binder and then any updates as necessary. Dr. VandenBerg added that the training process is the most valuable time for them to use these tools. Dr. Als stated that the hardship clause could be extended to the training site, if the site cannot manage the finances. Dr. Sizun stated that it would be hard to convince the French trainees that a benefit of membership is to have access to a website written in English. Dr. Als suggested speeding up the review process of the translated documents in order to make them available on the NIDCAP website. Dr. Buehler pointed out that an additional NFI benefit is the NIDCAP Google Listserv for members to network with one another. Dr. McAnulty added that the increased revenue from those trainees could be put toward the cost of training material translation. Mr. Wahl stated that the translation process is an important enough expense to build into grant proposals. Dr. Sheldon inquired whether Foundations might be interested in broadening resources in this way. Mr. Wahl replied that the Rockefeller and Gates Foundations look for ways to take domestic programs and make them viable abroad. Dr. Als wondered whether foundations might be as willing to fund resources that are not publicly available (e.g. copy written training materials).

After much discussion, Dr. Als asked if the Board was ready to entertain a policy whereby NIDCAP trainees are required to pay Student Membership dues. Dr. McAnulty made a motion that individuals entering training as of January 2009 be required to become paying members of the NFI at the student level. It was seconded and further discussion ensued. Dr. Sizun stated that a critical aspect of the NIDCAP process is interacting with and creating opportunities for family and nursery staff. Further, he stated that the NFI should utilize the same approach with trainees by creating opportunities to join the NFI rather than making it a requirement. Dr. Als stated that by the time a new site is accepted as a training site they have already expressed interest in the opportunity to integrate NIDCAP principles and have made the commitment to becoming NIDCAP certified; they would therefore see it as a privilege to be members. It strengthens the relationship and commitment between trainer and trainee. Ms. Smith stated that perhaps the trainees should be strongly supported and encouraged to become members by their trainers; it is not a revenue-generating mission, and this would allow them to act on their own initiative. Ms. Vandenberg stated the trainees need to feel a sense of belonging. Dr. Lawhon stated that initially she opposed the idea, however, as a trainer she feels she does not do an adequate job of informing and encouraging her trainees to become NFI members. Dr. McAnulty pointed out that those who are certified are not even required to become members. Dr. Sheldon suggested we might want them to earn their membership instead of require it. The Board's discussion explored how such requirements would be enforced. Dr. Buehler stated that when one is NIDCAP certified there should be an obligation to be part of the NFI organization, and that, students present separate issues and should be voted on separately.

The motion made earlier was that individuals entering training as of January 2009 be required to become paying members of the NFI at the student level. A vote was cast and the motion was lost with four votes in the affirmative and six in the negative.

Dr. Buehler made an alternative motion: That individuals completing training are required to become members. The motion was not seconded and another discussion began with the Board raising the issue of enforcement. The Board decided that since there is disagreement and discomfort with the idea of mandatory membership perhaps it would be best to spend a year where trainers are urged to encourage their trainees to become Student Members. Dr. Buehler stressed the importance of helping newly certified individuals understand that an ongoing connection to the organization is crucial to appreciating how the NIDCAP model is always evolving. Since the NFI has authority over certification, the NFI should be able to require membership in order to conduct efficient quality assurance.

Dr. McAnulty made another motion: That NIDCAP trainees who have achieved certification be required to become paying members of the NFI as professional members. This was seconded and discussion continued. Dr. Helm asked how this requirement for trainees already in process of training would be handled. He pointed out that there is no central registry containing names of those currently in training. Dr. Als stated that the NFI needed a registry of NIDCAP trainees. Dr. McAnulty stated the motion can be amended to include "those who begin training in 2009" and would add "APIB and NIDCAP" trainees.

The Board took a short break and upon reconvening another motion was made: NIDCAP and APIB trainees who begin training in 2009 will be required to become paying members of the NFI as professional members beginning in January 2009, once they will have achieved certification

Questions and concerns still arose around who would have access to the training materials: How many trainees are likely to withdraw from the training process before becoming certified; and would people be denied a certificate until payment is made? Dr. Helm stated that a comprehensive policy should be formulated by the Quality Assurance Committee and presented to the Board. Perhaps the NFI should

concentrate on efforts to urge trainers to strongly encourage their trainees to become Student Members; and then at some point in the future institute the requirement that membership be required. The Quality Assurance Committee may state in the policy that completion of training is expected within two years, with exceptions. However, it will be a more formal process when one signs up for training. It was suggested that all the trainers be given the opportunity for comment and then have Board discussion in a formal phone meeting in January. The policy may also specify conditions for non-English speaking countries. Dr. Als, as Chair of the Quality Assurance Committee agreed to work on such a policy.

Dr. McAnulty withdrew her motion.

Dr. Lawhon asked whether there is public access to “Who are the NFI members”. Dr. Helm replied that it is expected to be a feature of the new website.

Dr. Als passed around the Conflict of Interest statement to be signed by all Board Members. Ms. Kosta agreed to bring the statement to the next board meeting for the Family Board Members to sign.

NNCP Celebration in Idaho

The Board discussed the celebration of the inaugural NIDCAP Nursery Certification at St. Luke’s Regional Medical Center in Boise, Idaho. The celebration is to occur in mid-December. The Board discussed who shall attend and how travel and accommodations will be funded. Dr. Helm asked if there had been a formal invitation to the NFI. Dr. Als stated that Ms. Smith did present an invitation to her and would like to have NFI representation at the event. St. Luke’s, however, does not have the funds to reimburse travel and accommodations. The Board discussed that attendance at the event would provide important marketing material. Ms. Smith confirmed that the NFI would have access to the marketing materials and St. Luke’s would help with publications, internet releases and releases to other newsletters, etc. Dr. Als stated that the costs have not been determined at this time, however, if the Board considers it a priority she will attend the celebration. The airline costs were estimated at \$380-\$450. Mr. Wahl stated that if he could combine the travel with a fundraising trip he could justify his attending the celebration as well. He stated he would be happy to attend, though he feels that since this event affords great opportunity for interviews, he thinks it more appropriate for a Board member to attend. Dr. Lawhon stated it is difficult to rationalize the cost, making the comparison to the opening of a new training center where the center provides funds to bring the trainer to the hospital. The event will generate a national news release and an announcement to every NICU in the country. Ms. Smith stated that Mr. Wahl’s attendance would be advantageous because he could speak with the marketing individuals. St. Luke’s marketing department will provide a structure and pattern to be used for future announcements. Again, Mr. Wahl stated that if he could combine the trip with a fundraising effort he would consider joining Dr. Als. Dr. McAnulty pointed out that the expenses could be drawn from NNCP budget of \$89,000. The Board decided that they should approve the expenditure and once the date is established decide who attends and with what expectations. Dr. Als pointed out it may be a conflict of interest for Ms. Smith to allot a budget for her own nursery. Dr. Als asked the Board to allocate money and allow the Chair of the NNCP committee to determine whether the money comes from the NNCP budget.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To approve allocating funds for a Board Member to attend the inaugural NFI NIDCAP Nursery Certification Celebration at St. Luke’s Regional Medical Center, Boise, Idaho.

Note: It was suggested that the funds for this activity be allocated from the NFI’s fundraising budget or added on as a new budget line item.

Financial Contract for 2009 Trainers Meeting in Chicago, IL

Dr. McNulty reminded the Board that she emailed the members the financial contract for the Trainer's Meeting at the Westin Hotel facilities in Chicago for review. She explained she felt it was a low risk and the host site went to great lengths to make reasonable financial decisions in negotiating the contract. The University of Chicago requires six months to approve such a contractual agreement and in this time the host would lose the dates, etc. She reported that the contract is written for a room block of 60 rooms and the NFI would be responsible for 85% of the room block guarantee. The Board asked whether there was an Act of God clause and Dr. McNulty stated that there was such a clause. The hotel would not, however, entertain a release date for the rooms. The Chicago hosts told Dr. McNulty that this is typical of most hotels in Chicago. The hotel will not guarantee the conference rate for rooms that exceed the reserved number however the hosts are confident that other arrangements can be made, if necessary. No dinner events will take place at the Westin Hotel so dinner costs are not included in this contract. Dr. McNulty stated there would be early registration for this meeting and the hosts must collect \$22,000 USD by 9/2/09. The contract is expected to be signed by this Friday, October 31, 2008.

Upon motion duly made, seconded and carried it was by majority

VOTED: That the NFI become the responsible financial contractor for the meeting site venue for the 2009 NIDCAP Trainers Meeting in Chicago, Illinois, USA.

Review of the 2008 Annual NIDCAP Trainers Meeting

Dr. Buehler summarized the evaluations. She reported that most people circled fives, the highest score on the rating scales, and reported very much appreciating the meeting and the setting. Some reported that the program nurtured and excited attendees to return to their nurseries to continue to work within the NIDCAP model. There were some comments regarding Monday being an exhausting day due to all of the small group work; they reported liking small group work though perhaps not all in one day. There were some suggestions regarding the free time: restructure it; break it down into smaller chunks of time; and/or use the time for "office hours" so that trainers could meet with their trainees. Dr. Buehler read from two evaluations in particular. One evaluation reported that throughout the Membership meeting the Board looked like a well-oiled machine and the meeting was very productive. Another evaluation described an apparent difficulty in bringing new energy to the Board with a suggestion for term limits or perhaps the establishment of a rotating seat on the Board. Dr. Buehler stated that some members might not appreciate that there are ways to participate, such as sub-committee work, without being on the Board. Further, some attendees loved the poster session and enjoyed the networking lunch. Other attendees mentioned that there were no tables available for those who did not want to participate. Attendees seem to continue to struggle with how the information in small groups gets integrated. They report that they don't know what to do when they come out of the group sessions. Three attendees asked that trainers run the breakout sessions. Some meeting participants appreciated the pre-assigned recorders for groups.

The summary of the abstract session was as follows: Dr. Tyebkhan's presentation was well received. The attendees liked how he reported his research and learning how one responds to journal criticism. Some criticisms were made that not all of the other presentations were of research. A suggestion was made that perhaps solicitation can be done for different topics. Dr. Sizun asked about the goal of the research presentations session and suggested that the Call for Abstracts be more clearly defined. Dr. Als stated that historically speaking the Call for Abstracts has never been restricted to research. The abstract can be research or practice-related.

Dr. Sizun commented that he felt the cost of the meeting is too expensive.

Dr. McAnulty reported that two individuals wrote that the comments to the speakers were not respectful. Meeting participants felt that Ms. Bertoncelli had been attacked after her presentation. The Board discussed how giving presentations is a learning process and critical questions are a necessity though they need to be respectfully phrased.

Dr. Als reported that several people commented that Mr. Wahl was a good choice for the ED position.

Dr. Buehler raised a concern that when Dr. Als announced there were new training documents, the changes may not have been conveyed to those who are non-English speaking.

It was suggested by a Board member that perhaps one session at the next trainers meeting should be dedicated to training. This year's Advanced Practicum session presumed that one knew what it was and how it fits into training. Perhaps it could have been introduced with a short explanation of its purpose and use. There was comment that perhaps the meeting should return to its roots of why it is held. Another suggestion for a meeting session was to review the preparation that needs to be done before one trains a professional, and the contract work that needs to be done prior to developing a site.

Dr. Als asked the Board to extend the meeting time until 6:00 p.m. (EDT).

Program Plans for the 2009 and 2010 Annual NIDCAP Trainers Meetings

Dr. Lawhon reported that next year's Trainers Meeting theme is: *Reflection, Our Vision for Developmental Care*. Presentations will be made by Dr. Gilkerson and by Dr. Als with an introduction by Dr. Browne. Dr. Lawhon announced that the meeting might run into Sunday afternoon instead of having the entire afternoon dedicated to free time. Dr. McAnulty stated that the Chicago meeting costs in terms of audiovisual (AV) is based on the design of this year's meeting with a free Sunday afternoon. The cost of AV personnel on a Sunday is time and a half.

Dr. Lawhon announced that tentative ideas for training sessions be about feedback letters, what is to be included on the last day of a visit on site, trainee planning, and site consultation.

Dr. Lawhon asked for input from the Board about suggested themes for future meetings. She stated that she spoke with Dr. Conneman about the topic of sleep and he was in agreement with that idea. Another suggestion was the connection of NIDCAP and the Infant Behavior Assessment (IBA) and perhaps Dr. Browne's FIRST program, the other formalized program that is an extension of NIDCAP. Dr. Helm stated his concern about moving the theme to topics outside of the nursery, not to diminish the importance of the connection, but rather to be mindful of the nursery emphasis of NIDCAP. Dr. Lawhon asked for recommendations on sleep scientists. Dr. Als suggested asking Drs. Browne, Philbin or Graven for ideas on sleep, with regard to the infant, the parent and staff.

Bereavement and grieving were discussed as a possible topic for the 2011 meeting. It may be discussed as part of a larger topic, forming and releasing relationships. Dr. Als stated that she feels the topic is sustainable as a topic in and of itself. There are cross-cultural aspects to bereavement that could be explored as well. Dr. Buehler added that the language used in supporting an infant could be discussed and Dr. Sheldon added that the use of "DNR" phraseology could be explored.

There was some discussion about whether the reflective session still works as an all-inclusive session or whether it should be divided into two sessions as done in the past. Someone commented that only a small number of those in attendance participated in the session.

Dr. Lawhon raised the question about whether NFI committee meetings may be scheduled during the Trainers Meeting. Dr. Helm suggested that perhaps in a few years when almost all of the attendees are members this might be more likely. He stated that eventually the meeting will become more of an NFI meeting and, therefore, there will be opportunities for committee meetings. The Board discussed the danger of moving away from the NIDCAP work itself. The shift in focus may be a few years away.

There was a short discussion about the challenges of the logistics of the meeting, ideas discussed included: the shape of the table for the conference room (some felt the double u-shape made it difficult to see everyone participating); a better sound system was necessary; and the breaks were too long.

Dr. Lawhon will draft the program for next year's meeting and will present it to the Board prior to the next Board meeting.

The 2010 Trainers Meeting will be hosted by the Sophia NIDCAP Training Center in The Netherlands. The Board discussed two possible dates: September 25–28, 2010 (board meetings on the 24th and 28th) and October 2–5, 2010 with the September date being the first choice. Dr. Lawhon agreed to inform Dr. Conneman of these options.

Establishment of Board Calendar for FY 09

The next board meeting is scheduled for April 21 and 22, 2009 at Emerson by the Sea, Rockport, MA. The 2008-2009 conference calls were scheduled for the third Tuesday each month at 3:00 p.m. EST. The dates are as follows:

- November 18, 2008
- December 16, 2008
- January 20, 2009
- February 17, 2009
- March 17, 2009
- April-no call
- May 19, 2009 (Dr. Sheldon not available for this call)
- June 16, 2009
- July 21, 2009
- Aug 18, 2009
- Sep 15, 2009

Establishment of Board “To Do” List

Mr. Wahl reported his list of “to do’s”. He instructed the Board to ignore the Strategic Plan sent on September 24th as it needs some revision. He stated that he emailed an Executive Summary (dated September 26th) to the Board. This document will be used for grant funding and he asked the Board to review it and give him feedback. The full Board To Do List is available.

During the To Do List discussion the topic of the brochure arose:

Mr. Wahl stated that some Board members suggested producing one brochure containing content for the NFI in general and as well as the NNCP. Dr. Buehler replied that one brochure would not easily fit all of that information; the draft that exists now it is already too wordy. She views them as two different brochures: one for the NFI and one for the NNCP. She reported that the general version of a brochure is close to being finished. Ms. Smith stated that she feels it should be two brochures, if the plan is to use for general marketing and membership. Dr. Helm feels that marketing should be the main focus so one

brochure may be sufficient. Dr. Buehler stated that the information to be conveyed about the NNCP is not defined at this time. Ms. Smith stated the need for a whole packet of information for the NNCP that may include a brochure. Dr. Vandenberg added that the brochure is key for fundraising. Dr. Als stated that all the components could fit into one marketing folder. Dr. Helm suggested a legal size four-fold version that would hold more information and could fold into the same size as what is being created now (a three fold). Dr. Buehler pointed out that if the Board were to decide to combine the contents of both brochures into one the brochure would need to be redesigned. Mr. Wahl offered his assistance in this endeavor. Dr. Buehler stated that the brochure still needs more photos that illustrating nurturing experiences and a broad range of ethnicities. She will make a plea to the NFI membership for photographs. She will also consult with Mr. Catalano regarding different design options; a bigger version with pockets perhaps. Mr. Wahl suggested the brochure contain more information on the range of things we are doing, including NNCP. Dr. Buehler stated it might be premature to distribute a brochure now that contains NNCP information with details that have not been finalized. Dr. Helm suggested one brochure with a broader scope for fundraising and another to be used for NNCP. Dr. Als recommended the NFI focus on the one that is almost done and then move to another one about NNCP. Mr. Wahl stated that he and Dr. Buehler could still consult with Mr. Catalano on this matter.

In the course of discussing the To Do List, the topic of the Annual Appeal surfaced. Mr. Wahl stated that he felt it would be best to wait until the start of the new year, as it is difficult to send out an appeal during the last few months of the year. He cautioned against formulating the appeal for a specific project and restricting the use of funds, and instead suggests an appeal for general support.

Dr. Vandenberg suggested that the NFI begin to think about resources for planned giving. Mr. Wahl agreed that it is a good time to start informing individuals about this option and suggested establishing a Legacy Circle for those who may wish to include the NFI in wills and trusts. Dr. Als asked that the Board be reminded to make a donation. Dr. Helm suggested that a letter be sent to those who have donated in the past asking for their continued support.

There being no further business upon motion, duly made and carried, the meeting was adjourned at 5:56 p.m. (EDT).



Deborah Buehler, PhD
Secretary
NIDCAP Federation International