



**NIDCAP Federation International**  
nidcap *changing the future for infants in intensive care*

A meeting of the NIDCAP Federation International (NFI) Board was called and held by telephone on Tuesday, May 19, 2009 from 3:00 p.m. to 4:39 p.m. E.S.T.

**Board Members Present:** *H. Als, D. Buehler, J. Helm, S. Kosta, G. McAnulty, g. Lawhon, T. Price-Johnson, K. Smith, K. VandenBerg, Y. Voucha*

**Staff Present:** *D. Wahl, Executive Director*

**Adoption of Full Minutes, Sep-Oct 2007, Combrit, France, and April 2008, Rockport, MA, USA**

Dr. Als asked if the Board had a chance to review the Minutes and if there were any questions and/or comments. Dr. Buehler stated that Board Member revisions received by email will be incorporated prior to the Minutes posting.

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

**VOTED:** To adopt the Full Minutes as presented from the September 28 & October 2, 2007, Combrit, France and April 15-16, 2008 Rockport, Massachusetts, USA Board Meetings.

**NFI Nominations, Elections and Appointments Committee Proposal**

Dr. Helm submitted to the Board via email a revised version of the *Guidelines for Board of Directors Elections*. The guidelines, originally presented at the April 2009 Board Meeting in Rockport, were presented at this meeting for discussion and consideration for their adoption. During the discussion, some suggestions were made for modifications (e.g., change *NIDCAP Trainers Meeting* to *Annual NFI Membership Meeting* where appropriate). Dr. Helm stated that he reviewed the By-Laws and determined that adoption of these guidelines does not warrant any change to the NFI By-Laws.

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

**VOTED:** To adopt the *Guidelines for Board of Directors Election* as presented, with modifications as discussed.

Dr. Helm will modify the guidelines as discussed and inform the NFI Membership regarding: the Annual Membership Meeting; the Board election to be held; the number of Board seats available; and these new guidelines.

**20<sup>th</sup> Annual NIDCAP Trainers Meeting**

Dr. Lawhon presented a summary of the proposed Trainers Meeting program. Saturday morning will begin with a Funders Breakfast to be hosted by the NFI Board of Directors. The General Session will begin with presentations by Drs. Browne, Als and Gilkerson. The morning will be moderated by Dr. Buehler. The Saturday afternoon schedule holds what is typically done on Saturday mornings, with the Accomplishments and Overview of Training Efforts.

Sunday morning will be dedicated to NIDCAP research and will be moderated by Dr. Jacques Sizun. Speakers will include: Dr. Agneta Kleberg; Dr. Katherine Peters (presenting the Edmonton NIDCAP study, the NFI is covering her cost to attend the meeting); Dr. Kathleen Philbin (presenting the salient points of constructive criticism in terms of evaluating research studies); and Dr. Björn Westrup (giving a 45 minute presentation on how to evaluate NIDCAP). These presentations are designed to give participants the tools to critically discuss research that reports positive results as well as research with unexpected results. Followed by these presentations will be a 45-minute group discussion period. The 20<sup>th</sup> Anniversary Celebration will be held during dinner on Sunday evening.

Monday morning will begin with the NIDCAP Nursery Certification Program (NNCP) session and will be followed by research presentations. Dr. Sari Ferber will be first and will be followed by five others. The afternoon will begin with a work session, the subject of which is *Reflective Process within NIDCAP Training*. This will be followed by two NFI committee sessions, the first of which will be the Fundraising Committee led by Dr. VandenBerg and the second session will be the Family Committee led by Ms. Price-Johnson. A poster session will be held in the evening.

Tuesday morning will begin with a Reflective Session led by Dr. Linda Gilkerson, followed by the NFI Membership Meeting. Dr. Lawhon requested that the Membership Meeting be shortened by 15 minutes in order to give Dr. Gilkerson a full hour for the Reflective Session. The Board agreed. The usual *Summary and Evaluation of the Meeting, Plans for Future Meetings, and the Acknowledgment* sessions will fill the remainder of Tuesday morning.

Dr. Lawhon stated that she is in contact with Dr. Nikk Conneman regarding the 21<sup>st</sup> Annual Trainers Meeting. Potential meeting dates in 2010 are: September 25-28 or October 2-5. Dr. Conneman has confirmed that the meeting's theme will be sleep.

The Board discussed how best to structure Sunday morning's NIDCAP Research Session. Dr. Als stressed the importance of conveying to the NIDCAP group an informed perspective on the studies that don't have the "hoped for" results. She added the importance of learning how to write research studies and summarize and reference studies appropriately. She stressed the importance of having representatives from both of the most recently published NIDCAP studies in attendance at the meeting. Dr. Lawhon stated that Dr. Celeste Maguire is unable to attend the meeting. Dr. Youcha suggested a panel discussion format that focuses on how to conduct the research rather than a session that dissects individual studies. Other Board members felt it necessary to highlight studies reporting expected results and those where the findings were other than expected. Dr. Lawhon stated that as she finalizes the program she will take into consideration all that has been discussed.

### **Plans for Funders Involvement in Trainers Meeting Schedule**

Dr. Lawhon reviewed the plans for inviting funders to the Trainers Meeting. The plan is to invite past, current and potential future funders to the Trainers Meeting for Saturday morning through lunch. The morning will begin with a welcome breakfast hosted by the Board of Directors and Dr. Als will give a brief overview of the NFI. The funders would then participate in the first session of the Trainers Meeting, which includes the presentations by Drs. Browne, Als and Gilkerson. The funders will join the meeting attendees at lunch where each Center Director will present a very brief description of their

center and its training. Mr. Wahl stated that he has spoken with some of the foundations and the general feeling is that the sooner they know the details the better so that they can set aside travel funds.

**Fundraising Committee Budget Addition Request (Costs of Funders Events at Trainers Meeting)**

Dr. McAnulty reviewed the costs involved for the funder's events, including: the invitations; the funders' breakfast and lunch on Saturday; the audio-visual equipment and set-up; a microphone for breakfast; and a microphone, projector and screen for lunch. She stated that since the money budgeted for fundraising is already encumbered she feels the Fundraising Committee must request a variance for the additional costs. The Board discussed the details of what equipment will be necessary for each session and how best to keep costs down. Mr. Wahl stated that he has spoken with some of the funders and has received positive feedback for their interest in participating. At this point, he estimates approximately 20 people may attend. There was discussion about the amount to request for this budgetary variance and it was recommended that a set maximum amount should be determined rather than having the amount available left open ended.

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

**VOTED:** To approve the variance of \$4000 requested by the Fundraising Committee for costs incurred (i.e. food, audio-visual, invitations) to hold the funder's events at the Trainers Meeting

The next, and official, Board Conference Call is planned for June 16, 2009, 3:00 PM EST.

**There being no further business upon motion, duly made, seconded and carried, the Board conference call was adjourned at 4:38 p.m. EST.**



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