



NIDCAP Federation International
Changing the future for infants in intensive care

Minutes of the Final Board Meeting of FY 2009 - 2010
Maastricht, The Netherlands
Crowne Plaza Maastricht
Margaux Room

Friday, 24 September 2010

Present: H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, R. Sheldon, K. Smith, K. VandenBerg, J. Sizun, V. Youcha

Dr. Als opened the meeting at 8:39 a.m. and reviewed the agenda

Dr. Als suggested that the election of officers be postponed until the Treasurer's and President's reports have been given. The President and Treasurer will excuse themselves for discussion prior to the election.

President's Annual Report to the Board

Dr. Als reported that Ms. Price-Johnson decided not to stand for re-election and excused herself from this Board meeting due to scheduling conflicts. She also reported that David Wahl is absent from this meeting due to childcare and medical issues as detailed in the written report.

Dr. Als reported that all minutes have been adopted with the exception of the minutes from the July 10, 2010 Board Conference Call Meeting. These minutes were distributed at this meeting and a vote was taken.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adopt the minutes from the Official Board Conference call on July 20, 2010.

Closed Session began at 9:00 a.m.

During the closed session, the Board discussed how to disclose the NFI's financial situation to the Membership.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To present a statement regarding the current financial status of the NFI to the Membership. The statement as agreed upon is as follows:

We have very recently become aware of likely inappropriate use of the financial resources of the NFI. We want to be transparent and we want to keep you informed. However, please understand that we do not yet have all of the facts. This is what we know:

- *There has been an apparent mishandling of NFI funds. This came to light about two weeks ago and we are working diligently to uncover the facts.*

- *Our ED has been relieved of any financial responsibilities and access to funds.*
- *There are now tighter controls in place.*
- *A full review is being instituted to determine the scope of the situation, including the amount of any funds that must be accounted for.*
- *Pending the completion of this review, we have already made it clear that full restitution will be required and have begun a process toward that goal.*
- *We must be mindful of the reputation of the person in question as well as that of our organization. We ask you to refrain from engaging in speculation. Again, we do not have all of the facts.*
- *We have been in touch with our funders and appraised them of the situation*
- *We will be forthcoming with further information as soon as we have it.*

We fully expect that the future of the federation and the important work that we do will be assured.

Closed Session ended at 4:00 p.m.

Election of Officers

Dr. Helm presented the slate of officers for election as follows:

President: Dr. Heidelise Als, Vice President: Dr. gretchen Lawhon; Treasurer: Dr. Gloria McAnulty; Secretary: Dr. Deborah Buehler; and Assistant Secretary: Ms. Sandra Kosta.

The President and Treasurer left the room for the Board to have an open discussion of the current situation and determine whether they wish to continue with election of officers as presented.

The President and Treasurer returned and the election was held.

Upon motion duly made, seconded and by majority

VOTED: To elect the slate of officers as presented: Dr. Als, President; Dr. Lawhon, Vice President; Dr. McAnulty, Treasurer; Dr. Buehler, Secretary; and Ms. Kosta, Assistant Secretary.

President's Report

Dr. Als reported that Mr. Rodd Hedlund was hired as the NIDCAP Nursery Certification Director (NNCP) Director as of December 1, 2009. The semi-annual review of the NNCP Director has not yet occurred though plans are to be scheduled. The NFI committee description paragraphs were due for posting on the web and all have been submitted. The repairs of the Elk were executed and a padded crate was obtained for its safe shipment in the future. The payment for the annual engraving of the Elk has not been determined. The National NIDCAP Training Center has taken financial responsibility for the engraving of the new plaques to ensure uniformity. The elk must be shipped to Cincinnati and the NFI will pay those shipping costs. The respective Committee Chairs summarized all other activities.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept the President's report as presented.

Fundraising Committee Report

Dr. VandenBerg reported that she received a report from Mr. Wahl after she completed her own. She will incorporate his information and revise the final written report. Dr. VandenBerg reported that she spoke with Ms. Mary Gregory of the Bella Vista Foundation and discovered that their organization is no longer

funding at the national level. Dr. VandenBerg reported the trend that other foundations contacted were also not funding nationally.

Dr. VandenBerg reported that for new grant support efforts she requires more information from Mr. Wahl. For example, she does not know if Mr. Wahl has completed the Letter of Intent to Ronald McDonald House Charities. She stated that she will call the foundation herself to make that determination.

Dr. VandenBerg reported that she attended a presentation given by the Bill and Melinda Gates Foundation describing their *Grand Challenges in Global Health* grant program, in its fifth year of funding. She met with a representative from the foundation and was encouraged to submit a proposal. She reported to the Board that if the proposal is well received, a \$100,000 grant will be awarded. She mentioned a few ideas for the proposal, one of which was the development of an NNC nursery in the state of Washington. She believes that parents should be the focus of the proposal.

Dr. VandenBerg reported that Dr. Buehler is working on the development of a fundraising packet. She also reported that Dr. Sizun has developed a European NFI chapter proposal for a system to collect funds and channel them to the NFI.

Dr. VandenBerg stated that due to the changing climate in foundation monies the Committee is exploring alternative fundraising ideas. One idea is to partner with Contemporary Forums in the running of the annual developmental care conference. She explained that the NFI would identify the speakers and organize the conference. Dr. Als asked her to describe the benefits to such a partnership. Dr. VandenBerg indicated that such partnership has the potential to bring in \$50,000-\$100,000. Other Board members raised the concern about accepting money from a for-profit agency. Dr. VandenBerg indicated that if the Board was interested in pursuing such a partnership a committee will approach Contemporary Forums. Dr. Helm encouraged Dr. VandenBerg to pursue the idea. Dr. Als added that the NFI must be mindful of its non-profit status. It was pointed out that the idea would serve to fulfill the dissemination aspects of the NFI's goals. Dr. Lawhon suggested that the Board give her and Dr. VandenBerg the authority to explore the idea and update the Board at the next phone meeting.

Upon motion duly made, seconded and by majority

VOTED: To authorize Drs. Lawhon and VandenBerg to approach the organizers of Contemporary Forums and explore the idea of an NFI partnership to host future annual Developmental Conferences.

Dr. VandenBerg stated that there are a few additional activities from Mr. Wahl's report that will be added to her revised written report. She indicated that in his report, Mr. Wahl listed the contacts he made to several companies.

Dr. Youcha offered to assist writing the Gates Foundation proposal.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept the Fundraising Report as presented.

Nursery Certification Program Committee Report

Ms. Smith stated that she was reporting on a report developed in collaboration Mr. Hedlund, with information provided by the NNCP Steering Committee. She reported that Mr. Hedlund has been very productive in revising the NNCP documents and organizing the final pilot site visit to WakeMed in Raleigh, North Carolina. She stated that four reviewers were on site for the final pilot visit, in addition to Mr. Hedlund participating as an observer. She stated that his presence at the visit was valuable to support

his understandings to organize future site visits. Ms. Smith reported that much was learned from WakeMed pilot visit.

The Board then discussed when the NNCP pilot site phase should be considered complete. Dr. Helm stated that the final pilot visit has occurred and though the feedback process is ongoing, the pilot phase should be considered accomplished. Ms. Smith stated that the Committee and the reviewers learned a great deal throughout the pilot process and were thankful for this opportunity. She reported that the much growth from second to third pilot site reviews and she declared that the pilot process is now concluded.

Dr. Lawhon raised concerns about unresolved issues arising from members of the site review team. She suggested that there might be differing understandings of underlying certification philosophies. Ms. Smith has asked Mr. Hedlund to set up a conference call between the NNCP Steering Committee and the site reviewers.

Ms. Smith reported on the status of the first two sites applying for certification. She reported that the NICU at Sapir Medical Center in Kfar Saba, Israel has completed Application Part I and is working on Part II. The NICU team at the University Hospital in Brest, France has completed Parts I and II. The site review team has been established for Brest and will include Dr. Helm, Dr. Sheldon and Ms. Smith and the site visit is scheduled for early December 2010. The site reviewers have received the unit's application materials.

Ms. Smith reported that the NNCP's informational, cost-analysis, and budget materials are complete and will be shared at Monday morning's presentation. She stated that the evaluation forms still need to be edited. She reported that the Committee is beginning to work on the training manual for site reviewers. Further, she reported that additional site reviewers would be recruited in the near future.

Ms. Smith reported that the NNCP materials will be posted on the NIDCAP website in early October, including Criterion Scales samples and the table of contents. It was decided that at this time, the entire criterion scales document would not be posted. The NNCP description to appear in the Program Guide is undergoing finalization. Dr. Sheldon expressed his uneasiness that the Criterion Scales were not ready for the public yet. Ms. Smith stated there are less than five scales that still need clarification and she stated that they would be edited before December. Dr. Als stated that the question still remains whether they will be posted on the website in their entirety.

Ms. Smith reported that she is continuing to work with representatives from the American Nurses Credentialing Center (ANCC) to gain further insights into their process.

Ms. Smith stated that Mr. Hedlund has worked diligently in the development of the NNCP process. She stated that she would meet with him in the review process and hopes the Steering Committee will join her.

Dr. Lawhon asked for clarification on the difference between the NNCP Steering Committee and the NNCP Committee. It was explained that the Steering Committee was created as a result of the NNCP budget development.

Upon motion duly made, seconded and carried it was unanimously VOTED: To adopt the NNCP Committee Report with modifications as requested.

Membership Committee Report

Dr. Helm reported an increase in membership by 34 members since last year's meeting with total membership reaching 186. He added that there are many other applications pending and they are not included in the data. He reported the categorical breakdown as follows: 129 Professional Members, 46 Student Members, six Family Members, four Emeritus Members, and one Honorary Member. The Professional Member geographical composition is as follows: 79 United States, 41 Europe, three South America, one Middle East, three Asia, one Canada, and one Australia. The Student Member makeup is as follows: 18 United States, 19 Europe, one South America, three Middle East, and five Asia.

In support of the Board Policy change that requires all NIDCAP trainees to be Student Members, the Committee has sent reminders to trainers. The membership application process overall has been streamlined and more changes are planned to organize it further. The Committee is exploring modification of the forms to avoid signature requirements.

Upon motion duly made, seconded and carried it was unanimously VOTED: To adopt the Membership Policy Committee Report.

Design and Aesthetics Committee Report

Dr. Buehler reported that she has been gathering materials for several projects including an NNCP brochure and packet and a fundraising packet. She reported that as a result of another plea to the Membership she has received additional photographs for use in these print materials. She will meet with the NNCP Steering Committee to determine what is needed for the NNCP packet. She reported that she will have examples of the packets to show at the mid-year Board meeting in April 2011.

Upon motion duly made, seconded and carried it was unanimously VOTED: To accept the Design and Aesthetics Committee Report as presented.

Program Committee Report

Dr. Lawhon reported that the 22nd Annual Trainers Meeting will be hosted by the NIDCAP Training and Research Center at Cincinnati Children's on October 15-18, 2011. She stated that a tentative concept for the meeting's theme is to focus on training issues and NIDCAP as evidence-based practice. She stated that Roger Soll, MD from the Vermont Oxford Network is a potential speaker.

Dr. Lawhon reported that she reviewed the breakdown of meeting participants for the previous year and determined that roughly one third were Trainers and/or Trainers in Training; one third were Board members or connected to a specific training center though not necessarily NFI members; about 14% were NIDCAP Professionals, non-NFI members; and approximately 12% were none of the above, interested friends. She further reported the Committee's proposals for future meetings: 1) To rename the meeting to become the Annual NFI Meeting; 2) To limit Trainers Meeting participation to NFI members; 3) The entire meeting take on the role of the Annual Membership Meeting; and 4) For every other year's (i.e. odd years) theme/emphasis be on NIDCAP training issues and the alternate years (i.e. even years) be on scientific themes.

Dr. Helm pointed out that it would be appropriate to separate the proposals from the Committee's report. The Committee should consider the proposals as *New Business* items to the original agenda for this meeting.

Dr. Lawhon agreed to revise the report though stated that she wished to address these points at this meeting. Dr. Youcha stated that she would need more information on each point prior to making a determination. She felt that all the proposals can be addressed on conference calls. Dr. Als stated that in

terms of the third proposal (the entire meeting as an Annual Membership Meeting), the succinct summarization of the Committee's work is integral to the organization therefore spreading them out over the course of the Trainers meeting would be ineffective. Dr. Als expressed interest in moving on the fourth and fifth points regarding the theme of the meeting. After the motion was made, Dr. Helm brought up a point of discussion: That perhaps this point should not to limit the topics to NIDCAP training since future meetings may cover areas such as NNCP site reviewer training and APIB training.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adopt points the Program Committee's proposal that the emphasis of the meetings held in odd years will be training issues and that the emphasis in even years will be a scientific theme related to the NFI's purpose and mission.

Dr. Lawhon asked what would be required to address the first and second proposals. Dr. Sheldon suggests that time be built into Tuesday's meeting schedule for discussion. Dr. Als will add it to the agenda as unfinished business.

Upon motion duly made, seconded and voted by majority

VOTED: To accept the Program Committee Report with revisions as discussed.

Family Committee Report

Dr. Youcha reported that the Family Committee currently has no chairperson and is seeking more members. She explained that the Committee's ultimate goal is to develop a family resource page on the NFI website that carries the actual content. As a first step, she proposed that the webpage have at least links to other sites with information for families. Links to existing training site resources should be made available. Dr. Youcha expressed her hope that those individuals, running for the Family Representative seat on the Board yet not elected, will be interested in joining the Committee as members. The Committee plans to appoint a chairperson.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept the Family Committee Report.

Quality Assurance Committee Report

Dr. Als reported that the QAC adopted a new policy that governs the oversight of the production and dissemination of audiovisual and printed training materials. The QAT-AVM will be posted on the web. An attachment to the report will explain how to seek guidance depending on the level of the product.

Dr. Als reported updates on training materials as follows: The training binders are available on the web and in hard copy from OfficeMax Impress in Idaho. The Spanish binders are available through the work of Dr. Graciela Basso. Dr. Basso provides NIDCAP Trainees with the hard copies of these binders though it is the Committee's future plan that the Spanish binders will be centrally distributed. Training materials in other languages are being developed. Dr. Als reported that the Committee is aware that the Training Center Development Binder is in need of revision and remains a goal of the Committee. She reported that the Required Readings List has been finalized and will be available on the web soon. She added that it remains the responsibility of the trainer to alert trainees how to find the training resources. She reported that thanks to the work of Dr. VandenBerg and her team, APIB administration kits will be available from the West Coast NIDCAP and APIB Training Center and order information will be posted on the web. She asked that Dr. VandenBerg connect with Ms. Kosta to get the ordering information on the website.

Dr. Als reported training updates as follows: She stated that the list of current trainers is provided in an attachment to the written report. She reported changes in the directorship of two training centers—At the Sooner NIDCAP Training Center, Dr. Sheldon, in conjunction with his retirement, stepped down as Co-Director of the Training Center. He is now Emeritus Professor at the University of Oklahoma Health Sciences Center and will maintain his professional membership in the NFI. Dr. Laurie Mouradian has also stepped down as Co-Director and has relocated to Maine. Dr. Mouradian's letter is attached to the written report. Dr. Mouradian will continue to maintain her professional connection to the Sooner NIDCAP Training Center but in the interim, Andrea Willeitner, MD and Eleanor (Bunny) Hutson, RN were named as the center's Co-Directors. Dr. Als also reported on a change in directorship at the NIDCAP Training and Research Center at Cincinnati Children's. Ms. Patti Bondurant stepped down as the center's director and Ms. Whitney Brady has taken on the role. Ms. Bondurant will maintain her NFI membership.

Sub-Committee on Multi-Language

Dr. Als reported that the website is now available in French and Spanish. The training materials are available in Spanish and are in process of translation into French.

Sub-Committee on Specific Training

Dr. Lawhon reported that the revision of the APIB Required Readings list was completed and will be made available on the protected Member Services page soon. She added that the list itself is complete, however, not all PDFs have been gathered at this time. She stated that there has been no further progress on the reference library. She has collected the contractual agreements from those centers that utilize them and they are currently under review.

Intellectual Property Sub-Committee Report

Dr. McAnulty reported the NIDCAP logo, certification mark, and the name NIDCAP are all registered and renewal notification is sent one year in advance.

She reported that the NIDCAP Training Binder is undergoing preparation for copyright registration. In order for the registration to be completed the documents with multiple authors need authorization from those authors to assign copyright to the NFI. She has sent the paperwork to those authors.

She also reported that the NIDCAP film "Three decades of Training and Supporting: NIDCAP" is under review for copyright registration.

She reported the discovery of an incidence of copyright infringement in a brochure produced in Italy without appropriate credit to the NFI. The attorneys have been contacted regarding this issue and the documentation is attached to the QAC report.

Sub-Committee on NFI Certificates

Ms. Kosta reported that the certificate production and approval progressed to the point of all centers having approved certificates.

Upon motion duly made, seconded and carried it was unanimously VOTED: To accept the report of the QAC Committee.

Outreach Committee Report

Dr. Sheldon reported that the Committee had no proactive or reactive actions over the previous six months. He reported that he will complete and submit the AAP letter of intent to prepare a Technical Report on the NIDCAP approach. He stated that those who reviewed the intent felt that Dr. Westrup

should be a co-author. Dr. Sheldon asked Dr. Westrup to co-author the letter, and is awaiting his response. He will discuss this matter with Dr. Westrup at the Trainers Meeting and update the Board on Tuesday.

Upon motion duly made, seconded and carried it was unanimously VOTED: To accept the report of the Outreach Committee.

Nominations, Elections, and Appointments

Dr. Helm reported that over the last year, the Committee set up and ran the pre-meeting election that included offering membership-wide opportunity to nominate candidates and giving non-present members the opportunity to vote. He reported that there were several nominations for the Family Representative seat. The Committee sent out the ballot via email and he reported that they did receive a number of votes. He reported that he and Dr. Sheldon will run the election at the upcoming Membership meeting this Tuesday, September 28, 2010. He also reported that the Committee ran the election of the Board of Officers earlier today.

Upon motion duly made, seconded and voted by majority VOTED: To accept the report of the Nominations, Elections and Appointments Committee.

Communications Committee Report

Ms. Kosta reported that one of the Committee's major accomplishments of the year was to add multi-language functionality to the website. She stated that the Committee worked with Dr. Jacques Sizun, Dr. Nathalie Ratynski and Ms. Kiki Remont to complete the site's translation into French, and *Planeteria* launched the pages on February 16, 2010. The Committee worked with Dr. Graciela Basso and a team at the Alumbrar Foundation in Buenos Aires to complete the translation of the site into Spanish and those webpages launched on April 8, 2010. Dr. Basso and her team also translated all of the training documents, which were uploaded by the Committee to the Member Services page.

Ms. Kosta reported that the kick-off of the database project was another major accomplishment of the Communications Committee. She stated that as of April 7, 2010 *Planeteria* began building a centralized and secure web-based database. The database will track and report NIDCAP and APIB training and is due to be completed in October 2010. She added that the existing training data, currently housed in an Access database, will be exported to the new web-based database. The most current data from the last two years will be entered by hand once the new database has been built. She reported that the database would allow trainers to obtain accounts with unique passwords to log in and enter their trainees' data as well as to search the database for training details. The design plan includes the option for users to download data to their computers for customized analysis through Excel.

Ms. Kosta reported that the Committee has begun to build the Resources page, has updated the training binder price list, and has begun to upload the required readings as PDF files.

She stated that the Committee's goals for the next six months include: Expansion and maintenance of the site as needed; Enhancement of the Resources page by working with the Family Committee; Enhancement of the NNCP pages; The addition of a link to the NIDCAP film; and Completion of the next volume of the *Developmental Observer*.

Sub-Committee on the Developmental Observer

Dr. Lawhon reported that 1100 copies of Volume 4, Issue 1 of the Developmental Observer were printed and distributed. In an effort to reduce costs, the issue was reduced to the 20-page format. The printing, mailing and distribution process has been streamlined. Volume 4, Issue 2 is complete in terms of content and is currently in the editing phase.

Dr. Als asked whether a link had been established with the European Foundation for the Care of Newborn Infants (EFCNI). Ms. Kosta replied that a link to the EFCNI was added to the Resources Page of the website and that there is a link to the NFI on the EFCNI website. Ms. Kosta agreed to modify the report to add this information.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept the Communications Committee Report with the modification as discussed.

Dr. Helm asked if the Board would give the Communications Committee the authorization to make links to sites. Dr. Als stated that her belief that the links we make should be reciprocal. Dr. Helm stated that the Committee will make an effort to make the links reciprocal. Dr. Youcha suggested that the Communications Committee report on the links at the monthly conference call meetings. Dr. Helm agreed that the Committee would notify the Board when posting new sites. Reciprocity will be explored prior to linking.

NEW BUSINESS

NFI Regional Chapter Organization: Fund Raising, Governance, and other Explorations

Dr. Sizun stated that the main goal of establishing a European chapter of the NFI is for ease of fundraising activities in Europe and to attract new NFI members. He reported that there is no uniform way across Europe to form an association, so he proposed to establish the chapter is created within France. He described the different options for establishing a non-profit organization within France. Important topics addressed in the establishment of a chapter included:

1. French chapter vs. European chapter (Nurses may be attracted to participate within their own language.);
2. Fundraising Ideas and Budget Management;
3. The President of the European chapter considered to be a member of the NFI board; and
4. All Chapter members are NFI members.

Dr. Youcha pointed out that if there were many different European chapter leaders, the number of directors on the Board would have to increase.

In terms of fundraising, Dr. Sizun reported that the chapter's statutes would indicate that a portion of the funds would be sent to the NFI in the United States. He stressed that having such a strong organized, local, method for fundraising may make it easier to send money to an American organization (i.e. NFI).

A revision in the NFI By-Laws to include Chapter By-Laws will be required should the creation of chapters be realized.

Dr. Youcha stated that if the NFI moves to a chapter model some of the monies that are raised would stay within the chapter and some would be funneled to the NFI. She suggested that perhaps every other year the Trainers Meeting could be held in Europe and the chapters established could use their funding for the meeting. She asked whether it might be more beneficial to have one European chapter or several individual language-based chapters. Dr. Sizun indicated he would prefer to have one unified European chapter.

Dr. Sizun stated that, during this Trainers Meeting, he would like to organize a lunch session with the European meeting participants in order to determine their level of interest. Dr. Als asked what he intends to do if the others come back with different goals, for instance whether he would entertain a language based chapter model.

Dr. Sizun suggested that rather than creating a specific timeline, perhaps the NFI Board would authorize him to explore the creation of a chapter and he would report back to the Board his findings. Dr. Sizun stated that it would take several years to develop the European chapter. A if re-elected to the Board, Dr. Sizun would like to move on this initiative.

Upon motion duly made, seconded and by majority

VOTED: To delegate to Dr. Sizun the fact-finding mission to explore the potential formation of a European chapter of the NFI, with the expectation that the Board would receive a report of progress in two months and a final report in April.

Dr. Helm stated that we might charge Dr. Sizun with the responsibility to undertake a broader exploration. Dr. Als asked if he would simultaneously explore language chapters and different country chapters.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 7:55 p.m. on Friday, September 24, 2010.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International



Sandra M. Kosta, BA
Assistant Secretary
NIDCAP Federation International