



**Minutes of the Annual NFI Membership Meeting
Maastricht, The Netherlands
Crowne Plaza Maastricht, Ceramique Conference Room
Tuesday, 28 September 2010**

Members of the Board Present: H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, R. Sheldon,
K. Smith, K. VandenBerg, J. Sizun

Facilitator: G. Laadt

The Annual Meeting of the NIDCAP Federation International (NFI) Membership was called and held in Maastricht, The Netherlands on Tuesday, September 28, 2010, from 9:07 a.m. to 10:35 a.m. (CET).

Dr. Als opened the meeting at 9:07 a.m. and welcomed the Membership.

Announcement of Officers for the NFI Board Year 2010 – 2011

Dr. Als announced that the Board elected the slate of officers presented to the NFI Board of Directors for election on Friday, September 24, 2011 as follows:

President: Dr. Heidelise Als

Vice President: Dr. gretchen Lawhon

Secretary: Dr. Deborah Buehler

Treasurer: Dr. Gloria McAnulty

Assistant Secretary: Ms. Sandra Kosta

Election of Three-Year-Term Board Membership Position - Dr. Sizun; and Three-Year-Term Board Family Representative Position – Ms. Price- Johnson

Dr. Helm reported that the Nominations, Elections and Appointments Committee announced the election and candidates via email. Members who did not vote electronically may vote at this meeting. He reminded those present that NFI members only should submit ballots. He stated that there were two seats available, one at-large seat, currently held by Dr. Jacques Sizun who was running unopposed, and a Family Representative seat for which there were three candidates: Ms. Whitney Brady, Ms. Silke Mader and Ms. Debra Paul. The ballots were distributed and all were reminded to vote for only one candidate per seat. The results were announced later in the meeting.

Report from the Chair

Dr. Als' *Report from the Chair* covered the period from Tuesday, October 2009 to Friday September 24, 2010 and included the mid-year Board meeting (April 13-14, 2010) and several Board conference calls. She reported that all minutes were adopted and posted with exception of the most recent minutes.

Dr. Als read the following statement to the Membership:

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 Executive Director 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 apprised 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.

Dr. Als went on to report on the official votes taken by the Board this past Friday, September 24, 2010.

Upon motion duly made and seconded it was voted by majority:

1. To authorize Drs. Lawhon and VandenBerg to approach the organizers of Contemporary Forums and explore an NFI partnership to host future annual Developmental Conferences.
2. To adopt the proposal made by the Program Committee Chair regarding the annual NIDCAP Trainers Meeting 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.
3. 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. Als reported that the NFI established a one-year contract with Mr. Rodd Hedlund to be the Director of the NIDCAP Nursery Certification Program. Mr. Hedlund is a Professional Member of the NFI, a certified NIDCAP Trainer and the Senior Editor of *Developmental Observer*. He will serve as an independent contractor in his position as a half-time director and will report to the Chair of the NIDCAP Nursery Certification Program Steering Committee, Ms. Karen Smith. Mr. Hedlund is in regular communication with the NNCP Steering Committee. The NNCP Steering Committee report will detail this further.

Dr. Als reported that the Elk statue sustained damage in transport to the last Trainers Meeting and the Board authorized its repair. The National NIDCAP Training Center has agreed to take on the cost of engraving new plaques. The annual engraving costs as well as the shipping costs are under discussion.

Dr. Als explained that the NFI's other activities and decisions would be covered by the respective committees' reports.

Finance Committee Report

Dr. McAnulty, NFI Treasurer, explained that the NFI's finances are under review. She reported that the Board has sought the advice of legal counsel. She reported the revenues for the year as \$290,725. She added that the work of the committees has been impressive and that for the most part the committee work has been adequately reimbursed. The total expenses will be disclosed as they are established in the review.

Fundraising Committee Report

Dr. VandenBerg, Chair of the Fundraising Committee, reported that fundraising efforts are ongoing. She explained that the Board has been reassured of continued funding from the Pritzker and Mailman Foundations. She reported that a total of \$56,500 was granted from the Mailman Foundation this year. She reported that the current trend in foundation activity is to fund locally rather than nationally. She stated that the Committee is exploring a long list of contacts, including the Bill and Melinda Gates Foundation's *Grand Challenges in Global Health* grant program. The program describes interest in maternal and child health, specifically premature infants. A two page proposal is required for submission and it is the goal of the Fundraising Committee to submit the proposal in November.

NIDCAP Nursery Certification Program (NNCP) Steering Committee Report

Ms. Smith, NNCP Steering Committee Chair, explained that much of the NNCP Steering Committee report was presented at yesterday's NIDCAP Trainers Meeting NNCP session. She reported that the final pilot site had been visited and that there are two active nurseries seeking certification at this time. Ms. Smith indicated that the application and assessment materials will be posted on the web upon their completion. She clarified that the Committee anticipates posting the criterion scales, the evaluation materials and the application materials. She explained that the website will also include a Frequently Asked Questions (FAQ) section and asked that people forward her questions they would like to see addressed. She added that a future goal is to have the NNCP materials and web pages translated into other languages.

Membership Committee Report

Dr. Helm, Membership Committee Chair, reported an increase in membership by 34 members since last year's meeting with total membership reaching 186. He added that over the last several days several more applications have been received. He reported the categorical membership composition as follows: 129 Professional Members, 46 Student Members, six Family Members, four Emeritus Members, and one Honorary Member. He indicated that the list of members will be posted on the NFI website. The geographical breakdown of Professional Members is as follows: 79 United States, 41 Europe, three South America, one Middle East, three Asia, one Canada, and one Australia. The Student Member breakdown is as follows: 18 United States, 19 Europe, one South America, three Middle East, and five Asia. Dr. Helm reported that the Committee is continuing to strive to ensure the efficiency and ease of the membership application process, including exploring modification of the forms to avoid signature requirements. The ultimate goal is to upgrade to an online membership sign-up process. Further, the goals for next year include working to streamline the process of transitioning from Student to Professional Membership.

Design and Aesthetics Committee Report

Dr. Buehler, Design and Aesthetics Committee Chair, reported that the Committee produced and printed the NFI Brochure in French, and plans a Spanish version. She reported that the NFI film was finalized and is awaiting copyright registration, upon which time the film will be distributed to all training centers. She reported that she made a plea to the Membership for photographs for ongoing

projects and she thanked those who sent her photographs. The goals for the next six months include development and production of a fundraising booklet and an NNCP brochure.

Program Committee Report

Dr. Lawhon, Program Committee Chair, thanked the members of the Committee. She stated that meeting participants are experiencing the 21st Annual Meeting-and that the 22nd Annual Meeting will be discussed later during the meeting. She reported that she looked at the composition of the meeting participants from 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, approximately 14% were NIDCAP Professionals not NFI members and about 12% were interested friends. She further reported on the Committee's proposals for future meetings, including (1) Every other year's emphasis on training issues and the alternate years on scientific themes and (2) Limiting meeting participation to NFI members. Dr. Lawhon encouraged meeting participants to join the Program Committee.

Family Committee Report

In the absence of Dr. Youcha, Dr. Lawhon presented the Committee's report. Dr. Lawhon emphasized that the most important aspect of the Family Committee's report was that the Committee is looking forward to adding new members. The increased membership in the Committee would aid in success and Committee productiveness. The goals of the Committee include building the website's Resource page for families and exploring social networking opportunities.

Quality Assurance Committee (QAC) Report

Dr. Als reported that the QAC has four Sub-Committees and that she will present the main 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 (AVM). The QAT-AVM will be posted on the NIDCAP website. An attachment to the report will explain how to seek guidance depending on the product. Dr. Als reported the update on training materials. She stated that the training binders are available on the NIDCAP website and in hard copy from OfficeMax Impress in Idaho. The Spanish binders are available through the work of Dr. Graciela Basso, who provides NIDCAP Trainees with the hard copies of the Spanish binders. The committee's is planning to distribute the Spanish binders centrally also eventually. Training materials in other languages will become available soon. Dr. Als reported that the Committee is aware that the Training Center Development Binder is in need of revision and hopes this will be remedied in due course. She reported that the Required Readings List has been finalized and will be available on the website 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 website. She stated that new trainers and new centers in development were announced earlier in the Trainers Meeting. She stated that the list of current trainers will be posted on the website. Training Center changes such as the new directorship at the Sooner NIDCAP Training Center and the NIDCAP Training and Research Center at Cincinnati Children's were also addressed earlier.

Sub-Committee on Production and Web-Posting of Training Materials in Different Languages

Dr. Als reported that the NIDCAP 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 Resources

Dr. Lawhon stated that this Sub-Committee has proceeded with three activities: 1) *Required Readings*— During this year, the committee completed the revision of the APIB required readings list. All but a few articles have been gathered as PDFs. The revised list and the PDFs will be available soon; 2) *NIDCAP Library*—The library had over 100 hard copies of articles that were boxed and mailed from center to center, and that an effort has begun to create PDFs of all these articles. She reported that this work is currently on hold due to its time intensive demands; and 3) *Contractual Agreements*—The contractual agreements between training centers and individual trainees or between training center and host site have been collected from all training centers. This project is at the stage of assessing all agreements with the ultimate goal to offer core components to others who are interested in establishing such agreements.

Sub-Committee on Intellectual Property

Dr. McAnulty stated that the Committee's purpose is to protect the products of the NFI. 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 Committee has had contact with legal counsel around violations of copyright concerning a brochure printed in Italian. The Committee will be developing policy on how to report such infractions to the Board. She added that as Dr. Buehler reported in her report, the film "Three decades of Training and Supporting: NIDCAP" is under review for copyright registration. The NIDCAP Training Binder materials are being prepared for submission for copyright protection.

Sub-Committee Certificates

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

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 Drs. Jacques Sizun and Nathalie Ratynski and Ms. Kiki Remont to have the site's content translated into French. The French pages were launched 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 pages launched on April 8, 2010. Dr. Basso and her team also translated all of the training documents that have been uploaded by the Committee to the Member Services page of the site. She thanked Dr. Sizun, Dr. Ratynski, and Ms. Remont of France and Belgium, and Dr. Basso, Ms. Mimiza, Ms. Noto and other members of the Alumbrar Foundation of Argentina for the extensive time and effort they each expended in the translation process.

Ms. Kosta reported that another major accomplishment of the Communications Committee was the launch of the database project. She stated that as of April 7, 2010 a centralized and secure web-based database is in the process of being built for the website. 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 information, currently housed in an Access database, would 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 will allow trainers to obtain accounts with unique passwords to log in and enter their trainees' data as well as to search the database. 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; Addition of a link to the NIDCAP film; and Completion of the next volume of the *Developmental Observer*.

Dr. McAnulty added at the end of the report that if any NFI members had forgotten the Member Services password to please see her at the end of the meeting.

Sub-Committee on the Developmental Observer

Dr. Lawhon reported that 1100 copies of Volume 4 Issue 1 of the Developmental Observer had been 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 smoothed considerably. Volume 4 Issue 2 has been completed in terms of content and is currently in the editing phase.

Outreach Committee Report

Dr. Sheldon reported that the Committee has had little activity over the last year. He reported that one task for the coming year is the completion of the American Academy of Pediatrics (AAP) letter of intent to prepare a Technical Report on the NIDCAP approach. The report would increase awareness of NIDCAP across the international community. He explained that the AAP has to approve the proposal and then the Committee will draft the Technical Report. He stated that Dr. Westrup has agreed to be the second author on the report. Dr. Sheldon stated that he would accept assistance with the literature review.

Nominations, Elections and Appointments Committee Report

Dr. Helm reported that over the last year the Committee set up and ran the pre-meeting election which included offering membership-wide opportunity to nominate candidates and giving absent members the opportunity to vote. He thanked everyone who assisted with this process. He also reported that the Committee ran the election for the officers at the Board meeting this past Friday, September 24, 2010.

Election Results

Dr. Helm announced the results of the election. He announced that Dr. Jacques Sizun was re-elected. He announced that the Family Representative seat was won by Ms. Silke Mader. Dr. Helm welcomed her to the Board and thanked the Board for continued participation.

Open Forum for Membership Discussion

Dr. Laadt, as facilitator of this year's annual meeting, recognized the work of the Board and Committee members.

- Ms. Hofherr requested that as the Board considers the idea of a European chapter, she would like the Board to consider other regional chapters to provide educational programming.
- Ms. Powlesland raised the suggestion of NFI sponsored scholarships for NIDCAP training, to pay for practice time.
- Ms. Mader inquired as to whether the Board had discussed reducing the cost of Family Membership as a means to increasing the number of NFI family members. She stated that often parents have limited finances to pay membership. She suggested reducing the price for parents

and also for nurses might lead to increased membership. Dr. Helm replied that Family Membership dues are already much less than Professional dues. Ms. Mader explained that the typical dues rate in Europe is approximately 20 Euro. Dr. Helm assured her that the Board will continue to discuss this topic.

- Dr. Westrup asked how the individual membership fees contribute to the overall operation of the NFI. Dr. McAnulty replied that about \$14,200 is collected on a yearly basis and goes directly to the organization's operating budget. She explained that a tremendous amount of work has to be supported by these dues. She also stated that the Board is sensitive to the fact that \$115 is a significant contribution, however, that it has not seemed feasible to reduce the fees. Dr. Lawhon added that the NFI is always talking about how realistic it is to reduce the fees. She stated that the NFI is a charitable organization to which one can also make contributions. She asked that those present please consider a donation and added that if one wishes for their donation to be earmarked for something in particular they may explicitly ask that of the Board.
- Ms. Inga Warren thanked the Board for the astonishing work it does. She added she would be happy to serve on any Board committee. With regard to the Membership dues issue, she feels it ties into how obligatory membership should be. She admitted that she has a hard time insisting upon membership with dues at the current rate. She supports the notion of more members paying less. She added that she would like to see all of the reading materials on the website. She also stated that it has never been clear as to when the membership year starts and ends and whether one is due for renewal. Dr. Helm responded that membership billing has been an ongoing challenge. He apologized for delayed communications and explained that the Board is working on making it a smoother process. Further goals include trying to figure out how to increase membership as well as to increase the value and benefits of membership.
- Dr. Laadt asked if Dr. Helm would like more input from the group on membership issue. Dr. Helm responded that he welcomes internet and phone conversations. Financial contributions made may justify reducing the membership fees.
- Ms. Warren stated that she is interested in working on education and how to bring all materials to trainees. She is working with her university to set up Pre-NIDCAP training courses though understands the need for compatibility with the NFI standards. She asked if there is a formal process in place to create such educational documents and/or programs. Dr. Als stressed two important points: 1) to be sure that the materials being developed are in alignment with the NFI and 2) should the NFI create and recommend an approved document to share with others who want such documents, materials created be made available and credited appropriately and accurately. She asked those with such requests or documents to please communicate with the Quality Assurance Committee.
- Dr. Westrup asked for clarification on the decision regarding the themes of the future meetings. Dr. Lawhon replied that the annual meetings with emphasis on training issues will not exclude scientific sessions. The emphasis however will be heavily on training issues.
- Dr. Westrup asked for more explanation of the plan to join with Contemporary Forums. Dr. VandenBerg replied that Contemporary Forums is a for profit continuing education company that runs approximately 35 meetings per year including the Neonatal Developmental Care Conference. The Board is exploring a partnership with them in order to increase the NFI's fundraising effort.
- Dr. Conneman inquired whether the NFI could explore the possibility of providing training to individuals in developing countries. Dr. VandenBerg responded that the submission to the Gates Foundation Grand Challenges in Global Health would address this topic. Dr. Als

encouraged those trainers who already have contacts in such areas to very specifically write to her and share contact names, sites, etc. This information will give the background for the application to Gates Foundation proposal.

Confirmation of 2010 Venue and Establishment of Venues for 2011 and Beyond

Dr. Lawhon announced that she is soliciting interest in hosting the meeting in 2012 and beyond. Dr. Sizun stated that there seemed to be interest in alternating the meeting's location, between the United States and Europe. Dr. Conneman stated that one of the hurdles of this year's meeting was cost. He said it was difficult to find an affordable venue. Ms. Warren expressed interest in hosting the meeting in the United Kingdom, though stated it could be very difficult to find something affordable. She would like to be added to the list of possible sites for the future. Dr. Browne asked if the meeting could be hosted by a Training Center in Development. Dr. Als responded that since so much of the Training Centers in Development's energies go toward establishing themselves as a center, they may find it difficult to host. Though perhaps the timing would allow for the meeting to be combined with a celebration of the opening of a center. Dr. Lawhon asked that participants feel free to email her with questions.

Questions and Comments

Dr. Helm stated that he is available to handle any questions regarding any topic as membership chair.

Ms. Warren raised a question about which committee is responsible for marketing. She observed that it is an issue and she is looking for advice on how to market NIDCAP. Dr. VandenBerg explained that the Outreach Committee is responsible for this area. Dr. Sheldon, as Chair of that Committee, stated that the Committee wishes to add new members with marketing expertise. At this time, the NFI has limited its outreach and marketing to the training centers and its professionals, though outreach to communities and to families is a crucial next step. Ms. Mader offered to help with fundraising and marketing. She also urged participants to consider the importance of the political efforts, to raise awareness leading to changes in policy.

Dr. Als asked the Membership to approach committee chairs with their ideas.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 10:35 a.m. on Tuesday, September 28, 2010.



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Secretary
NIDCAP Federation International



Sandra M. Kosta, BA
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NIDCAP Federation International