



**Minutes of the Special Board Meeting
Conference Call
January 18, 2011**

A meeting of the NIDCAP Federation International (NFI) Board of Directors was called and held by telephone on Tuesday, January 18, 2011 from 3:26 p.m. to 4:24 p.m. E.S.T.

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

Dr. Als opened the meeting at 3:26 p.m. (EST).

Update on Finances and Former Executive Director

Dr. McAnulty reported that she received an email from Mr. Wahl indicating his intention to send the December repayment check, with the January check to follow, each in the amount of \$1000. She reminded the Board that this was the preliminary agreement he had made. Dr. McAnulty reported that the NFI's attorney drafted, and sent for review, a promissory note that will allow the NFI to establish a formal repayment plan as a direct deposit from Mr. Wahl's account to the NFI's account. The draft was forwarded to the Oversight Committee. The Oversight Committee will review the promissory note, continue to address its details, and then authorize the attorney to forward it to Mr. Wahl.

Update on Fundraising Efforts

Dr. Vandenberg reported that the Committee sent a two-page proposal to the Bill and Melinda Gates Foundation in response to the *Grand Challenges in Global Health* grant program.

Dr. Vandenberg stated that she has been in communication with the Pritzker Foundation regarding their End of Year Report. She stated that in lieu of this report, the Pritzker Board requests a letter stating that the NFI desires additional funding with details of the activities planned for the next year. Dr. Vandenberg explained that the letter would act as a placeholder for the NFI to submit a new funding application after the NFI's organizational consultation has taken place.

Dr. Vandenberg further reported that the Ronald McDonald House Charities, although originally indicating that a Letter of Intent (LOI) could be sent by March 5th, contacted her and stated that the LOI should be submitted by the end of January with funding to be determined in April.

Dr. Vandenberg stated that the Committee has been searching for other funding resources. She described a website entitled *Foundationsource.com*, which lists 900 foundations, and recommended creating a profile on their website. This would allow individuals to create a foundation around our interests.

Dr. Buehler reported that she has been collaborating with Mr. William Rieser of Agency Orange to create an NFI fundraising packet. She reported that Ms. Norma Fogelberg, a transformational strategist, is volunteering two hours today to meet with her and Dr. Vandenberg, Mr. Rieser, and Ms. Junghan (project copywriter). Dr. Buehler also reported that she plans to travel to the NICU at St. Luke's Hospital in Boise with Ms. Melissa Barnes, a professional photographer, to take photographs for the project.

Consultation for NFI Reorganization

Dr. Youcha reported that she reviewed three different consulting agencies and narrowed the choice to the two she felt were best suited to the NFI's needs. She arranged a phone meeting with each agency in order for her and Drs. Als, Helm, Vandenberg and McAnulty to learn about them and determine their compatibility with the NFI. Following these calls, this NFI workgroup acquired and spoke with references from both agencies. Dr. Youcha stated that both agencies had positive qualities. The Committee recommended the Board hire *Upshot Advisors* to guide the NFI in the short term to sustain a future. Dr. Youcha stated that a draft of the Statement of Work was distributed to the Board for their review. The Statement of Work includes attending the April meeting, establishing goals, attending one day of the September meeting, continuing to stay in touch with the Board and then meeting again one day in April 2012. Dr. Youcha stated that the funds may not cover the entire scope of work. Dr. Als asked if Board members reviewed the Statement of Work. Dr. Youcha added that both groups were enthusiastic to work with the NFI and both thought the organization was "worth saving" and can be helped. Dr. Als thanked Dr. Youcha for her work organizing the calls. After a motion was made to adopt the Statement of Work, Dr. Sheldon asked for time to review the proposal, as he had not received it. A Board member forwarded it to him while on the phone and he reviewed it during the call. Dr. Vandenberg stated that Ms. Iris Krieg of the Pritzker Foundation asked to review the contract before it is finalized. She wants to ensure that the Board is meeting the Pritzker Foundation's expectations. The Pritzker Foundation will release the \$15,000 once they approve the contract. Dr. Buehler suggested the contract be reviewed by the NFI's attorneys. Dr. Vandenberg agreed. Dr. Als stated that the Committee would take the suggestion under advisement. Dr. Helm stated that if the contract is kept simple enough it might not be necessary for an attorney review.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adopt the Statement of Work and charge Dr. Youcha to communicate the decision to the Upshot Advisors and lead the effort on the contract.

Dr. Youcha stated that she would only enter into a contract with the agreement of the members of the NFI workgroup. The contract will then go to the Pritzker Foundation via Dr. Vandenberg. Dr. Youcha will inform Upshot Advisors of this plan.

Database Update

Dr. Helm reported that slow but sure progress has been made on the database.

NNCP Press Release Update

Dr. Youcha stated that she drafted a press release for the NNCP and explored using PR Newswire to distribute the release. She stated there is no cost to non-profits to use this service.

Dr. McAnulty stated that upon further review, she discovered that there is a cost involved dependent on whether releases are national or international and how many words they contain. Dr. Youcha stated that perhaps the benefit to non-profits is that the membership to PR Newswire is offered free. Dr. McAnulty reviewed the site and determined it was approximately \$700 for a 400-word release and photographs are additional cost of \$1395. Ms. Mader asked if these prices were for distribution and stated that the price is comparable to the costs in Europe. She offered to help with distribution in Europe. Dr. Youcha will forward the press release to Ms. Smith and Ms. Mader for their suggestions.

Mid-Year Board Meeting Plans

Ms. Kosta reported that the April 5-6, 2011 Board meeting will be held in Waltham Massachusetts at the Conference Center at Waltham Woods. A contract has been negotiated and signed. For those Board members who need overnight accommodations, rooms have been reserved at the Hilton Garden Inn in Waltham. She told the Board that Waltham is about 12 miles outside of Boston and that there is a shuttle service from the hotel to the meeting facility. She asked the Board to please send her their itineraries, so that she can arrange for pick-up from the airport. Dr. Sizun asked whether it might be possible to plan future meetings on the weekend because it is more economical for the European Board Members. The Board will consider this option for next year.

Dr. Als reported that the consultant group would most likely attend one of the meeting days. She stated that the establishment of a European Chapter will be included in the agenda, as well as the financial reporting, and other committee reports as usual. She asked that Committee Chairs send her additional agenda points.

Dr. Sheldon left the Telephone meeting early.

Update of European Association of Developmental Care (Drs Als and Sizun)

Dr. Als reported on the one day meeting in December of the European Association of Developmental Care (EADC), which is a newly founded group based in Geneva. Dr. Petra Huppi and Dr. Myrtha Martinet organized the meeting and Drs. Als and Sizun were invited and attended the meeting. Dr. Als stated that the meeting featured presentations on Dr. Andre Bullinger's sensori-motor approach to care, though she believes that it lacks sufficient research to substantiate its effectiveness. Dr. Als added that the approach did not appear to be individualized.

Dr. Als reported that she and Dr. Sizun were invited to become honorary members of the EADC, though she declined until there is more focus on research. She would like to support the group to engage in NIDCAP and APIB training, and offered that the NFI would make this available. Further, the EADC accepts money from formula companies and Dr. Als described this as a conflict of interest for her personally and professionally. The EADC largely communicates in French, which limits access by a larger audience. Dr. Sizun's presentation was well received.

Dr. Sizun agreed with Dr. Als' summary of the meeting. He stated that he too declined the invitation to be an honorary member of the organization. Dr. Sizun reasoned that he could not be a member of an organization that it is based solely on the Bullinger approach; he added that

without research, development is not possible. He also stated his feeling that the Bullinger method is not family-centered, rather more staff centered. He stated that Dr. Nathalie Ratynski is training people who were trained by Dr. Bullinger and the most challenging aspect to her training is related to their understanding of parents. He stated that grandparents and siblings are not allowed to enter the unit where these individuals are being trained. He emphasized that because the organization is called the European Association of Developmental Care it is crucial for there to be a strong European NIDCAP group.

Dr. Als asked Dr. Sizun to forward his letter to the EADC to the NFI Board of Directors.

Establishment of a European Chapter of the NFI

Dr. Jacques Sizun reviewed the rationale for the development of a European NFI Chapter. He stated that one of the goals is to ease international fundraising efforts. Second, since developmental care has become well accepted by European physicians, there needs to be a way to integrate NIDCAP into the European medical systems. Dr. Sizun explained that since this year in France a diploma is offered in Developmental Care. Although he was asked to support the initiative he declined. Dr. Sizun stated that the NFI must be strong enough in Europe to support any team that needs to be supported. He has organized a European Chapter planning meeting to be held on February 16, 2011 in Paris. He has prepared documents to be discussed at the chapter-planning meeting. He stated that the most difficult challenge of establishing a chapter is assuring there is no gap between the chapter and the parent organization. He explained that the Board's feedback is critical in order to proceed with the legal aspects. Further, Dr. Sizun stated that in order to have NFI activities in Europe, funds are needed and therefore a clear process needs to be in place for how to acquire money for the NFI and for the European chapter. He suggested that the President of the European chapter should be automatically on the Board of the NFI.

Dr. Als thanked Dr. Sizun for all the work he has done. She reminded the Board of the original task charged to Dr. Sizun – to determine the interest from the other European professionals. She asked Dr. Sizun if a survey had been created for that purpose. Dr. Sizun replied that he did prepare a survey though it has not been sent yet. Dr. Als mentioned that the invitation to the planning meeting included the Training Centers in Development. She observed that Norway was not included. Dr. Sizun reported that he has had no response from Norway. Ms. Smith offered to send Dr. Sizun the emails of the key individuals at the Norwegian site so that Dr. Sizun may contact them again.

Dr. Als reported that she and Dr. Helm would attend the Paris planning meeting. She added that a small work group has been formed and includes herself, Dr. Lawhon, Dr. McAnulty, Dr. Helm and Ms. Kosta. She described the function of this group as one which will develop generic guidelines and an application process for chapter establishment in general. She added that some of Dr. Sizun's ideas will be used in creating these guidelines. She wants to be sure the lines are clear between chapter and NFI. She added that the NFI's attorneys would be involved. She explained to Dr. Sizun that the group will not be in a position to finalize these documents before the planning meeting in February though the discussion at the meeting will be helpful in setting parameters for the guidelines. Dr. Lawhon pointed out that a precedent will be set for subsequent NFI chapters so it is important to set it up correctly now in order to be in place later. Dr. Als asked that Dr. Sizun acquire the opinions of other Europeans before the February meeting.

Dr. Helm stated that he compiled a list of questions that the Board may want to know about regarding the plans of the European group. He asked Dr. Sizun if he might send this list to him to review. Dr. Sizun agreed. Dr. Als asked Dr. Helm to send this list to the chapter work group. Dr. VandenBerg asked if it might be appropriate to send ideas on the creation of chapters. Dr. Als stated that the work group is open to everyone's ideas.

Dr. Als concluded by saying that the NFI Board is in favor of the founding of the European Chapter, and the next step is to refine the details.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 4:24 p.m. (EST) on Tuesday, January 18, 2011.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International



Sandra M. Kosta, BA
Assistant Secretary
NIDCAP Federation International