



Minutes of the Conference Call Meeting Tuesday, 17 May 2011

A meeting of the NIDCAP Federation International (NFI) Board was held by telephone on Tuesday, May 17, 2011 from 3:07 p.m. to 3:55 p.m. E.S.T.

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

Dr. Buehler opened the meeting at 3:07 p.m.

Minutes from Board Conference Call, April 19, 2011

Dr. Buehler asked the Board to review the minutes, sent earlier that day, from the last conference call meeting. She also reminded everyone that the minutes from the first meeting of FY10-11 (September 28, 2010) were sent on April 26, 2011 and any edits should be forwarded to her. The Board will have another week to review both sets of minutes and then an electronic vote will be initiated.

Board Work Update

GOVERNANCE: Expand Board Size

Dr. Helm stated that he and Dr. Buehler are developing an appeal to the Membership for new Board member recommendations. Using the descriptions and characteristics sent by the Loevy's, they have drafted the letter which will offer members the option to contact prospective candidates themselves or send the names to Drs. Helm and Buehler. They are asking that those making nominations send a one or two sentence explanation of the nominee's qualifications. Dr. Helm indicated that the goal is to have the letter ready by early June, to obtain recommendations through the winter, and to elect the new members by April 2012. Dr. Helm expressed that he wanted to be sure the Board is still in support of adding four new board members. He stated that another possibility would be to establish a special task force to the Board, which would serve as a stepping stone to run later for election to the Board. He indicated this would be a way for individuals to get to know how the Board runs. He stated that he and Dr. Buehler are considering several models around which to enlarge the board. However, even as final decisions are being made the letter will be sent. Dr. VandenBerg supported the idea of having 'affiliates' to the Board. She stated the need for an advisory group for each of the major work groups (membership, resource development, governance). Dr. Helm stated there are people who may be more than happy to work with the Board on a special project, though not necessarily be a board member. When asked by Dr. VandenBerg whether the letter would be sent beyond the Membership, Dr. Helm responded that as of now the letter would be sent to the Membership. Dr. Buehler pointed out that the Membership should explore the options beyond the membership circle and that the call for new board members/advisors is open to all.

MEMBERSHIP: Increase Membership

Dr. Helm stated that the goal identified by the Loevy's was for each member of the Board to enlist five to ten new NFI members. He explained that his hesitation to launch this effort was due to the fact that at one time there was talk about changing the membership process to make it easier for new members to join. This has not happened and he feels reluctant to launch this under our current structure. Ms. Smith asked if he had a recommendation as to how to proceed. Dr. Helm stated that getting new members is always a good idea. Dr. VandenBerg asked if there was talk of another level of membership. Dr. Helm stated that yes, but this was never formalized and is not currently being developed. Dr. VandenBerg stated that the Loevy's recommend there be a way to bring in the public. Dr. Helm reiterated that there is no formal plan in place to accomplish this. Dr. VandenBerg indicated that the best way to increase membership is to talk with parents. She added that the website needs more resources for parents. Dr. Buehler emphasized that increasing the resources available to families on the web is a definite goal and is in being organized. Ms. Mader reported that she and Drs. Lawhon and Youcha have worked on a site map for how to organize the family resource information on the NFI website. She stated that it has been two weeks since she has been in touch with Drs. Lawhon and Youcha. She wishes to have approval of the outline first prior to developing the text. Dr. Youcha who had just joined the call stated that the question remains how extensive a section can the web accommodate and at what cost. She indicated that she would like to speak with the web designers about the logistics and cost. She and Ms. Kosta will coordinate a meeting to discuss.

Dr. Buehler asked for a volunteer to lead the effort to increase membership. Dr. Helm stated that he would take on the role of reminding members of the goal, however, he did not want to take on an official lead. Ms. Smith asked for clarification as to whether each Board member is charged with finding five new members. Dr. Helm stated that it seemed to be a reasonable assignment.

Dr. Sizun raised concern about asking new individuals to join before the organizational changes have been made. He stressed the importance of having more information about the structure of the organization (statutes, etc.) available to the public via the website. Dr. McAnulty asked him to clarify what is missing from the web. He replied that there is no information describing how the NFI is organized. He added that information regarding the next meeting would also be helpful. Dr. Helm stated that this would be an easy add-on. Since there is already an *About Us* page, more information could be added easily. A description of the structure of the organization with links to the by-laws, etc could be developed. Dr. Sizun also added that the existence of a European chapter would make it easier to ask others to join. He stated it might be a better strategy to establish the European chapter and then ask for new members; it is an issue of timing.

RESOURCE DEVELOPMENT

1. Donor Appeal to the Membership

Dr. Buehler stated that there is a donor appeal letter being drafted by Dr. Lawhon and will be formatted on the newly designed stationary by Dr. Buehler and mailed out before June 1, World Children's Day.

2. Feedback Regarding Work with the Loevy Consultants

Dr. Buehler asked those who have been talking with Steven and Sara Loevy to share their experience. Dr. Helm stated that he and Dr. Buehler have had several calls with them. He reported that the Loevy's have useful information to share.

Dr. VandenBerg reported that she talked with the Loevy's about who funds child abuse prevention in the state. They recommended talking with the state level to find out who at the federal level might be of assistance. She added that they talked about working toward having policies developed that include

NIDCAP. She also mentioned that the Loevy's indicated that the website needs to be 'donor worthy' and show that the NFI is a good investment (if readers obtain new information they will be inclined to give donations to support the NFI's growth). They also suggested starting fellowship programs for those who wish to become trained. In terms of fundraising they suggested looking at the websites of similar organizations to find out who funds them and begin to build a list of potential funders.

Dr. VandenBerg reported that she has been looking at foundations, several of the ones she is familiar with, such as the Kellogg Foundation. She plans to write an LOI focused based on the NNCP asking for \$400-600,000 over three years. She inquired whether she could have a meeting with Mr. Hedlund. Ms. Smith stated that she will set up a conference call with Mr. Hedlund and the rest of the steering committee. Dr. VandenBerg added that most foundations are now conducting rolling submissions.

NNCP Update

Ms. Smith reported that Mr. Hedlund and the NNCP Steering Committee have been working on the NNCP documents. She stated the Mr. Hedlund is working with Ms. Kosta to make the final revisions. The goal for website upload was May 15. Ms. Kosta stated that although they have not set a new deadline the documents are very close to being complete and ready for upload.

Family Committee Chair Announcement and Delegation of Tasks

Dr. Youcha announced that Ms. Mader is the Chair of the Family Committee and therefore turned the report to Ms. Mader. Ms. Mader stated that she is pleased to take on this role with help from the others including with English translation as needed. Ms. Mader reiterated the work being done on the website map for the resource page. She added that the committee will have regular calls together to discuss what to do for families and how to bring the knowledge of the NFI to the families. She is looking forward to the challenge. Dr. Sheldon offered his assistance if needed on translation of medical terminology.

There being no further business upon motion, duly made, seconded and carried, Dr. Buehler adjourned the meeting at 3:55 p.m. (EST) on Tuesday, May 17, 2011.

Post Script: Ms. Mader agreed to take the lead on developing the family member page of the NIDCAP website.



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