



Minutes of the Conference Call Board Meeting Wednesday, 19 October 2011

A meeting of the NIDCAP Federation International (NFI) Board was held by telephone on **Wednesday, October 19, 2011** from 3:05 p.m. to 3:55 p.m. E.S.T.

Present: J. Alberts, D. Buehler, J. Helm, S. Kosta, G. McAnulty, g. Lawhon

Task Force on By-Law Changes – Update on edits to the By-Laws

Dr. Helm asked for clarification on the Board's expectations for editing the By-Laws and asked for volunteers to help with the process. His understanding from the September 27th Board meeting was that there were two goals: 1) to simplify the By-Laws and 2) to decide where there should be more specific wording and where the wording should be broader. He mentioned that Ms. Warren had expressed interest in helping with the draft. Dr. McAnulty stated that Dr. Als is also interested in participating in the draft process. Dr. Alberts also volunteered to help if Dr. Helm felt he needed additional people. Dr. Helm assured the Board that everyone will have some input along the way. He stated that he, Dr. Als and Ms. Warren will begin the process. When asked for a timeline Dr. Helm reported that his goal was to have a solid document ready by the May Board meeting. Dr. McAnulty asked if he would leave the original document as is and note the changes as amendments at the end and she also asked if it would be necessary to involve the NFI's attorney. Dr. Helm replied that the work would not need to go through the attorney for approval.

Communications Committee - Update on Database and Facebook

Dr. Helm reported that the database is very close to completion but it has been complicated due to the hierarchy of the data.

Dr. McAnulty stated that if the NFI was to create a Facebook page it would have to be monitored and it would also need a disclaimer statement. Dr. Helm stressed the importance of having a Facebook page and feels confident it would drive non-member professionals to the NFI website. He advocated for the creation of the Facebook page even before the web's Family Resource page is launched. Dr. Helm suggested that a disclaimer statement be drafted, that there be more discussion of the pros and cons of having a page, and that there should be further exploration of the safeguards that need to be in place. Dr. McAnulty stated that she and Ms. Kosta will ask Dr. Samantha Butler if she is willing to create the page and as well as monitor it. (Dr. Butler had previously volunteered to assist with the process.)

Family Committee – Update on outline and text for website

In the absence of Ms. Mader, Ms. Kosta reported that Ms. Mader was working with Dr. Butler on the outline for the resources page and that she planned to send Dr. Butler a draft this week.

Open discussion – Guidance to new Board members on how to promote NIDCAP/NFI

Dr. Alberts explained that in a couple of weeks he will have an opportunity to meet with someone from Google who is involved in networking activities. Dr. Alberts stated that he would like to develop a network of people born prematurely or a network of parents of premature infants. For his meeting he would like to have some standard language, perhaps a Board approved paragraph, to describe NIDCAP and the NFI. Dr. McNulty asked if Dr. Buehler could provide Dr. Alberts with some text to formulate such a description. Dr. Buehler suggested using the NFI brochure, specifically the “What is NIDCAP” section, as a guide. She also stated that she and Dr. VandenBerg have been working on text for a fundraising booklet so she offered to send a draft of the booklet to Dr. Alberts. Dr. Lawhon asked the Board to send Dr. Alberts their thoughts on how to describe NIDCAP and Dr. Alberts offered to compile everyone’s thoughts.

New Business

Membership Dues

Dr. Helm reported that he intends to send out the invoices for the FY11-12 membership dues soon. He will send out the invoice for individual dues using the Google listserv, and he will invoice the training center directors for the center dues. He will also try to get those who have been members in the past to rejoin.

Dr. Lawhon asked if inactive trainers are required to pay dues and Dr. Helm replied in the affirmative.

Trainers Meeting Evaluations

Dr. Lawhon reported that she has not had a chance to review the evaluations from the meeting but hopes to get it done before the next Board call. Dr. McNulty explained that one of the session leaders asked her whether she had any feedback on the session. Dr. Lawhon stated that the future plan is to revise the evaluations and provide the session leaders with the evaluations from their session.

Conference Display

Dr. Buehler reported that she is working on producing materials to be displayed in the exhibit hall for the upcoming Contemporary Forums conference. She stated that the table will need to be staffed and she asked if Drs. Lawhon and VandenBerg would plan the staffing. Dr. Lawhon suggested a phone call with all three of them. Dr. Lawhon suggested that the display pieces be sent directly to the hotel.

There being no further business upon motion, duly made, seconded and carried, Dr. Lawhon adjourned the meeting at 3:55 p.m. EST on Wednesday, October 19, 2011.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International



Sandra M. Kosta, BA
Assistant Secretary
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