



**Minutes of the Annual NFI Membership Meeting
FY 2011 – 2012
Radisson Hotel Cincinnati Riverfront
Covington, Kentucky USA
Tuesday, 27 September 2011**

Directors of the Board: H. Als, D. Buehler, J. Helm, S. Kosta (absent), g. Lawhon, S. Mader, G. McAnulty, R. Sheldon, J. Sizun, K. Smith, K. Vandenberg, V. Youcha (absent).

Facilitator: J. Swanson

The Annual Meeting of the NIDCAP Federation International (NFI) Membership for the FY 2010-2011 was called and held in Covington, Kentucky, USA, on Tuesday, September 27, 2011 from 9:15 am to 10:47 am EDT.

Dr. Als opened the meeting at 9:15 am and welcomed the membership.

Report from the Chair

Dr. Als' *Report from the Chair* covered the period from Tuesday, 28 September 2010 through Friday, 23 September 2011 and included the mid-year Board Meeting (April 5 - 6, 2011), several Board conference calls, and the final Board Meeting of the year 2010-2011, which took place on Friday, 23 September 2011. She reported that all minutes were adopted and posted with exception of the most recent minutes from the final Board Meeting of the 2010-2011 funding year.

Dr. Als reported on the NFI Board activities since the last Membership Meeting 28 September 2010 with emphasis on the official votes taken by the Board at the last Board meeting of the year, 2010 – 2011, held on Friday, 24 September 2011. These were as follows:

Upon motion duly made and seconded it was voted:

1. To adopt the minutes from the Waltham Mid-Year Board Meeting, 6 April 2011, and the Board Phone Conference, 19 July 2011.

2. To hold officer elections on Tuesday, 27 September 2011, the first meeting of the FY 2011-2012.
3. To adopt the Board Governance Policy as presented.
4. To accept the President's Annual Report to the Board as presented.
5. To adopt the Finance Oversight Committee Report, Treasurer's Report FY 2010 - 2011 and Proposed Budget FY2011 - 2012 as amended.
6. To accept the Fundraising Committee Report as amended.
7. To accept the Nursery Certification Program Committee Report as presented.
8. To accept the Design and Aesthetics Committee Report as presented.
9. To accept the Program Committee Report as presented.
10. To accept the EFCNI partnership with NFI.
11. To accept the Family Committee Report as presented.
12. To approve Dr. Nikk Conneman as Senior NIDCAP Trainer.
13. To accept the Quality Assurance Committee Report as presented.
14. To accept the Outreach Committee Report as presented.
15. To accept the Nominations, Elections and Appointments Committee Report as presented.
16. To hold a twenty-minute closed session of the Appointed Members of the Board to discuss Board configuration changes.
17. To accept the report of the Communications Committee as presented.
18. To offer Mr. Hedlund a one-year contract to continue in his capacity as the NNCP Director.
19. To discuss the timing and frequency of Board Meetings and conference calls during the first meeting of FY2011-2012 on Tuesday, September 27, 2011.
20. To adopt the NFI Chapter Policy as presented.
21. To make a By-Law change eliminating the Appointed Board Member positions, resulting in all Board Members voted into office by Membership vote.
22. To adopt the Transition Plan as amended.

23. To appoint Dr. Lawhon to a one-year term.
24. To appoint Dr. Als to a two-year term.
25. To appoint Dr. VandenBerg to a two-year term.
26. To appoint Dr. Buehler to a three-year term.
27. To appoint Dr. McNulty to a three-year term.
28. To charge Dr. Als with the task to form a Board committee to formulate a proposal for officer appointments.

Dr. Als then reported on a number of the NFI activities over the past year:

The Finance Oversight Committee has supported the Treasurer and Assistant Treasurer positions. Mr. David Wahl, terminated Executive Director, to date has fulfilled his financial obligations as stipulated.

The NIDCAP Nursery Certification Program (NNCP) remains a high priority for the NFI. Mr. Rodd Hedlund's contract was extended for 12 months. Negotiations are underway regarding the terms of the contract.

The NFI received restricted funds earmarked for the further development and improvement the NFI's fundraising materials.

The Loevy Consulting Group has concluded their contract to assist the NFI in organizational matters.

A NIDCAP Chapter Work Group was formed to respond to an initiative of Dr. Jacques Sizun to establish a European NFI Chapter. The group met in Paris to discuss the Europeans' goal for Chapter formation. Attachment 3 of the *President's Annual Report to the Membership* shows the NFI Policy for the Establishment of NFI Chapters that the Board adopted unanimously for those groups interested in forming NFI Chapters with regional, language, or other common characteristics.

Drs. Lawhon and VandenBerg on behalf of the NFI, entered into a contractual agreement with Contemporary Forums. The upcoming meeting will be more formally focused on NIDCAP.

The Board decided to dissolve the previously established Founding Member positions, which had terms of five years and had been created originally in order to provide continuity for the newly established NFI. It was determined that at this point there exists enough strength to move beyond the initial organizational stages. The transition to three-year-term Membership elected Board positions for the five Founding Board Members will occur over the next three years. As stated in the official votes listed above, Founding Members will come up for

election by the Membership as follows: Dr. Lawhon in one year; Drs. Als and Vandenberg in two years; and Drs. Buehler and McAnulty in three years. Dr. Als, charged to form a committee to develop a proposal for the terms of the NFI's Officers, whose roles and responsibilities to this point have been carried almost exclusively by the Founding Members, delegated this task to Drs. Helm, Lawhon and Buehler, who accepted the challenge.

Dr. Als furthermore delegated to Dr. Helm the formation of a By-Law Committee in order to review and as indicated propose changes to the law changes, given the above decisions of the Board.

Drs. Buehler and Helm will explore ways to expand the Board to include members that include expertise in philanthropy and public advocacy.

Dr. Lawhon, with support from Dr. Buehler, launched a donor appeal on World Children's Day. To date, the appeal yielded \$10,500. The NFI has a goal to reach 100% membership participation.

Another initiative this year will focus on further increase in membership categories, and membership in existing categories. All NIDCAP Trainers and NFI Professionals are encouraged to help develop the membership base.

The Design and Aesthetics Committee revised the NFI's logo and tagline and created a contemporary look for NFI materials.

The Family Committee has a new Chair, Ms. Silke Mader.

Dr. Als thanked outgoing Board Member, Dr. Roger Sheldon, for seven years of highly valued and faithful service. She described Dr. Sheldon's wise guidance and great friendship.

Dr. Als explained that the NFI's other activities and decisions would be presented by the respective committee chairs' reports.

Finance Oversight Committee Report

Dr. Helm, Chair of the Finance Oversight Committee, described his role as back up to the Treasurer.

Finance Committee Report

Dr. McAnulty, NFI Treasurer, reported that Ms. Kosta has done a tremendous amount of work designing and incorporating financial information into an organized system and in preparation of future audits. Beginning with the previous year's budget, Dr. McAnulty reported that the carry-forward from the year prior was \$2,964.59, the expected revenue was \$310,048.74 and the actual revenue was \$280,354.57. Dr. McAnulty reviewed the details as listed in the *Finance Committee Report* (posted on the website). In summary, the actual expenses were \$247,888 with a carry forward net income of \$32,467. Dr. McAnulty reported that the Proposed Budget FY2011-2012 is anticipating revenues of \$199,869 for total expenses and a Total Net Income is expected to be \$27,643.

Fundraising Committee Report

Dr. VandenBerg, Chair of the Fundraising Committee, described her efforts to identify funding through Foundation support. A re-submission was proposed to the Ronald McDonald House Charities for a “Train the Trainer” program. Other Foundations to be explored include the Kellogg, Doris Duke and Gerber Foundations. This year’s annual appeal resulted in a 15% membership response. The NFI contracted with Contemporary Forums for payment from the Developmental Interventions in Neonatal Care Conference to the NFI. The amount of money the NFI receives increases in proportion to conference attendance. Goals for the coming funding year include: Four letter of intent submissions; Continued partnership with Contemporary Forums; Evaluations of feasibility of other Foundation support; and Searches of philanthropic organizations.

NIDCAP Nursery Certification Program (NNCP) Steering Committee Report

Ms. Smith, NNCP Steering Committee Chair, reported on the accomplishments of the NNCP over the year. Of note, the Centre Hospitalier Universitaire de Brest, France received NIDCAP Nursery Certification in December 2010, the third hospital to date to achieve NNC. The NNCP was announced internationally with publication of all NNCP materials on the public access home page of the NIDCAP website nidcap.org. Interest in the NNCP extends internationally. Additional NNCP process and site reviewer training materials are forthcoming. Two presentations are planned, including a pre-conference session at the upcoming Contemporary Forums Conference presented by Mr. Hedlund and Dr. Lawhon. Negotiations with the ANCC Magnet Recognition Program are underway to list the NNCP as an exemplary professional practice. Future projects will include the development of NNCP workshops and a short film to describe the program.

Membership Committee Report

Dr. Helm, Membership Committee Chair, stated that the committee report will be posted on the NFI website. Dr. Helm has assumed responsibilities that were formerly held by the NFI’s Executive Director and has secured a new membership mailing address. At this time there are 192 Members in good standing, including: 113 Professional; 65 Student; nine Family; three Emeritus; and two Honorary Members.

Design and Aesthetics Committee Report

Dr. Buehler, Design and Aesthetics Committee Chair, reported on the NFI’s new logo and tagline, revised letterhead, document design certificate of attendance, NFI brochure, and the new NFI postcard and PowerPoint template. Sets of the NFI brochures and postcards were distributed to the membership.

Program Committee Report

Dr. Lawhon, Program Committee Chair, stated that next year’s Trainers Meeting’s scientific theme is open for discussion and development.

Family Committee Report

Ms. Mader, Family Committee Chair, described the development of the NIDCAP website’s Sitemap Information. Explorations of NFI benefits for families are continuing in discussion with the Membership Committee.

Quality Assurance Committee (QAC) Report

Dr. Als reported that the QAC safeguards the integrity of the NFI's training efforts and training resources for the NFI's international arena. Certifications achieved in the course of the year have included the following: Ms. Karen Smith (NIDCAP Master Trainer – APIB Trainer Certification pending), Ms. Gillian Kennedy (NIDCAP Trainer), Dr. Nikk Conneman (Senior NIDCAP Trainer), and Dr. Graciela Basso (APIB Trainer). New Training Centers in Development include Meyer Children's Hospital (Kfar Saba, Israel) and Royal Alexandra Hospital (Edmonton, Canada). The NFI short film is being prepared with subtitled translations in the languages where current training efforts occur. Translation was still sought for Swedish, Danish and Italian. By the end 2011, the revision of the required APIB readings is expected to be posted on the NFI website.

Sub-Committee on Intellectual Property

Dr. McAnulty reported on the status of the registration of the NFI trademark, logo, word mark (NIDCAP) and certification mark as of October 2011, all being up to date. Registration in Switzerland as a 'subsequent designation' under the NFI's existing Madrid International Registration is pending. The NFI's film "Three Decades of Training and Supporting" has been copyrighted and will be re-copyrighted with the revised logo and added subtitles.

Sub-Committee Certificates

Dr. McAnulty reported on behalf of Ms. Kosta that all Training Centers now have NFI-approved certificates.

Communications Committee Report

Dr. McAnulty, Chair of the Communications Committee, stated that all of the training materials may be found on the nidcap.org website. For participation on the NFI's Google Listserv, members should inform Dr. McAnulty of any email address additions or changes.

Sub-Committee on the Developmental Observer

Dr. Lawhon reported that the Developmental Observer (DO) is found on the website and not being printed at this time. When there is financial support available, plans are that the DO will return to the print option. The upcoming DO Fall issue will be posted on the website within three weeks. Editors, Mr. Hedlund, Dr. Buehler, Ms. Kosta and Dr. Lawhon are setting up contributing editors for the coming two-year cycle.

Outreach Committee Report

Dr. Sheldon, Chair of the Outreach Committee, reported that there has been no pro-active outreach to the public at this time. He stated that, together with Ms. Youcha, additional committee members are sought. Additionally, Dr. Sheldon made a plea for more member participation on NFI committees. Dr. Sheldon has prepared a physician position paper about NIDCAP. The paper, in draft form, is being reviewed by its co-authors and will be submitted in the near future.

As an outgoing member of the NFI Board, Dr. Sheldon concluded by stating that he has been "honored and pleased" to be a part of the NFI, plans to stay in touch and is interested in being a resource to others.

Nominations, Elections and Appointments Committee Report

Dr. Helm, Chair of the Nominations, Elections and Appointments (NEA) Committee, has with the support of Dr. Sheldon prepared and run the elections for the Board Members and Officers. A full report of the changes of the NFI's board structure will be on the NIDCAP website.

Dr. Helm reported that the next portion of the meeting is to hold the election for the Board of Directors. Three seats were open for election, with five nominees (Incumbents: Ms. Sandra Kosta and Ms. Karen Smith; New candidates: Dr. Jeffrey Alberts, Ms. Linda Lacina, and Ms. Inga Warren). Members were instructed to vote for up to three candidates. Ballots were collected and votes were tallied.

Open Forum for Membership Discussion

Ms. Kaye Spence asked about the NNCP and whether there was a three-year plan for financial support. Dr. McAnulty replied that the NNCP is a priority for the NFI with the goal for it to become a self-sustaining program. Dr. Als stated that the development of the NNCP was through private organizations and that additional organizational support is being sought to support the program's rollout.

One member inquired about the process of vote counting. The process involved the NEA Committee (Drs. Helm and Sheldon) and a non-NFI member (Ms. Bernie [fill in last name], a member of the Cincinnati host site) to oversee the vote tabulations and reporting. Reviewing the completed ballots requires strict confidentiality. Dr. Als assured the membership of the integrity of the voting process.

Ms. Diane Ballweg described her experience with a Magnet evaluation. She reported that the surveyor asked the Intermediate Nursery about NIDCAP and developmental care. However, the Intensive Care Nursery was asked about technical and safety concerns and not developmental care.

Ms. Laurie Mouradian asked about the NFI's strategic plan. Dr. Als replied that the plan, reviewed each year, was posted on the NIDCAP website.

Ms. Dorothy Vittner thanked the Board for their contributions. She suggested that a future area to be addressed is a Pre-NIDCAP training educational model. Ms. Vittner stated that she was interested in joining a task force to develop this initiative. Ms. Jennifer Hofherr offered that an NFI Education Committee be formed to support NIDCAP Professionals. Dr. Jacqueline McGrath seconded the idea of the formation of an Education Committee. Ms. Vittner asked for guidance from the membership for topics to address all levels of need. Ms. Vittner and Dr. McGrath discussed the development of a resource list of currently available materials within an appropriate timeframe for discussion at the next Board meeting. Ms. Vittner proposed that formally addressing these educational needs with NFI members, and perhaps non-NFI members, within this next year will be important.

Dr. Joy Browne inquired about who approves changes made in the NFI's By-Laws. Dr. McAnulty replied that changes might be made by the Board or the Membership. Dr. Browne further asked about the kinds of issues that might be brought to the membership. Dr.

McAnulty stated that any issue might be brought to the Board to be considered and discussed as proposal for a By Law change which would occur at the Board level. Ms. Spence offered that notices of By-Law changes should be brought to the full NFI membership. Dr. McAnulty stated that all By-Laws are changed by the membership.

Ms. Inga Warren thanked Dr. Buehler and the Design and Aesthetics Committee for the new NFI materials.

A member asked about the procedure of requiring a Trainer's letter of support for a professional membership. Dr. Lawhon responded that the Trainer's recommendation, which may be as simple as an email, is to verify the applicant's relationship to the NFI. An additional comment was offered that membership dues may be paid in cash during the Trainers Meeting.

Dr. Juzer Tyebkhan motioned that the days of the week of the annual meeting be changed. He described the meeting as occurring over weekends that are family time. Dr. Lawhon stated that this question would be reviewed from feedback given by participants in the meeting evaluations. She described that one reason for the current scheduling is to allow participants to receive less expensive airfares due to itineraries that extend across a weekend.

Election of Three Board Membership Positions

Dr. Helm reported on the results of the NFI Board Member election. He stated that an outside observer monitored the process and signed off on the impartiality of the results. The newly elected Board Members were Dr. Alberts, Ms. Kosta and Ms. Warren.

Dr. Als thanked Ms. Karen Smith for her tremendous contributions on the Board since 2004. She stated that the NNCP has come about only because of Ms. Smith' tremendous investment and hard and steadfast work and effort. Dr. Als expressed her strong hope that Ms. Smith would consider continuation of her invaluable contribution to and participation in the NNCP.

Dr. Als then congratulated and welcomed the new NFI Board members and stated that she looked forward to their contributions to the NFI's efforts.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 10:47 on Tuesday, 27 September 2011.



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