



**Minutes of the Annual NFI Membership Meeting
St. Albans Suite, Sopwell House, St. Albans, UK**

Saturday, 29 September 2012

Members of the Board: J. Alberts, H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, S. Mader, G. McAnulty, J. Sizun, K. VandenBerg (in absentia), I. Warren, V. Youcha (in absentia)

Facilitator: G. Laadt

Dr. Als opened the meeting at 2:59 p.m., BST, and welcomed the Membership to the Annual Meeting.

Report from the President

Dr. Als reported that there were a total of 41 votes cast over the past year. The listing is available as an attachment to the President's Report. The Board implemented new term limits this year whereby all officers are elected to one year terms. The President and Vice President shall not serve more than two consecutive years; all other officers may serve indefinitely. Dr. Als announced that she plans to step down as President and a new President and other officers will be elected at Tuesday's Board meeting (2 October 2012). She spoke of the readiness for the NFI to move on to its next steps. She stated that the Board has continued to make the NIDCAP Nursery Certification Program (NNCP) a top priority. The Board is also embarking on a new five year strategic plan. The Board's mid-year meeting will be dedicated to formulating the plan. The NFI has received a generous unrestricted grant from the Buehler Family as well as another \$100,000 in restricted funds.

Report from the Vice President

Dr. Lawhon presented Dr. Als with an award for her years as President of the NFI. The following is the tribute Dr. Lawhon made in accompaniment to the presentation of the NFI statuette.

As Vice President I have taken the liberty to usurp a few moments of our meeting for a short yet hopefully powerful testament to our Founder and President Heidelise Als.

It has been my honor to bear witness to the evolution of an exacting scientific inquiry into the comprehensive approach to care that is developmentally supportive and individualized to the infant's goals and level of stability that has become NIDCAP.

From the earliest research to a former nurse administrator colleague Rita Gibes now Grossman asking a simple unforgettable question, "Heidi, can't you teach other people how to do this observation and recommendations?"

For thirty years Heidi has been our Sacajawea in guiding, leading, mentoring and facilitating the transformation of each of us as NIDCAP Professionals. At this time Heidi is graciously responding to the wishes of the NFI membership in creating opportunities for new leadership perspectives through a term limit of a maximum of two consecutive years as President.

It is imperative that we pause and acknowledge with heartfelt gratitude the thirty years of formal NIDCAP guidance and education from the 1982 establishment of the first NIDCAP Center; her 23 years leadership for our annual NIDCAP Trainers meetings and now eleven years as Founder and President of the NIDCAP Federation International.

Her unfailing vision, passion and endurance will continue in her ongoing role as a member of our Board of Directors and Chair of the Quality Assurance Committee.

On behalf of all of us Heidi please accept this small token of our appreciation.

Finance Oversight Committee

Dr. Helm reported that the Finance Oversight Committee was established to manage the fiscal crisis of 2010; the committee consulted with oversight experts and set up a process whereby all financial information is well documented and monitored. The committee conducts an annual thorough evaluation of the finances. The committee is confident that all procedures are in compliance with the By-laws and the Governance Policy. Dr. Helm invited members to speak with him for additional information.

Treasurer's Report

Dr. McAnulty explained how the FY11-12 budget was organized. She reported total revenues as \$288,136 and added that this figure was higher than expected as the NFI received a generous donation as a restricted grant to address specific activities. She reported the total expenses as \$198,467 which were categorized by contractual services (i.e. legal, accounting, web), \$13,207; fundraising, \$70,906; operations (i.e. Board meetings, administrative expenses), \$55,696; other (i.e. insurance to cover Board members, fees associated with collecting dues), \$2683; and program expenses (i.e. NNCP, DO) \$55,595. Dr. McAnulty reported that the categories were expended as expected. The net income (carry forward to FY12-13) was \$89,669 and she stated that this amount placed the organization in a comfortable position. Looking ahead to next year, Dr. McAnulty explained that of the \$89,669 to be carried forward, \$59,975 of that will cover encumbered expenses (activities funded by the restricted grant, i.e. public awareness and engagement activities) and \$6867 is reserved for website enhancement leaving \$22,826 which is in line with the amount of net income anticipated.

Questions from Membership: Ms. Spence asked for clarification on the \$89,669 and asked if this money was invested and if not she suggested the board consider investing it. Dr. McAnulty replied that the organization is not financially solvent enough to allocate monies toward investment and interest rates currently are so low that the NFI would not stand to profit a great deal. She explained that much of that money was unanticipated and moving into next year all but \$22,826 of the \$89,669 is already encumbered. Ms. Spence also stated that it appears that membership is down and the NNCP is very costly. Dr. McAnulty explained that the number of members listed on the FY11-12 approved budget reflects an anticipated number whereas the

actual membership number is listed in the actual budget thus the difference in numbers. As for the NNCP, Dr. McAnulty replied that as the NFI's primary program the Board deems it a valuable and worthy investment. The ultimate goal is a program that is self-sustaining. Ms. Spence commented on the NNCP Director's fee being quite substantial. Dr. McAnulty replied that the fee is appropriate. Ms. Spence also asked for clarification on the Administrative personnel line item and asked if an individual is employed to do this work? Dr. McAnulty replied that there are administrative costs involved in running the organization that go above and beyond the work done on a voluntary basis. She clarified that the money does not go toward paying an individual and that the only contracted individual is Mr. Rodd Hedlund.

Fundraising Committee

In the absence of Fundraising Committee Chair Dr. Vandenberg, Dr. Buehler gave the Fundraising Committee's report. Over the last year, the committee has laid the groundwork for public awareness and engagement. The Fundraising Committee worked with Dr. Lawhon to secure a collaborative agreement with Contemporary Forums to run the Developmental Interventions in Neonatal Care conference jointly. The agreement resulted in \$15,000 for the NFI in the last fiscal year. This year's conference is also a joint effort and the NFI will receive \$17,500 if the conference revenues exceed expenses. The Fundraising Committee also urged all Board members to make a donation to the NFI.

NIDCAP Nursery Certification Program (NNCP) Committee

Dr. Buehler reported that the Board approved the committee's recommendation for certification of WakeMed's nursery. She reported that currently there are three international applicants, (Denmark, Sweden, and Israel) in various stages of the application process. She reported that over the course of the past year several products have been completed. Dr. Als, Dr. Lawhon and Mr. Hedlund gave several presentations on the NNCP. Dr. Buehler showed the Membership a slide depicting the exhibit booth and reported that the exhibit was displayed at a number of conferences. She also reported that an NNCP short film is in production and will be previewed during the NNCP session at the Trainers Meeting tomorrow (Sunday, September 30). She stated that the committee is considering how to include the NNCP interest in the overall fundraising effort. The goal is to translate all the materials and develop other documents. She invited the Membership to join in the efforts.

Open to Membership: Dr. Conneman asked if the slide could be given to those who do international presentations. He stated that thus far the fundraising efforts have been US-based, and emphasized the importance of the Europeans becoming engaged in fundraising.

Membership Committee

Dr. Helm reported that the Membership Committee's duties include maintaining the membership roster, invoicing, collecting and recording dues, maintaining the membership mailbox and responding to all membership related questions. He reported that currently there are 230 members in good standing (146 Professional, 69 Student, 10 Family, 3 Emeritus, and 2 Honorary Members). Dr. Helm announced that the Board recently approved another emeritus member – Dr. Roger Sheldon. He stated that the committee's main goal is to increase membership. He pointed out that there are 110 meeting participants at the Trainers Meeting, 85 of which are members meaning this is an opportunity to gain 25 new members. Dr. Helm stated that the committee has several activities planned this year and he invited individuals to join the

committee. Another goal of the committee is to upgrade and explore ways to provide benefits to members.

Open to Membership: Dr. Conneman asked for clarification on how trainers should handle student memberships. He added that some trainers include membership fees in their training fees. Dr. Helm explained that during initial training negotiations with a hospital, trainers could explain to the leadership that they are expected to pay membership dues for their trainees. In a case of hardship the Membership Policy does allow for a reduction in fee. The Board approved a revised Membership Policy that will be posted on the web. Dr. Browne asked if the Membership Committee considered other types of benefits (e.g., reduced fee for the Contemporary Forums meeting). Dr. Lawhon stated that there is already a Contemporary Forums conference discount available for NFI members. Dr. Helm assured the Membership that one of the goals of the committee is to explore other such benefits. He also stated that one of the projects underway is to highlight all new student members and newly certified professionals in some way. Dr. Browne suggested allowing student members the right to vote. Dr. Helm replied that there have been discussions around that topic and the committee will continue to consider this option.

Design and Aesthetics Committee

Dr. Buehler stated that newly printed informational materials (i.e. NNCP postcards, NFI brochure with new center listings) were placed on all meeting tables. The committee has also prepared NFI labels and has begun to prepare NFI board member applications. She reported that the NIDCAP Film has been reproduced with subtitles in eleven languages. The new DVDs were shipped to Sopwell House for distribution today, however Dr. Buehler reported that as of today the boxes are being held in customs. It is her hope that they will arrive before the end of the Trainers Meeting. She indicated that the new subtitled film will be posted on the web. She reported that the NNCP film is a work in progress and will be previewed during the Trainers Meeting and will be available on the web upon completion.

Open to Membership: Dr. Conneman requested that Dr. Buehler make available the PowerPoint presentation background designed with the NFI logo. Dr. Buehler indicated that she will prepare a package of materials to send to each training center.

Program Committee

Dr. Lawhon thanked all the members of the Program Committee for their work over the last year. She addressed four points in her report: (1) She thanked everyone who took on a role (i.e. presenters, facilitators) at the 23rd Annual NIDCAP Trainers Meeting; (2) She reported that the location/host of the 24th Annual NIDCAP Trainers Meeting has yet to be decided and added that the few years that follow are also in need of a host/location; (3) She reminded the Membership that the NFI is collaborating with Contemporary Forums in presenting the Annual Developmental Interventions in Neonatal Care conference on November 7-10, 2012 in Orlando, Florida. She asked the membership to spread the word regarding this conference; and (4) She reported the collaborative effort between the Children's Hospital of University of Illinois NIDCAP Training Center and the NDICAP Training and Research Center at Cincinnati Children's to organize a Midwest developmental care conference scheduled for March 2013. The conference is NFI endorsed and represents the first regional NFI conference in the USA. Dr. Lawhon asked training centers that are planning to hold similar conferences to forward the program to her for review and consideration for NFI endorsement.

Family Committee

Ms. Mader reported that she worked with Dr. Youcha to finalize the content of the *Family* page of the website. She stated that the text is in the process of final editing for proper English and NIDCAP friendliness. The committee has strived to increase family membership and to determine how to motivate parents to become active NFI members and promote NIDCAP. She acknowledged the importance of using the power of parents and referred individuals to *Born too Soon: The Global Action Report on Preterm Birth* for more details. She stressed the importance of using social media as a tool to reach a broader audience of parents.

Quality Assurance Committee (QAC)

Dr. Als reported that the Board agreed to retain the qualifications listed under NFI Policy QAT #008 NIDCAP Master Trainer as written, reaffirming the requirement that NIDCAP Master Trainers become certified APIB Trainers prior to achieving NIDCAP Master Trainer status. The Board agreed on a revision of the NFI Policy QAT#010 Senior NIDCAP Master Trainer and QAT #011 Senior APIB Mater Trainers. Instead of bringing to certification two NIDCP Trainers and two separate Training Centers the revision states as criterion to bring to certification two NIDCAP Trainers and at minimum one Center. A Senior NIDCAP Master Trainer must be a certified APIB Trainer. This revision was made in order to more rapidly increase the number of trainers. Dr. Als reported that is very gratifying to report there are a total of 20 Training Centers representing 29 Trainers, 10 Trainers-in-Training, 3 APIB Trainers, and several more in training.

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

Dr. Als reported that the committee continues to encourage the translation of all materials. She reported that the NIDCAP film as already reported has been translated into eleven languages.

Sub-Committee on Specific Training Resources

Dr. Lawhon reported that the APIB required readings are posted on the web.

Sub-Committee on Intellectual Property

Dr. McAnulty reported that over this past year, four bodies of work including the three training binders and the NNCP materials were submitted to the attorneys for copyright registration. She also reported that the logo and word mark trademark registrations are all up to date. The copyrights to the NIDCAP film were registered also. The next goal will be to trademark the latest materials.

Sub-Committee on the Standardization of Certificates

Ms. Kosta reported that the certificate process has run smoothly. She reported that the committee will collaborate with the Design and Aesthetics Committee to redesign the certificates to reflect the logo and tagline changes. She will inform the centers as soon as the new certificates are completed.

Sub-Committee on Education

Ms. Warren reported that the Sub-Committee on Education was formed to develop educational resources to be approved by the NFI. She and Ms. Dorothy Vittner will conduct a session on Monday that will delve into these topics. They surveyed all training centers to determine what educational opportunities were being offered. Those who responded to the survey reported that they offer education at some level, mostly at the introductory level, but they offer very little in the way of evaluation. The committee hopes to determine how to integrate NIDCAP into the

university system. The European support network was set up this year so that they can help support one another on these issues.

Nominations, Elections and Appointments Committee

Dr. Helm reported that Dr. Sheldon and Ms. Spence would assist with the election of new Board members. Dr. Sheldon will run the election at the end of this meeting.

French NFI Chapter

Dr. Sizun reported that they have discussed the formation of NFI chapters, either language-based or geographical. He announced the decision to form a French-speaking chapter. He stated that it is important to determine the relationship between the NFI and such a chapter. Some decisions that remain include whether to have an open access strategy to the accessibility of materials or a protective one (i.e. only available to members). Some of the goals of the chapter are as follows: To share information in French using the web and social media; to support all NICUs in French; to increase NFI membership; and to create another leader among French speaking members.

Communications Committee

Dr. McAnulty reported that the Communications Committee continued to maintain the website and manage the listservs. She also reported that the NFI has been selected to participate in *GoogleGrants*. She explained that this grant will provide more exposure for the NFI to those performing Google searches, i.e. when a person types in a keyword related to NIDCAP a Google Ad will appear in the right hand column of the search results. The “ad” will direct readers to the NFI website. She reported that Volume 5, Issue 2 of the *Developmental Observer* has been published and is available on the website. She reported that the training database is ready and a guide on how to use the database will be developed. All centers will be able to enter their own training data and each trainer be assigned a username and password to gain access to the database.

Electronic-Communications Strategy and Implementation Taskforce/Outreach Marketing, Public Awareness Efforts

Dr. Helm explained that the task force was established to expand the expertise and make-up of the Board in order to expand to the greater world for public support. He also reported that the task force has begun exploration of how to enter the world of social networking and will create Facebook and LinkedIn company pages and explore opportunities for twittering and blogging. Dr. Buehler showed the Membership a slide depicting a prototype of the NFI’s Facebook page and reported that the task force is working on the creation of a new website as well. She explained that the website’s home page might be simple with two paths for its audience, one for families and one for professionals.

By-laws Task Force

Dr. Helm reported that following last year’s meeting it was decided to form a task force to revise the By-laws. The main goal of the task force was to lead the effort to simplify and clarify the by-laws and the process ended up taking one year. He stated that the task force sent the revised version to the Membership for review. A motion was made to accept the By-laws as they were sent to the Membership.

Dr. Browne asked if the final version was sent to the Membership. Dr. Helm stated that 95% of the responses he received were questions; there were no substantive changes.

Upon motion duly made, seconded and carried it was by majority**VOTED:** To accept the By-laws as revised and presented to the Membership on 29 September 2012.**Open Forum for Membership Discussion**

Dr. Sizun opened the discussion by stating that in his opinion the new By-laws need to prepare the NFI for the next five years and he believes the Board should reflect this international activity. Some of his suggestions were: Elect Board officers from three different countries; have a Board with representation from each continent; the need to prepare a new leader for the next decade. He stated that next year will be his last year as a Board member. He stated that more frequent Board turnover will create a more dynamic organization.

Dr. Conneman agreed with the importance of a more dynamic organization but on other hand he stated there is a lot of experience on the current board. He pointed out the difficulty to be dynamic while at the same time value the knowledge/experience that currently exists. He agreed it is a topic that should be addressed more actively.

Dr. Lawhon responded that the Board is attempting to respond to the desire for a more dynamic board, but she pointed out that what is lacking is more active participation from the Membership. She asked the Membership to please volunteer to participate in the future work and activities of the committees and thus the organization.

Ms. Spence indicated that she read the minutes from all previous meetings. She suggested it may be helpful to include a description of the duties and activities of each committee and suggested identifying a mentor to help ease a person's entry into a committee.

Ms. Warren pointed out that people might not understand commitments when they join a committee. For example many people signed up for the Education Sub-Committee but when it came to doing work many indicated they didn't have the time.

Dr. Philbin asked if the By-laws would remain static. Dr. Helm replied that the By-laws are meant to be dynamic and the Board expects continued change. She suggested revising the By-laws one section at a time rather than tackling the whole set at once.

Ms. Lacina expressed the need for help with addressing her administration on the issue of solidarity on their research –specifically, how NIDCAP differs from developmental care. She stated that her unit has changed over the last year and her NIDCAP training center is not as unified. She asked for assistance and suggestions how to tackle this problem with the leadership. Also she indicated the desire to hear from other centers whether they use sequential observations and if not, how they are using NIDCAP. Dr. Als encouraged Ms. Lacina to develop a dialog with those who have more experience in moving their own systems. She added that there are no ready solutions but only processes. Ms. Peters stated that as an administrator she could attest to the fact that there is a lot of pressure with healthcare reforms to reduce costs. She emphasized that NIDCAP should not be a program sustained by one person but many with the backing of the leadership. The dilemma is how one assures that NIDCAP is protected from cuts. She recommended applying for grants.

Ms. Warren added that she has also seen budget cuts. She emphasized the importance of engaging in the power of parents to speak on NIDCAP's behalf. The quality of care is still a concern. Support networks are key.

Ms. Spence reiterated the point made earlier by Dr. Sizun regarding the By-laws. She would like the board, with the membership's help, to revise the By-laws to reflect the increasing international membership.

Request to move the NIDCAP Trainers Meeting to be held on days that spare the weekend.

Discussion began on a request made by Dr. Tyebkhan to move the timing of the NIDCAP Trainers Meeting to days that spare the weekend. Dr. Tyebkhan stated that since the organization promotes family centered care he feels the meeting should support members' own family time which for him is the weekend. He suggested the meeting be held from Tuesday through Friday. Dr. Conneman stated that it is essential for him that the meeting time remains on weekends, as he would not be able to attend during the week. Ms. Klaus agreed with Dr. Conneman. Ms. Warren pointed out that when discussing board meetings a discussion of flight costs came up and that they are less costly if the trip includes a weekend night. The topic was included on last year's evaluation form and the response was overwhelmingly in favor of weekends. No official vote was taken but the consensus was to maintain the current scheduling pattern.

Dr. Browne thanked the Design and Aesthetics Committee for putting together a sensitive package of materials, especially the tagline.

Dr. Browne reiterated her earlier request that the Board consider extending voting eligibility to student members. Dr. Helm replied that the Membership Policy specifically states they can not vote. Eligibility to vote is a benefit of full membership. Ms. Remont suggested offering a discounted Trainers Meeting conference fee to NFI members. Dr. Helm pointed out that no profit is made on the meeting, thus no room for reduction of costs. The fees are set to reflect the actual cost of the meeting. Dr. Lawhon stated that the Board has discussed whether membership is required of those attending the meeting, but a decision was made that attendees do not have to be NFI members.

Dr. Tyebkhan asked what Family members receive as benefits. Ms. Mader replied that her committee wanted to invite some family members to this meeting as in her opinion it is important to have family members in attendance. She offered to lead a parallel session for them. Dr. Helm pointed out that the emphasis at the meeting is training but that the NFI is working toward developing stronger materials for families. Dr. Tyebkhan clarified that he was asking what families get in return for their membership. Dr. Helm replied that the Board is working on a number of ideas.

Elections for Two Open Board Member Seats and One Family Board Member Position:

Dr. Sheldon ran the election. He encouraged those members not on the Google Groups membership listserv to see Dr. Helm, Dr. McAnulty or Ms. Kosta.

The candidates:

Incumbents, running unopposed: Dr. James Helm, Dr. gretchen Lawhon.

Candidates for Family Member Seat: Ms. Mandy Daly, Dr. Yamile C. Jackson, and Ms. Debra Paul. (The candidates are running for the seat being vacated by Dr. Victoria Youcha).

Dr. Sheldon invited the Family Member candidates up to the podium one at a time to make a personal statement prior to the election. Dr. Jackson, unable to attend the meeting, had a video shown on her behalf.

The ballots were distributed and the votes counted.

The election results were announced: Dr. gretchen Lawhon and Dr. James Helm were elected to the open Board seats. Ms. Mandy Daly was elected to the Family Representative Seat on the Board.

During the vote count Ms. Lacina raised concern that training centers have not come forth to host the next few Trainers Meetings. She suggested holding the meeting in the same place every year. Dr. Helm responded that the Board has considered the use of a professional meeting planner. Ms. Warren stated that she is in the process of finalizing a handbook that she believes will aid future hosts. Dr. Conneman stated that their group also created a handbook after hosting a meeting.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 5:24 p.m., BST, on Saturday, September 29, 2012.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International



Sandra M. Kosta, BA
Assistant Secretary
NIDCAP Federation International