



Minutes of the September 16, 2013 NFI Board of Directors Conference Call FY 2012 – 2013

Present: J. Alberts, V. Batkin Bjornson, D. Buehler, M. Daly, J. Helm, S. Kosta, g. Lawhon, S. Mader, G. McAnulty, K. VandenBerg, I. Warren

Dr. Lawhon called the meeting to order at 12:04pm. EDT

Governance Committee

Election

Dr. Helm announced that the nomination period has ended. There were a couple of nominations, however the nominees declined, therefore Drs. Als and VandenBerg will run unopposed. He and Ms. Daly are still actively pursuing a candidate for the third open seat and they will keep everyone up to date. In terms of the seat vacated by Ms. Warren, he reported that he sent out a memo asking for Board opinion and he opened the floor for discussion. By consensus it was agreed to keep the seat open for a year when the organization may be in a better position financially and programmatically. Dr. Helm will announce to the Membership that it has been vacated and will be left open.

Description and Role of Governance Committee

Dr. Helm stated that the purpose of the committee is to help with the operations of the NFI including membership, policies, and the financial oversight committee. He pointed out that the committee's role and responsibilities can be altered and expanded but this description represents its goals currently. Dr. Lawhon asked if there were any comments. There were no comments and the description was adopted by consensus.

Executive Committee

Dr. Lawhon reminded the committee chairs that the deadline for submission of the reports is September 20, 2013. She did however point out that typically the reports are approved by the Board prior to posting and it has come to her attention that the 20th may not allow for enough time to circulate and approve them prior to the Membership meeting. She asked for Board input. After some discussion the following timeline was agreed upon: Submit reports by Sept 20, approve them by Sept 27, have an email vote by the Sept 30, and post them by October 1. The Membership will be notified that the reports are posted on the web. Dr. McAnulty asked that the Financial Report be excluded from this deadline. She would rather have input from committees on the budget and this usually happens at the last Board meeting of the fiscal year. Ms. Mader asked if a Family Committee report was expected. Dr. Buehler asked the Family Representatives to send her anything updates to be included in the Advancement Committee report. Dr. Lawhon reminded everyone that the reports should include any news since May 1st.

Agenda for NFI Board Meetings on October 4 and 5, 2013

Dr. Lawhon asked the Board to suggest topics for the agenda of the above mentioned meetings. She will distribute a draft by email.

Ms. Mader asked if the NFI was planning an awareness of some kind for World Prematurity Day. Dr. Lawhon will add the topic to the agenda. Dr. Buehler mentioned that she and Ms. Batkin Bjornson have begun to discuss some ideas around this topic so they would like it to be an agenda item.

Advancement Committee Description

Dr. Buehler reported that she has not received any feedback to the of the Advancement Committee description. She is aware that the Family Representative participation can be detailed more specifically. She welcomes the Board's review to expand upon the role of the Advancement Committee. Dr. Als asked for more details regarding the *Share Your Story* component. Dr. Buehler explained that this idea emerged while working on the development of the new website; it is a channel for the public to get involved in learning about the NFI and share stories of themselves. Ms. Batkin Bjornson added that management and monitoring of such a mechanism is still under development. (i.e. who will vet such stories). Dr. Als asked if Ms. Batkin Bjornson plans to take on the responsibility of its management. Dr. Als raised concern about offering this without having a clear plan in place. Dr. Buehler assured her that this is a component that will be added only when ready. Dr. Helm stated that the website is being built with certain capabilities that can be activated when ready. Dr. Als asked for a timeline the website's completion and launch. Dr. Buehler replied that Agency Orange will enter the building stage in one to two weeks and that process takes about 4-6 weeks. She expects it will be up and running by November 1.

12:3pm Ms. Mader left the meeting.

The discussion returned to the committee's role and description. Dr. Als stated that she hoped it would include more about training and education. She stated that she believed there is too much emphasis on social media. She explained that the Program Committee must look to the Advancement Committee to develop the mechanisms and foster the aspects that will enhance the NFI's programs. Ms. Batkin Bjornson stated that social media in general will foster the programs. Dr. Als stated that the Program Committee is envisioning electronic coursework and will look to the Advancement Committee to develop the mechanism to offer such electronic possibilities that go beyond social media. Dr. Buehler stated that she will build in a section describing the advancement committee's role in programmatic enhancements. Dr. Als asked if the web is building a framework for learning modules and for other languages. Dr. Buehler stated that there can be a framework built in for the learning modules and there already is a framework for other languages.

Dr. Buehler stated that the role and description of the Advancement Committee will be revised and resubmitted to the Board for approval.

Program Committee Description

Dr. Als stated that she revised the version sent out originally, however the revisions were not substantive. She indicated that the description of the committee identifies the components that are covered by the Program Committee but how to accomplish the work is still under discussion by the committee. She asked if there were any questions. The Board was in agreement that the description was quite comprehensive so there were no questions. The report was adopted by consensus.

NIDCAP Trainers Meeting

Dr. Lawhon reported that the program is very close to being final. Final touches are being made to the panel discussion. The evening events are still under discussion. There was not enough interest to have a poster session but there will be eight abstract presentations.

Finance Committee (G. McAnulty)

Dr. McAnulty reported that the description was written to differentiate the role of the Finance Committee from the roles of the Treasurer and the Assistant Treasurer. She stated that like the other

committees it will serve in an advisory capacity. In the future the committee will include an ED and a Finance Manager. There was consensus to adopt the description as it was presented.

Strategic Plan Evaluation (g. Lawhon)

Dr. Lawhon reminded everyone to send their Strategic Plan evaluation forms to Ms. Kosta.

Approval of Minutes

(Friday September 28, 2012; Tuesday, October 2, 2012; and conference call Monday, August 19, 2013)
Ms. Kosta reported that the above mentioned three sets of minutes were presented for approval. She indicated that she received some feedback on the minutes, but the revisions were not substantive so all sets were put forth for approval.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To approve the Board Meeting minutes from Friday September 28, 2012, Tuesday, October 2, 2012, and the conference call Monday, August 19, 2013.

Other Business

Ms. Warren's Resignation

Dr. Lawhon thanked Ms. Warren for her two years of service and commented that she definitely made a mark and has brought the Board to where it is today. Ms. Warren stated that she expects to be active as a non-Board member and will be fully engaged on the Program committee.

The Elk

Ms. Warren reported that the Elk is still in England. In her opinion the Elk is unwieldy and too costly to ship back and forth each year. She suggested that it live with the NFI President and be transferred only when there is a change in the Presidency. Dr. Als opposed that idea. Dr. Helm suggested that the Elk be shipped to the hosts of next year's meeting as the meeting will be in Europe. Ms. Warren suggested the idea of a virtual elk. Dr. Helm addressed the cost of shipping again. Dr. Als stated that it is not a big cost, it represents the organization's history, it is meaningful, and it provides a sense of continuity. The final decision was to ship it to Dr. Helm in time for this year's meeting.

There being no further business upon motion, duly made, seconded and carried, Dr. Lawhon adjourned the meeting at 1:08 p.m. EDT on Monday, September 16, 2013.



Sandra M. Kosta, BA
Secretary
NIDCAP Federation International