



## **Minutes of the June 17, 2013 Phone Conference Meeting**

### **FY 2012 – 2013**

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

**Dr. Lawhon opened the meeting at 12:07 PM EDT.**

#### **Advancement Committee**

##### *Former NFI Family Committee Representation on NFI Organizational Chart*

Dr. Als stated it was her recollection that at the Strategic Planning meeting in Waltham (April 2013) the Board approved the Organizational Strategy with the exception of the Family Advisory Group and its position on the chart. Its status and position have not been discussed fully at the Board level. Dr. Lawhon pointed out that the Family Committee was not on the approved organizational chart at all and that the family component is encompassed in all aspects of the NFI's work. On the May 13, 2013 conference call, the topic was brought up again and the Organizational Strategy Team was asked to work with the current Family Representatives to make a determination regarding its placement in the organizational structure. Dr. Als asked to enter a correction – the family group integration was not discussed prior to the Strategic Plan approval vote. It was after the vote that Dr. Als spoke with Ms. Daly who said she would give some thought as to how the family representative perspective should fit into the organizational structure. At that meeting, Ms. Mader made a very persuasive argument that it should be an additional board committee. Ms. Daly interjected that, after giving it much thought since that conference call, it is her opinion that the Advancement Committee is the optimum place for the Family Committee. Having set up another organization, Ms. Daly stated that there has to be an infrastructure in place before launching to the public/customers. The family representatives would be better positioned to serve families when there are social media platforms in place otherwise the NFI may do a disservice to them. In her opinion, it makes sense to review the role of the family group for nine to twelve months. Dr. McAnulty asked Ms. Daly if she and Ms. Mader are in agreement on this perspective. Ms. Daly offered to reach out to Ms. Mader and have her send her thoughts to Dr. Lawhon. Dr. Lawhon stated that in her opinion it does not make sense to highlight a committee that is not doing the work highlighted in the mission statement. Although the family piece is acknowledged as a significant part of our work, to allow it a prominent place on the chart, at the same level as Master Trainers, gives it more weight than it actually holds. Dr. Buehler thinks that the family advisory group holds as strong a prominence as the master trainers. In all the areas of advancement the Family Advisory Group will be looked upon to help with how to move the organization forward to meet the global goals. Dr. Lawhon stated that she feels the organizational chart matches the Strategic Plan. She and Dr. Helm would

like to move forward acknowledging that there will be refinements and new directions along the way. Dr. Als argued that the Board did not approve this on April 27, 2013. It was pointed out that the foundation blocks are not there. It is not a functioning entity currently. Dr. Buehler stated that it is her understanding that the Board needs to reflect ongoingly on how it is organized as it moves forward. Dr. Buehler reminded everyone that in the proposed structure there are still Family Representatives at the Board level. Dr. Als is interested in hearing back from Ms. Mader and wondered if she changed her mind on the topic. Dr. Helm made a motion to approve and it was seconded. Dr. McAnulty stated that there seems to be two differing views of the matter 1) that this has been approved already. Dr. Lawhon pointed out that the Strategic Plan was approved on April 27, 2013, however the Organizational Chart did not mention the family component. Dr. Als stated that she never thought that the chart was not included in the adoption of the Strategic Plan.

**Upon motion duly made, seconded and voted by majority**

**VOTED:** To accept the Strategic Plan and Organizational Chart attached to these minutes.

**Governance Committee**

***Role of Board Members (not Chairing Committees) in our New Organizational Structure***

Dr. Lawhon reported that Dr. Als asked that this agenda point be addressed. In response to her request, Dr. Lawhon created a worksheet that shows how the former committees fit into the current committee structure. Dr. Als asked if the chairs of the former committees are still expected to lead the activities that once fell under the former committee. (e.g. Will Dr. McAnulty continue to lead the activities that fall under the Intellectual Property.) Dr. Lawhon replied that the expected next step is that each of the newly identified chairs of the four Board committees communicates with all the committee chairs of the former committees now subsumed under his/her new Board committee. Dr. McAnulty brought up another example where she reviewed a contract for web migration. Under the new structure it seems that the contract should have been signed by Dr. Buehler as Chair of the Advancement Committee but it was sent to Dr. Lawhon as President. Dr. Lawhon stated that it is her understanding that contracts are to be signed by the President or Treasurer. Dr. Lawhon stated that she would like to see all contracts. Dr. Lawhon indicated that the next step in the strategic plan process will be to invite the Membership to review the action plans and to volunteer to work on any of the action plans. They will be asked to contact one of the committee chairs. Ms. Kosta asked if the communication between the new Board chairs and the former chairs can take place before the Membership is invited to participate in any of the activities. Dr. Lawhon indicated that would be the case.

***NFI French Chapter Update***

Dr. Als stated that while reviewing the French Chapter documents she noted the inconsistency of the title of the NFI. It should be corrected to read NIDCAP Federation International wherever it appears. Dr. Lawhon stated that this point has already been brought to Dr. Sizun's attention but she will address the issue with him again. Dr. Als also noted that "NFI Chapter" and "NIDCAP chapter" are used interchangeably throughout the document. She would like it to read consistently NFI France Chapter. Dr. Lawhon asked that all other comments/concerns regarding these documents be forwarded to Dr. Helm as Chair of the Governance Committee. Dr. Helm stressed the importance of acting quickly on the decision to accept the documents and thus the

formation of the chapter. Dr. Lawhon asked if there was any opposition to conducting a vote via email once the documents have been revised. There was no opposition.

**There being no further business upon motion, duly made, seconded and carried, Dr. Lawhon adjourned the meeting at 1:03 p.m. EDT on Monday, June 17, 2013.**



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**Deborah Buehler, PhD**  
**Secretary**  
**NIDCAP Federation International**



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**Sandra M. Kosta, BA**  
**Assistant Secretary**  
**NIDCAP Federation International**