



**NFI Board Conference Call Minutes
Monday October 21, 2013
FY 2013 – 2014**

Present: J. Alberts, H. Als, V. Batkin Bjornson, N. Conneman, J. Helm, S. Kosta, S. Mader, G. McAnulty, K. VandenBerg

In the absence of the President, Dr. Helm opened the meeting at 12:03PM EDT.

Follow up on 24th Annual NIDCAP Trainers Meeting

D. Helm reported that he is still waiting for the final invoice from Graylyn International Conference Center. He will update the Board as soon as he gets the final bill. He stated that Dr. Lawhon emailed the Board some statistics on who attended the Trainers Meeting. He hoped that everyone received it. Dr. Als asked for the final room count; Dr. Helm indicated that he did not have that information yet.

Governance Committee

Committee Authorization Policy

Dr. Helm reported that he has not made much progress on developing the Committee Authorization Policy that was discussed at the Board meeting. He will work on it between now and the November conference call.

Invoicing for dues

Dr. Helm reported that within the next couple of weeks he will begin to send out the membership dues invoices.

Orientation for N. Conneman as new Board Member

Dr. Helm reported that he is preparing a new Board member packet for Dr. Conneman. He will send the packet to Dr. Conneman soon.

12:15PM - Note: Dr. Helm announced that Ms. Daly was having trouble connecting to the meeting by phone. Ms. Mader reported that she experienced background noise and that she cannot understand people clearly.

Executive Committee

Timing of 2014 Board Meeting following annual NFI Membership Meeting

Dr. Helm stated that there has been discussion about changing the Board Meeting times for next year. This year the meetings were held all day Friday as well as Saturday evening. One idea was to hold the Friday meeting as usual and have the second meeting on Sunday morning, giving Trainers Meeting participants a free morning. This gives those Board Members, who are not expected to stay for the duration of the Trainers Meeting the opportunity to return home on Sunday. It was Dr. Conneman's opinion that the participants of the meeting would benefit more from a free Sunday afternoon rather than the Sunday morning. Dr. Alberts asked Dr. Helm why people felt the Saturday evening meeting did not work out well. Dr. Helm stated that people felt exhausted and had little to no time to regroup between meetings. Dr. McAnulty pointed out that people would have to keep their room on Sunday. Dr. Als asked to revisit the issue of having the Board's Family Members stay for the Trainers Meeting.

She feels it is a loss for them to leave. Dr. Helm stated that it is difficult for non-trainers to take off an entire week to attend the meeting and almost half of the Board is non-trainers. Dr. Helm stated that the idea was to give people options. Dr. Als feels that for those Board Members who would like to stay the NFI might offer reimbursement. Dr. McAnulty pointed out that we may 'lose' those people who can't stay for the week. It would be better to have the two meetings closer together and give them the option to stay. Ms. Batkin Bjornson stated the importance of looking to the future when Board expansion will continue to include more and more of those who are not Trainers. Dr. Helm stated that he will bring these thoughts to the Program Committee for a recommendation to the Board. Dr. Conneman asked how the options will be weighed. Dr. Helm reiterated that he will forward these ideas to Dr. Lawhon who will discuss them at the Program Committee level.

Advancement Committee

World Prematurity Day

Dr. Buehler reported that the Committee modified the EFCNI Socks for Life campaign poster to include the NFI logo and sent it to the Membership. She indicated that Ms. Daly recommended redistributing the poster with more of an explanation of the campaign's history and instructions on how to customize the materials to one's own hospital and to clarify that each hospital may want to design their own sock lines. Ms. Mader agreed that sending a message again to the NIDCAP Googlegroup was a good idea. The toolkit will be finalized by the end of this week, beginning of next week. She encouraged people to use the toolkit to modify the poster to include their hospital's information. She encouraged the adoption of the Socks for Life theme and to spread the word to others. Dr. Buehler asked Ms. Mader if she would be available for a phone conference with her and Ms. Daly to coordinate this effort. Ms. Mader agreed to a meeting. Dr. Buehler stated that next year when the NFI will have a more well established social media presence, the Advancement Committee will design a full campaign around World Prematurity Day.

Ms. Mader gave an update on what is happening on a global level with regard to World Prematurity Day. She reported that UNICEF, WHO, and Save the Children, all plan press releases for New York and London on the 15th of November that will include new research results on prematurity including that preterm boys are at higher risk for disability than girls. In thinking about next year, Ms. Mader expressed the importance for the NFI to join the larger effort in place for World Prematurity Day.

12:30 Dr. Lawhon joined the call.

Dr. Helm asked if Ms. Mader would help the NFI to join these larger groups. She answered that she will keep the NFI updated on the happenings. Ms. Mader explained that there is a public broadcasting channel, ARTE, in Europe that she will use to spread the word in Germany about World Prematurity Day. She has given interviews to this channel in the past. Dr. Conneman stated that The Netherlands also has this channel and could participate in spreading the message via this means. Ms. Mader stated that she will put a summary together for her next interview with the station. She would like to have more research data to present. Dr. Als asked Dr. McAnulty to send Ms. Mader her recent publications on the school-age effects of NIDCAP. Dr. Buehler recommended that these happenings be posted on Twitter and LinkedIn.

Dr. Als asked about the progress of the sizzle reel. Ms. Batkin Bjornson replied that the work will begin again this week. She commented that scheduling has been tricky especially since it is being done on a voluntary basis it has to be done around people's free time.

Update on Social Media including NFI website

Dr. Buehler reported that she hoped to launch the web on November 17.

Program Committee

Announcement of 2014 NIDCAP Trainers Meeting October 25 – 28, 2014 in Segovia, Spain

Dr. Lawhon reminded everyone of the time and place of the 25th Annual NIDCAP Trainers Meeting: *October 25 – 28, 2014 in Segovia, Spain*. The first Board meeting will be on Friday, October 24, 2014.

Update on NIDCAP and APIB Surveys

Dr. Als reported that Ms. Warren emailed the NIDCAP survey to the Trainers listserv. The plan is to conduct a content analysis and prioritize the tasks. She reported that the APIB survey is still under development.

Update on Trainers' Language Skill Assessment for Document Verifications

Dr. Als reported that the language skill assessment request went out and she is awaiting responses.

12:35 PM EDT Dr. Vandenberg joined the call

Finance Committee

Update on credit card system

Dr. McAnulty reported that she submitted to Bank of America the NFI's PayPal transaction history in order for the bank to conduct an analysis and make a determination as to whether a merchant account will be cost-effective for the NFI. (e. g. a credit card transaction product that will allow us to do business for less than or equal to what it costs to utilize PayPal). When asked what the timeframe was for the bank's analysis, Dr. McAnulty replied that she expects to hear within the week. Dr. Helm will hold off on sending out the invoices in case anything changes.

Strategic Plan Evaluation

Dr. Lawhon reminded everyone that the November conference call was designated for the next update on the progress of the three Strategic Planning Teams: Organization, Program and Finance.

Wrap-Up

Dr. Helm asked if there were other topics to be addressed. Dr. McAnulty reminded everyone that a decision remains to be made on whose expenses will be covered by the NFI to attend the Board Meetings in Spain.

Jim thanked all for participating in the meeting.

There being no further business upon motion, duly made, seconded and carried, Dr. Helm adjourned the meeting at 1:02 p.m. EST on Monday, October 21, 2013.



Sandra M. Kosta, BA
Secretary
NIDCAP Federation International