



**Minutes of the Annual NFI Membership Meeting
Graylyn International Conference Center
Winston-Salem, North Carolina, U.S.A.
Saturday, October 5, 2013
1:30 – 4:00PM EDT**

Facilitator: D. Vittner

Directors of the Board: J. Alberts, H. Als, V. Batkin Bjornson, D. Buehler, M. Daly, J. Helm, S. Kosta, g. Lawhon, S. Mader , G. McAnulty, J. Sizun, and K. VandenBerg

Dr. Lawhon opened the meeting at 1:30PM EDT. She welcomed the new Board Member, Dr. Nikk Conneman and reviewed the agenda.

Ms. Vittner welcomed the Membership; she explained that the Committee reports are posted on the web in two parts. The new Mission Statement was read to the Membership.

President's Report

Dr. Lawhon highlighted the events of the last year: In April 2013, the Board adopted a new Strategic Plan; In May 2013, the Board welcomed a new member, Vicki Batkin Bjornson; In July 2013, Dr. Deborah Buehler resigned her position as Secretary and Ms. Sandra Kosta was appointed Secretary; 78 NFI members participated in the formulation of *Letters to Editor* regarding the Arne Ohlsson paper; the 21st NIDCAP training center opened in Modena, Italy. Thanks to Dr. Jaques Sizun, the NFI established its first chapter – NIDCAP France. The Meir Hospital in Kfar Saba, Israel, achieved NIDCAP Nursery Certification.

Dr. Lawhon encouraged active participation from the Membership. She informed the Membership that she is open to emails or other communication throughout the year.

NFI Strategic Plan

Dr. Lawhon reported that the Board and organization have undergone many changes over the last year. The Board underwent consultation to establish a new strategic plan. During this process the Board realized it needed to increase awareness, streamline its efforts, and be competitive to seek funding. The Board structure now includes an Executive Committee comprised of the President, Vice Presidents, Secretary and Treasurer, as well as four Board Committees (Governance, Finance, Program and Advancement). The new organizational structure also includes three staff positions: Finance Manager, Executive Director, and Program Director which will be filled as funding is obtained.

The Committees were described to the Membership:

Executive Committee – Its primary role is advisory, however as the Board needs, it can be given authority to make decisions. When the NFI is in position to hire an Executive Director, s/he will be a non-voting member of the committee. The Committee is comprised of the President, the Vice Presidents, the Treasurer and the Secretary.

Program Committee – Its primary role is to oversee and assure the quality of the programmatic workings of the organization, i.e. NIDCAP and APIB training, NNCP certification and a goal is to develop a Synactive Theory based pre-education.

Governance Committee – It is chaired by the Vice President of Administration and its primary role is to oversee board development and management; oversight of membership.

Finance Committee – Its primary role is everything related to money – the annual operating budget; managing budget request to donors, funding agencies; eventually it will include a finance manager.

Opened for discussion –

The Membership asked for some clarification of the Organizational Chart and asked if any of the changes require by-law revisions. The chart was clarified and it was stated that the by-laws do not require any changes.

Governance Committee

Dr. Helm reported that the Governance Committee oversees: 1) The operations of the Board (Bylaws, policies, etc.); 2) Members Services, current membership numbers were reported as follows: 240 active members (150 Professional, 75 Student, 8 Family, 4 Emeritus). The goal is to continue to grow the membership. New plans in the works include the addition of an affiliated membership category (affordable and non-voting); developing a plan to recognize all new members on the web or in the Developmental Observer.

NFI French Chapter “NIDCAP France”

Dr. Helm informed the Membership that the full report of the NFI French Chapter, *NIDCAP France*, is available on the website. The Chapter was approved in July 2013 and has established itself as a non-profit, has formed a Board of Directors, and has begun to accept members.

Questions from the Membership included:

How is the chapter being governed; are there any formal touch points with the NFI Board; are there sanctions for non-compliance; can a chapter establish a training center; why a French chapter and not a European chapter; can chapter members be members of the NFI; is there a concern that the chapter may grow larger than the NFI?

Dr. Helm addressed the questions: The Chapter Policy lays out the guidelines for the process for anyone wanting to set up a chapter. Chapters have their own Board, officers, membership and budgets. They are to report their activities and finances to the NFI Board on a regular basis. A chapter can be disaffiliated if non-compliant. Chapters may not establish training centers. The chapter policy states that the chapters are geographically based. After much discussion of whether to establish a European Chapter or a French Chapter it was decided that it would be more rapidly implemented as a French chapter. The French goal was to have an affordable affiliate; almost building a social network of people.

Finance Committee

Dr. McAnulty reported that the Oversight Committee reviewed the NFI's accounting books and found that all was in order.

Dr. McAnulty presented the FY12-13 End of Year report. Total revenues were \$337,514. 28.4% of the revenues were monies carried forward from FY12-13, 30.6% were donations, 19.9% were dues and NNCP related, 6.5% were restricted funds, 14.4% were categorized as "Other". Total Expenses were reported as \$268,398. The end of year balance was \$69,116.

She presented the FY13-14 proposed budget and indicated it was only a draft. She reported that of the \$69,116 carry forward from this year's budget \$42,817 was restricted. The budget was based on conservative estimates and no grant money was built in. Program Income was based on known membership and included two NNCP sites moving onto Part II of the process.

There were no questions from the Membership.

Advancement Committee

Dr. Buehler reported that the board received consultation from Norma Fogelberg, a transformational strategist and from Teri Thompson, a social media expert. The Committee welcomed Ms. Batkin Bjornson as a member and was re-energized by her participation. The Committee's primary purpose is to increase public awareness globally, to engage the public and to fundraise. The Committee has generated a list of hopeful funding to support the programs.

The Committee has begun its reach with via social media. The NFI now has active LinkedIn and Twitter accounts. In the upcoming months there will be a Facebook page and a new website. The Membership was invited to connect to the NFI via these means. Blogging and a YouTube channel are also planned for the future.

The Membership was asked to think of a handful of sources (individuals, corporations or foundations) that may be interested in donating to the NFI and to email the names to Dr. Buehler.

The family advisory group was described by Ms. Mader. Its primary goal is to achieve a global parent voice. She described the work of the EFCNI where parent groups are collaborating with professionals in building a strong connection. She emphasized the need for this to happen in the US and in South America. She invited the parents in attendance at the meeting to an informational breakfast on Sunday or Monday of the Trainers Meeting to hear about the family initiatives happening in Germany and in Canada. They will also discuss how to give NIDCAP a better voice.

Comments/Suggestions by the Membership

- Recommended thinking about building an endowment, establishing a lectureship, scholarships, a gift annuity program.
- They asked for ways to finance training in under developed countries. Suggestions included waiving fees.
- Establishing membership fees stratified according to the World Bank rankings of economies in order to attempt to provide equality.

The Board emphasized that they look to the Membership to send fundraising ideas to the Advancement Committee.

Program Committee

Dr. Als reported that the Program Committee oversees many sub-committees that manage the NIDCAP and APIB training efforts.

Trainers Meeting Program

Dr. Lawhon reported that by using the feedback from meeting attendees the structure of the meeting may change. One model proposed was to have one day of science, one day dedicated to training issues, and one day of NFI Committee work time.

Quality Assurance Advisory

Dr. Als reported that the Program Committee will be looking to Master Trainers for review and input on the training efforts. The goal is to engage the Master Trainers in a more effective manner.

Translation of Training Materials

The committee is exploring ways to increase the efficiency of the training material translation process. The committee is looking for bilingual individuals who may be interested in back translating the materials as a last step to approval. The first trainers in a particular language are typically the ones to take on the responsibility of translating the NIDCAP, APIB, and NNCP, web pages, and policies. In order to endorse these translated works as official we need to back translate them. She told the Membership that to watch for an email asking for bilingual volunteers to assist with this process. The goal is to build a roster of individuals available for such work.

NNCP

Dr. Als explained that the NNCP is in the phase of helping all the trainers understand the effort is important for their training. This can only happen when the work becomes system anchored. There will be two NNCP workshops at this Trainers Meeting. The NNCP is the flagship of the NFI. Dr. Als explained that the goal is to transform the information into an internet based learning.

NIDCAP and APIB Training Materials

Dr. Als explained that one of the plans that came out of the strategic planning process was the desire to evaluate the training materials – what is good about them and what needs improvement. The committee has formulated a survey, piloted tested the NIDCAP binder survey, and have received good responses. The survey will go to the trainers first and then to the trainers in training. Once the feedback is received, content analysis will be done. The survey may take a few hours. The training materials will undergo editing, duplication elimination, and streamlining. The group may be asked to help with this process.

Scientific Endeavors

Dr. Als explained that the committee is developing efforts to strengthen the research being done. The hope is to form a group of researchers within the NIDCAP family that will 1) Help those who want to do research but don't have the expertise (e.g. help them design a research plan); 2. Review research proposals – evaluate whether the statistics make sense; 3) Pre-review papers before submission for publication.

Endorsement Policy

The Board drafted and approved an Endorsement Policy that is now posted on the web. It describes how to have one's video, DVD, educational module endorsed by the NFI, what the NFI gains by its endorsement and what they gain by the NFI's endorsement. Application will have those two aspects spelled out. The reviewers will come from the Membership. The applications will be submitted to the Executive Committee. If approved, the applicant will get referred to the head of Intellectual Property to obtain the appropriate logo, etc.

Acknowledgements

Dr. Lawhon acknowledged the work of two Board Members: Dr. Sizun, who just completed six years of service on the Board. He established a legacy of having created the NFI's first chapter; and Inga Warren having completed 2 of a 3 year term has resigned her position for many different reasons. She will continue to be an active member. She has done a tremendous amount in terms of moving forward our thoughts in where we may want to go with pre-education.

Elections

Dr. Helm stated that there were three general seats on the board open and one Family Representative seat open for election. Ms. Silke Mader has agreed to run again for the Family Representative seat. Dr. Heidelise Als and Dr. Kathleen VandenBerg, current directors, have agreed to run again for their general seats, and Dr. Nikk Conneman has agreed to run for the third general seat. Dr. Helm explained that if an election is being run with no opposing candidates, the candidates running can be declared elected by acclamation. All were elected for three year terms.

Open Forum

Ms. Vittner announced that the Membership was asked in advance to send in topics for discussion but none were received. She opened the floor for discussion.

Topics that arose from discussion:

A member asked to hear more about the "elevator speech" that was being formulated. Dr. Buehler replied that the Board didn't realize that it was expected to be prepared for this meeting but she will add it to the list of priorities for the Advancement Committee. She agreed that it is a very important topic that the Board has been thinking about and discussing. She indicated that Ms. Batkin Bjornson is currently in the process of creating a "sizzle reel" which is a video version of an elevator speech. There was a suggestion that the creation of the elevator speech emerge from a break-out session at the trainers meeting or perhaps creating a forum on Youtube to launch a competition for the best one.

Using the term NIDCAP vs. Developmental Care: A member stressed the importance of using the word NIDCAP as it is essential to maintain the quality of care. It is important to keep in mind why what we do is different than others who call it developmental care.

Ms. Vittner thanked the Board for their work.

There being no further business upon motion, duly made, seconded and carried, Dr. Lawhon adjourned the meeting at 4:06 p.m. EDT on Saturday, October 5, 2013.



Sandra M. Kosta, BA
Secretary
NIDCAP Federation International