



NFI Board of Directors Conference Call

Thursday/Friday December 18/19, 2014

Present on call: gretchen Lawhon (Chair), Kaye Spence (minutes), Deborah Buehler, Heidelise Als, Mandy Daly, Gloria McAnulty, Kathleen Vandenberg, Jim Helm

Absent: Silke Mader, Nikk Conneman, Vicki Batkin Bjornson, Rita Cummings, Jeff Alberts

Meeting opened at 0705 AEST (1505 east coast US time) with gretchen Lawhon informing all that the call is being recorded to aid in minute taking.

Agenda Items

1. Three sets of minutes from previous meetings.

1.1. *October 24th 2014 BOD Meeting minutes.*

1.1.1. Corrections required on each page which has incorrect date. Heidelise Als has added some corrections which were sent to Jim Helm and gretchen Lawhon, these corrections concerned the NNCP certification renewal documents which were approved by BOD and accepted. Sandra Kosta wrote the minutes of the meeting and Deborah Buehler was asked to review her notes regarding the documents from the program committee. gretchen Lawhon took on communication with previous secretary for clarification. **To be recirculated to BOD with corrections. Approval to be done by email.**

1.1.2. **Kaye Spence indicated that there were several actions that arose from the previous minutes and will collate a list to ensure items are resolved.**

1.2. *October 25th NFI Membership Meeting.*

1.2.1. Kaye Spence raised a point of process that these minutes must be approved by the NFI membership. Draft minutes should be circulated to membership and any member who was present at the meeting may approve the minutes. Discussion regarding who holds the list of attendees at the NFI Membership meeting in Segovia took place.

1.2.2. **gretchen Lawhon will send Kaye Spence a list of NFI members present at the meeting. Kaye Spence will circulate the draft minutes to google membership list with explanation as new process for approval of minutes.**

Jim Helm joined the meeting during the previous item.

1.3. *November 20th BOD Conference Call Meeting minutes.*

1.3.1. Heidelise Als sent her comments regarding clarification of the minutes to Jim Helm and gretchen Lawhon. Kaye Spence indicated that the second motion voted at the meeting was to offer the position to Sandra Kosta. gretchen Lawhon indicated that this did not occur on this call. Jim Helm will check his notes and amend the minutes if required. Heidelise Als asked for clarification as to

NFI Board of Directors Minutes – December 18, 2014

whom the suggested amendments should be sent; it was decided that the secretary Kaye Spence receive any corrections, questions etc for approval by the BOD.

1.3.2. Part-time Financial Operations and Administrative Director. Sandra Kosta has accepted the part-time position. Heidelise Als asked for the correct terminology of the position title and Gretchen Lawhon indicated that the correct title was *Financial Operations and Administration Director*. It was decided that the Secretary will supply all adopted minutes to the *Financial Operations and Administration Director* for publication on the webpage. Gloria McAnulty indicated that the *Financial Operations and Administration Director* position is responsible for uploading all documents on to the webpage.

1.3.3. Any amendments to the minutes to be sent to the Secretary – Kaye Spence

2. Program Committee

Heidelise Als gave the report for the Program Committee.

- 2.1. *Membership request to trainers – Membership request to trainers* – Heidelise Als sent an email by to the trainers who had certified NIDCAP Professionals who now are not Members of the NFI with the request to inform or invite those NIDCAP Professionals to join the NFI. There were various reactions and some misunderstandings from the Europeans regarding expectations to join. Heidelise Als sent the respective Trainers the policy that spells out the expectation that all certified NIDCAP professionals become NFI Members (See NFI Website: Quality Assurance Policy for Training governing NFI Professional Membership for all NFI certified NIDCAP and APIB Professionals, QAT-CPPM). Nevertheless individuals may choose after their certification that they do not want to remain NFI members.
- 2.2. *Status of re-Certification Renewal* – The Quality Assurance Council is currently reviewing the process of NIDCAP and APIB Professional and Trainer *Certification* Renewal that Heidelise Als as Chair of the Program Committee had proposed. Agneta Kleberg took on the first review of the proposed drafts. After consultation with her colleagues Bjorn Westrup and Ann-Sofi Ingman, Agneta Kleberg suggested that trainers and master trainers renew their certifications every 10 years, and that Trainers take responsibility for the quality of those whom they certified as NIDCAP Professionals. Heidelise Als shared with Agneta Kleberg her concern that trainers take on more Professionals than they conscientiously have the capacity to mentor and supervise in the long run and that a number of trainers are reaching retirement age. The Quality Assurance issue therefore must reside with the organization and the NFI must take on the responsibility to develop guidelines for certification renewal. Agneta Kleberg also suggested that the NFI look into the development of a sliding scale for membership and training fees adjusted for instance to the World Bank's sliding scale of economies. Members from high income economies would be expected to pay 100% of fees; members of other countries would be expected to pay proportionately less. This might pose some difficulty in administrative maintenance yet administrative processes might be developed to accommodate such a program once put in place. Jim Helm has also concurrently discussed working on such a schema. Heidelise Als sent her reply to Agneta Kleberg with copy to the members of the Quality Assurance Council. Further correspondence on the topic is expected and a conclusion should be reached with a conference call of the Quality Assurance Council in January.
- 2.3. *Trainers Meeting* – Nikk Conneman and Rodd Hedlund sent an email to regarding the trainers meeting format; they suggested that the meeting needed to fulfil more closely the expectation of the NFI

Membership. This may require a change in format and a change in name. Heidelise Als indicated that these are big topics and as head of the Program Committee she will look to others for assistance. Rodd Hedlund's letter went to Heidelise Als and gretchen Lawhon. It reiterated the outcomes from the meeting of the Trainers Meeting Planning Committee, which was open to all and had been scheduled at the end of the Trainers Meeting in Segovia. gretchen Lawhon stated that it was unclear to her why a separate letter was indicted, since Jean Powlesland had put together detailed notes from the planning meeting which had been attended aside from Jean Powlesland by Linda Lacina, gretchen Lawhon, Kaye Spence and Rodd Hedlund. gretchen Lawhon felt it was premature to bring this topic to the BOD. The planning document after refinement will go to the Program Committee and from there to the BOD for approval. Some preliminary suggestions included that each day have a specific focus e.g. NFI issues, NIDCAP implementation, research and scientific topics, and topics specific for trainers. gretchen Lawhon asked Kaye Spence for further comments. Kaye agreed with what was said; she had not seen the letter sent by Rodd. Key members of the Board may be invited to the planning committee. The planning task group has identified some preliminary points for consideration. Kathy Vandenberg asked if the newly envisioned Trainers Meeting might potentially involve topics and the goals of the original Contemporary Forums Developmental Care Conference. She suggested that discussions around the scientific day might consider the structuring of a conference day open to the public. Kaye Spence indicated that the Meeting Planning Task Group should develop a timeline. Heidelise Als voiced her concern that significant changes envisioned for 2015 would have an impact on the venue selection for the 2015 meeting, and the Arizona meeting hosts would need to be informed as soon as possible if that were to be the case. **Action Item: gretchen Lawhon will write to Rodd Hedlund regarding the correct correspondence process.** Deborah Buehler also questioned if any major changes would work for 2015. Gloria McAnulty has had no further communication since the Segovia Trainers Meeting from the Phoenix group regarding sending money for the venue down payment. gretchen Lawhon stated that she assumes this means the venue is as yet to be confirmed. Heidelise Als indicated that the Phoenix group utilized the Segovia meeting as their model and standard and voiced her concern that the Phoenix group is taking the meeting preparations very seriously, judging from some of their comments to Heidelise Als at the Segovia Meeting. gretchen Lawhon indicated that there is enthusiasm for the changes to take effect in 2015. **Action Item: Those who are interested in joining the planning group should let gretchen Lawhon know.**

3. Governance Committee

Jim Helm gave the report for the Governance Committee

- 3.1. *The Training data base* is now developed and ready to be activated. Existing data entry remains a problem. The database and the instructions have been piloted by Monique Oude-Reimer. She has approved the instructions that were developed by Jim. The data base will be available in 2015 for the entry of current and retrospective data. Trainers and/or administrators will be able to draw data for reports. The data base uses a customized platform and the data base information can be downloaded in Excel sheet format to a desktop and specific queries may be made and reports generated. Each Training Center will receive its own ID and password for data base access. Trainers and/or their administrators may receive access permission.

- 3.2. *Strategic Plan*: gretchen Lawhon proposed that the report regarding updates on the Strategic Plan revisions be held over. Jim Helm reported that the Executive Council will have a conference call scheduled in January 2015 to review the NFI's current Strategic Plan.

4. Advancement Committee.

Deborah Buehler gave the report for the Advancement Committee

- 4.1. Deborah Buehler reported that she will post the holiday card this week. 'She also announced that the Honor card' is available on the webpage. She gave a short report only in the interest of time.

5. Finance Report

Gloria McAnulty gave the report for the Finance Committee

- 5.1. The handover for the new position of the Financial Operations and Administrative Director is under development. Sandra Kosta has commenced her duties in the new position.

Since the telephone meeting time came to an end, **gretchen Lawhon and Kaye Spence decided that they will work out a process so the meeting time is not taken up with much discussion on minutes for approvals.**

6. Extra time was agreed upon to raise some issues in the Open Forum.

- 6.1. Kaye Spence asked how *Email correspondence to the BOD is managed*. Kaye asked for **standing item on the agenda for correspondence**. Two electronic letters were received addressed to the NFI Board of Directors. One from Nathalie Ratynski and one from Delphine Druart. One question asked concerned the benefits offered for membership of the NFI. Delphine Druart wrote a list of suggestions in her email and some of the issues to be considered by the BOD. **Kaye Spence proposed that membership benefits be on the agenda for the next BOD meeting.**

- 6.2. *NNCP steering committee.* , Gloria McAnulty received from Rodd Hedlund a draft budget for the NFI display and shipping of NFI material to the Gravens Conference in Clearwater, Florida in February 2015. The line item for the display and shipping of these materials would use more than the \$3000 budgeted for the travel, registrations and accommodation for the year. Kaye Spence asked the gain for the NFI of having the display at this conference Deborah Buehler identified that this was one of the major conferences in the US, and that a round table group meets for the development of national standards in neonatal care. The NFI has been asked to participate in this Round Table and so far Karen Smith Co-Chair of the NNCP Steering Committee has served as the NFI's delegate and the Round Table discussions. gretchen Lawhon asked for a clear proposal for the NFI Board. Gloria McAnulty **will distribute the proposal to the BOD**. As the conference is in February 2015 Deborah Buehler asked for electronic voting by the BOD. This was agreed and **an electronic vote will be circulated once the proposal had been distributed**. Kaye Spence asked for the process of electronic voting and if it was documented. She suggested that the process and responses need documented so that responses have to be given within a set time frame. **Jim Helm and Kaye Spence will look at current documentation for electronic voting.**

- 6.3. Deborah Buehler asked about the link for purchase of logo material and will follow up with Karen Smith to ensure the link is active.

- 6.4. BOD Conference Call – gretchen Lawhon will look into the process to ensure that the items are discussed within the allocated time.

Meeting concluded 1 hour 10 mins.

Action Items from December Minutes

Item	Who responsible	Time line	Completed
Collate a list of action items from previous minutes	Kaye Spence	January BOD Call	
Circulate the draft minutes of NFI Membership Meeting (Segovia, Spain 2014) to google membership list with explanation as to new process.	Kaye Spence	January 5 th 2015	
List of NFI members present to be sent to Kaye Spence	gretchen Lawhon		
Finalise minutes for October 24 th BOD minutes	Jim Helm	January 5 th	
Any amendments for the November 20 th BOD call to be sent to Secretary – Kaye Spence	All BOD members	January 5 th 2015	
Expressions of interest for the Meeting Planning Committee to be sent to gretchen	All BOD members	January 5 th 2015	
Letter to Rodd Hedland re correspondence process for task group and planning committee	gretchen Lawhon	January	
Process for minute approval to be reviewed	gretchen Lawhon Kaye Spence	January BOD call	
Correspondence as standing item on BOD Agenda	gretchen Lawhon	January BOD call	
Membership benefits to be listed on Agenda for Jan BOD call	gretchen Lawhon	January BOD Call	
Proposal from NNCP (Rodd Hedlund) to be circulated to the BOD	Gloria McAnulty	January 5 th 2015	
An electronic vote to be distributed to BOD for approval of the costs for display and attendance at the Gravens Meeting in Feb 2015	Gretchen Lawhon	January 5 th 2015	
Review of documentation regarding electronic voting of BOD	Jim Helm Kaye Spence	January 2015	


 Kaye Spence AM
 Secretary NFI

Date: 14th January 2015