



**Minutes**  
**NFI Board Conference Call**  
**Monday May 19, 2014**

**Present** – J. Alberts, H. Als, D. Buehler, S. Kosta, G. McAnulty, J. Helm, K. VandenBerg

**Dr. Helm opened the meeting at 12:13pm EDT.**

**Governance Committee**

*Trainers in Transition –*

Dr. Helm reported that the policy has been forwarded to Jerry Keogh. Either he or someone in his firm will review it from a legal perspective.

Dr. Buehler reported that J. Keogh's firm is waiting for a signed pro bono agreement. The Board team working with him is looking at broadening the agreement. Dr. Buehler will set up a phone call with him to discuss it and ask whether to should notify Nutter, McClennan and Fish that the Board is entering into a pro bono agreement with another law firm.

*Proposed Change in By-Laws (Article III - Officers, Section 4 -Tenure)*

All Board members present had time to review the change in by-laws. The change reflects the decision to set term limits of the President and Vice Presidents to six consecutive one year terms.

**Upon motion duly made, seconded and carried it was unanimously**

**VOTED:** To accept the proposed by-law changes to Article III - Officers, Section 4 -Tenure

*Updates on elections and membership*

Dr. Helm reported that there will be four director seats up for re-election (J. Alberts, D. Buehler, S. Kosta, G. McAnulty). He and Ms. Daly will work together to begin the election process (i.e. determining whether those four will run again and notify membership of election).

Dr. Helm reported that he is forming a membership task force to discuss how to grow the membership and streamline the membership administration (e.g. automatic billing on member anniversary date).

**Advancement Committee (D. Buehler)**

*Social Media Update*

Dr. Buehler reported that the team met with Teri Thompson who is helping to organize a calendar that can be used to facilitate the postings across all platforms. She reported that she sent out a plea to the trainers for a list of events, special days, etc and thus far has received only two items. She will send it out again. Pinterest is the next platform to be explored. There is another team meeting this Thursday, May 22, 2014, 11:00 EDT.

*Website*

Ms. Kosta reported that she has been working intensively with Agency Orange over the last few weeks and launch is still a few weeks away.

*Update on Fundraising Plan*

Dr. Buehler reported that the Fundraising Plan is on hold while the business plan is developed. She will set up a call between Ms. Cummings and Ms. Martin to maximize Ms. Martin's efforts in research. The sizzle reel was completed. She reported that there was a licensing fee associated with the music chosen. She will send the invoice to G. McNulty. She is pursuing a subtitled version. The NNCP film is finished and ready to be uploaded to the Youtube channel. The next step for that is to have it subtitled. World Prematurity Day plans are underway.

**Program Committee**

Dr. Als reported that the committee has received more feedback on the APIB survey. The team is moving along on the NIDCAP survey. The Medical Background form is being updated. The major work to be done is to assure the consistency of emphasizing that nursery wide implementation is the goal of any training. The program Committee hopes to make headway to make this clear in all training documents.

**Finance Committee (G. McNulty)**

Update on Business Plan: Drs. McNulty and Helm met recently to discuss the business plan. The plan is under revision and Drs. McNulty and Helm will meet again to discuss before presentation to the Board. The business plan will tie into the mission statement and overall goal of system-change in nurseries. The plan will reflect a top-down approach. Jim Roscoe has been informed as to the decision of the Board to move forward with the proposed model.

**Open Forum**

Dr. Helm reminded everyone that Board evaluation forms are due in two weeks.

Ms. Kosta reported that the Trainers Meeting invitation is due to go out in a couple of weeks. Dr. Als reported that the NNCP steering committee discussed the importance of inviting the NNCP applicants who are not training centers to the meeting.

Dr. VandenBerg reported that she and Sue Martin spoke and decided to call Ronald McDonald House and the Kellogg Foundation to explore funding potential. Dr. Buehler will facilitate a call with Dr. VandenBerg, Ms. Martin and Ms. Cummings.

**There being no further business upon motion, duly made, seconded and carried, Dr. Helm adjourned the meeting at 12:54 p.m. EDT on Monday, May 19, 2014.**



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