



NFI Board Conference Call November 20, 2014

Members: J. Alberts, H. Als, V. Batkin Bjornson, D. Buehler, N. Conneman, R Cummings, M. Daly, J. Helm, g. Lawhon, S. Mader (absent), G. McAnulty, K. Spence and K. VandenBerg

Dr. Lawhon welcomed members as they joined the call.

Advancement

Dr. Buehler reported on her attendance of a one-day educational event and factory tour at Prolacta Bioscience, Inc. She described meeting Premie Parent Alliance members from the US and Canada. Dr. Buehler also updated the Board on the ongoing development of the NFI's e-holiday card and an e-card for donations. Dr. Buehler and Mr. Reiser, from Agency Orange, are preparing a graphic for the development of an NFI tabletop banner for EFCNI conference exhibitions and events. Ms. Spence inquired whether the NFI's conference display is available for use at conferences. Dr. Buehler offered that if shipment and display costs can be covered, the exhibition set is available. Ms. Spence stated that the 2016 COINN – Council of International Neonatal Nurses – meeting in Vancouver would be an important forum to have an NFI presence. Since display materials are stored in Raleigh, North Carolina, Ms. Spence will work with Dr. Helm to work out the arrangements.

Board Minutes

At 3:10 pm EST, Dr. Helm joined the conference call.

By consensus, Minutes from September 2014 Board Conference Call were approved.

AT 3:12 pm, EST, Dr. Als joined the conference call.

By consensus, Minutes from October 26, 2014 Board Meeting in Segovia were approved.

Financial Operations and Administration Director

Dr Lawhon reviewed the sequence of activities related to this position:

- During the Oct 26, 2014 Board meeting in Segovia, Spain the position was approved and Dr Lawhon was authorized to offer it to Ms Sandra Kosta.
- As offer was made to Ms. Kosta after the Board meeting.
- Ms. Kosta later accepted with a request to change the title.
- The Executive Council developed a detailed job description and included a proposal to change the job title as per request of Ms. Kosta and circulated the description to the Board.

Dr. Lawhon then opened the topic for discussion. Ms. Cummings asked for confirmation that an annual review is to be part of the agreement. Ms. Spence suggested that the issue at hand be decided in two stages, (a) the job description and (b) the offer to Ms. Kosta. Clarifications were made that tasks outlined in the job description are currently being done and are needed by the NFI. Dr. Als motioned to accept the job description as sent to the Board for review. Dr. VandenBerg seconded the motion.

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Ms. Batkin Bjornson lost connection from the call at approximately 3:25 pm EST and did not rejoin the meeting.

The Board agreed to confirm the inclusion of an annual review in the job description and to change the wording in one section of the description from “business plan” to “revenue plan”.

Upon motion duly made, seconded and carried it was

VOTED: To approve the job description for Financial Operations and Administration Director position to be reviewed annually (with the minor edits discussed).

The Board reviewed the offer made to Ms. Kosta and her request to change title originally approved at the Oct 26, 2014 Board Meeting, Head of Financial Operations and Administration, to Financial Operations and Administration Director.

Ms. Daly joined the conference call at 3:42 pm EST.

Board discussion included the following: A change of title seems to be part of normal negotiation associated with job offers; this job is an interim position and the job and perhaps the title will evolve over time; and a suggestion was made to keep with approved title “Head of Financial Operations and Administration” and review for title change in a year. Ms. Cummings offered the following perspectives: The Board is in a special situation in that the job is currently being done; we’re offering the job to the person currently performing these tasks; the position requires a unique range of skills that would be very difficult to find with available funds and that time and function would be lost and the organization would be jeopardized if a broader search were to ensue. Therefore, it appears pragmatic to move forward with agreeing with Ms Kosta’s request. It was suggested Ms. Kosta track time and tasks to better understand the needs of the organization as we move forward.

Dr. Alberts joined the conference call at 3:47 pm EST.

Upon motion duly make, seconded and carried it was

VOTED: To accept title on job description “Financial Operations and Administration Director”.

Secretary Position

Dr. Helm stated that the current by-laws require that officers of the Board must be members of the Board. Dr. McAnulty asked the Board to review the term limits and Director requirements for the Treasurer and Secretary positions. Discussion ensued suggesting that the Board may want to reconsider both officer positions that currently do not have term limits, Treasurer and Secretary, and the requirement of Board membership.

Ms. Spence presented herself to fill the Secretary position with the request that phone call meetings are recorded and that she would fulfill the position as outlined in the by-laws. She was elected Secretary by acclamation (and with appreciation).

Further discussion ensued on the requirement for all officers to be members of the Board.

Dr. Als exited the conference call at 4:02 pm EST.

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Dr Helm suggested this question be included in the strategic planning that the Executive Council will lead for May 2015 meetings.

There being no further business Dr. Lawhon adjourned the conference call on Tuesday, November 20, 2014, 4:10 pm EST.



Jim Helm, PhD
Vice President for Administration
Chair of Governance
NIDCAP Federation International