



**Minutes of the Annual NFI Membership Meeting
Parador de Segovia, Segovia, Spain
Saturday, October 25, 2014**

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

Facilitator: M. Johnson

Dr. Lawhon opened the meeting at 2:00p.m. CEST.

Welcome

The meeting's facilitator, Dr. Melissa Johnson, welcomed everyone to the meeting.

"NIDCAP: One Family's Story"

Dr. Buehler introduced the video *NIDCAP: One Family's Story* and played it for the Membership.

NFI Website

Ms. Kosta reported that the website development team comprised of her, Dr. Buehler, Dr. McAnulty, Dr. Helm, Ms. Batkin Bjornson and the NFI's social media consultant, Teri Thompson, worked with Agency Orange over the last year to design a new website that is user friendly and allows for more timely and efficient updating via a content management system. Ms. Kosta presented the new website to the Membership and showed some of the highlights of the new design.

Advancement Committee

Dr. Buehler distributed the World Prematurity Day poster to those present at the meeting. She invited the Membership to submit additional photos that may be included on the electronic version of the poster. She also distributed to the Membership a chart depicting the layout and work of the Advancement Committee.

Dr. Buehler introduced Ms. Cummings who presented the fundraising goals and activities of the Board. Ms. Cummings began by stating that the work of the Board is done on a volunteer basis. She highlighted the top funding priorities: 1) NIDCAP Nursery Certification; 2) Conference development – (the goal is to find sponsors to fund regional conferences); and 3) Education. She described the main sources from which funding will be sought: 1) Individuals; 2) Trusts and foundations – currently the focus is on US foundations (five potential foundations with grants ranging from \$30,000 to \$100,000 have been identified); 3) Corporate sponsorship – the team is working on guidelines for acceptance of corporate funding; and 4) Events. Ms. Cummings indicated she would be happy to answer membership questions following the meeting.

Governance Committee

Dr. Helm described the functions that fall under the purview of the Governance Committee and highlighted some of its achievements – *Board Development*: 1) The task force that was formed to recruit new Board members recommended Ms. Rita Cummings to the Board and the Board voted her in as a new director. Ms. Cummings is the Head of Fundraising at St. Andrews University in St. Andrews, Scotland. 2) After exploration

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of the policies of other non-profits, the Governance Committee offered a proposal to the Board for officer term limits. The Board voted to set term limits for the President and Vice Presidents to six consecutive one-year terms. *Policy Development:* 1) The Board voted on an addendum to the NFI Governance Policy under which committees are authorized to act on their own without full approval from the Board; 2) The Governance Committee is working with the Advancement Committee to finalize a Gift Acceptance Policy; and 3) The Trainers-in-Transition Policy, a policy that allows displaced trainers the opportunity to continue training under the authority of the NFI, was drafted and approved by the Board. *Financial Oversight:* The Financial Oversight Council reviewed the finances at mid-fiscal year and found them to be in order. *Membership:* Dr. Helm reported that there are 235 NFI Members in good standing (164 Professional, 57 Students, 8 Family, 4, Emeritus, 2 Honorary Members). Upon comparing the number of certifications awarded with the roster of members, it was determined that roughly 200 individuals certified from 2007 to the present are not currently NFI members. There are a number of ways to support the NFI and the Board feels strongly that NIDCAP Professionals should be members of the NFI. He encouraged membership of those who are certified.

Dr. Helm announced a new initiative – A Friend of NIDCAP membership category. He explained that it will be launched with a \$15/ 12€ / 10£ fee amount. This is a way to bring new interest and increase membership. There are no prerequisites to become a Friend of NIDCAP; it is just a way to offer support of NIDCAP work. The announcement will be sent via the NIDCAP Googlegroups listserv and will be posted on the website.

NFI French Chapter “NIDCAP France”

Dr. Helm invited Dr. Sizun to give his report of the NFI French Chapter – NIDCAP France. Dr. Sizun reported that the chapter has 76 members. He presented a map that showed that most members reside in the western part of France. The year’s activities of the Chapter included the 4th Annual French Speaking NIDCAP Meeting that had 86 participants representing 22 NICUs across France and Belgium. The chapter supported the costs of the meeting with 1500€ which allowed for a low meeting fee. The Chapter’s full financial report can be seen on the NFI website. The starting balance was 6111€ and income generated through the year included membership fees and grants bringing total revenues to 7712.14€. Total Expenses were 3098.51€ leaving an end of year balance of 4613.63€.

The goals of the chapter include: 1) to support an annual meeting 2) to support development of a second NIDCAP training center 3) to use social media to share scientific information.

Election

Dr. Helm announced the start of the election. He explained there were five candidates for four Board seats: Dr. Alberts, Dr. Buehler, Ms. Kosta, Dr. McNulty and Ms. Spence. Members were instructed to vote for up to four candidates. Ballots were distributed and voting took place. The ballots were collected and the votes counted while the meeting continued.

Program Committee

Dr. Als reported that the work of the Program Committee is done by sub-groups/committees and encompasses the following: APIB/NIDCAP certifications, NIDCAP Nursery Certification Program, training materials, intellectual property protection, certificate standards, education, NIDCAP Trainers Meeting program, endorsement of activities/products, and scientific endeavors.

She highlighted that there are five NFI NIDCAP certified nurseries and five more in the certification process. She emphasized that NIDCAP Nursery Certification is the goal of all the training done. She reported that there are currently 19 training centers - 9 in the United States, 9 in Europe, and 1 in South America. She reported

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that there are six Master Trainers who will meet as the Quality Assurance Council during the Trainers Meeting. There are 23 certified NIDCAP Trainers, 5 of which are Senior Trainers and there are 14 more Trainers in Development. Dr. Als reported that the number of APIB trainers is very low – only three and five in training. She indicated that she is looking for invested professionals (NIDCAP Trainer or Professional level) to move forward APIB Trainer status. She indicated that of the hundreds of certifications awarded since 2007, approximately 214 do have the privilege of NFI membership. She asks how best to reach NIDCAP professionals who have never become members of the NFI.

She reported that the Program Committee worked with the NNCP steering committee, chaired by Dr. Buehler and Ms. Smith, and directed by Mr. Hedlund to develop a process for renewals of NIDCAP Nursery Certifications. The end result was a stepwise process with years two, four and six identified as touchpoints. In years two and four the nursery will be required to submit materials reporting on current status, and what changes have occurred. Year six will involve a more extensive review including a one day site visit with two reviewers from different disciplines.

The Program Committee is also working on a certification renewal policy for Professionals, Trainers, and Training Centers. She will work with the Quality Assurance Council to formalize this policy. Once finalized all of the policies will be posted on the website.

Finance Committee

Dr. McAnulty distributed hard copies of the FY13-14 End of Year report to the Membership and gave the report. She explained what is included in the responsibilities of the Finance Committee (e.g. Quickbooks accounting, negotiating and overseeing contracts, preparing budget reports.) She reported the opening balance as \$69,636.23. Total income for the year was reported as \$228,064 and she added that the revenues included restricted and unrestricted donations from the Buehler Family, and donations from individuals. She indicated that in years past the NFI has received revenue from Contemporary Forums but this year the expected revenue from that meeting was not received due to the meeting not making any profits. She reported the total expenses as \$180,879.68 which were categorized by contractual services (i.e. legal, accounting, web), \$13,309.12; Advancement (fundraising, social media, web design): \$42,943.10; Operations (board meetings, bank fees, administrative support, supplies, telephone): \$58,293.50; Other (i.e. insurance to cover Board members, fees associated with collecting dues), \$3,101.29; and Program Expenses (i.e. NNCP, DO) \$62,772.60. The net income (carry forward to FY14-15) was reported as \$47,185.01, of which \$24,874.80 are restricted funds.

President's Report

Dr. Lawhon reminded everyone that she sends out the regular updates to the Membership. She highlighted the policies voted into place including the officer term limit policy which set the terms of the President and Vice Presidents to six consecutive one year terms.

She emphasized that the work done by the Board is done on a volunteer basis. She encouraged more members to join committees and participate in the work being done.

Election Results

Dr. Lawhon announced the results of the NFI Board election. The individuals elected to fill the seats on the FY14-15 Board of Directors were as follows: Dr. Jeffrey Alberts, Dr. Deborah Buehler, Dr. Gloria McAnulty and Ms. Kaye Spence. She congratulated those elected and she thanked Ms. Sandra Kosta for her years of service on the Board.

Open Forum

The floor was opened to questions and comments from the Membership. Some of the topics raised during this portion of the meeting were as follows:

- Can membership dues be paid in installments? The Board replied in the affirmative.
- Asked for an explanation of what happened with the agreement with Contemporary Forums.
- Expression of discomfort with the advertising approach (i.e. use of marketing videos to encourage NIDCAP use); preference for communication of the scientific evidence and educational priorities.
- Expression of the need for a scientific committee to be formed.
- Asked for clarification on the Friends of NIDCAP and who it is meant to appeal to (Dr. Helm replied that it is meant to reach the broader public, anyone who supports the work of the NFI, it is one way for people to offer financial support).
- Suggestion to publish the NIDCAP Trainers Meeting abstracts as abstract proceedings.
- Compliments to Dr. Buehler on the lovely print products.
- Suggestion to produce holiday honor cards (i.e. a card that indicates donation to the NFI has been made in recipients name/honor).
- Suggestion to add a scientific page to the web.
- Importance of NFI presence at international congresses was stressed.
- Encouraged the Board to build a more cohesive and diverse organization with more mutual collaboration.

There being no further business upon motion, duly made, seconded and carried, Dr. Lawhon adjourned the meeting at 5:00p.m. CEST on Saturday, October 15, 2014.



Sandra M. Kosta
Secretary
NIDCAP Federation International