



**NFI Board Meeting FY 2014 – 2015**  
**Parador de Segovia**  
**Segovia, Spain**

**Sunday, October 26, 2014**

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

**Dr. Lawhon opened the meeting with the reading of the mission statement and welcoming new member Ms. Kaye Spence to the NFI Board. Dr. Lawhon reviewed and reordered the meeting agenda. Dr. Helm agreed to take minutes with the support of Dr. Buehler.**

**Confirmation of Priorities**

The Executive Council accepted the task of guiding an update of the NFI's Strategic Plan to be finalized during mid-year Board Meeting.

*Government Committee*

Dr. Helm offered a verbal report of the Oversight Council. The financial transactions reviewed were determined to be completely in order. Review of other financial relationships indicated a need to develop performance standards and review criteria. Dr. Als requested that when monies for NFI positions/work are reviewed (i.e. NNCP Director, National NIDCAP Training Center) finance, department and committee chairs be part of discussions.

Dr. Helm reviewed NFI Membership priorities. Efforts are being made to launch a new, non-voting, membership category, "Friend of NIDCAP". Dr. Helm plans to set up a record-keeping system and roster of individuals in this new category.

Invoices for membership dues for Members and Training Centers will be sent at the beginning of the new fiscal year.

It was determined that over 200 NIDCAP Professionals are currently not NFI members. The Board suggested letters to certified Professionals who are not members be sent to invite and/or remind them to be members. Trainers will be notified that certificates will now be issued after trainees pay dues as professional members.

Governance Chair Dr. Helm will support new NFI Board member, Ms. Kaye Spence with her board transition.

### *Finance Committee*

Dr. McNulty presented the NFI's proposed budget for next fiscal year. Discussion of dues and the possibility of offering different rates for dues based on UN calculations according to country economics ensued.

The Board discussed the work of the NNCP consultant, Mr. Rodd Hedlund. The Steering Committee reported being pleased with his performance. Following discussion, a 2% raise was proposed.

Upon motion duly made, seconded and carried it was

**VOTED: To a 2% raise to be offered to NNCP Director Mr. Rodd Hedlund.**

Upon motion duly made, seconded and carried it was unanimously

**VOTED: To accept the Treasurer's Proposed Budget as presented.**

Ms. Cummings left meeting at 9:38 a.m. to make travel connections.

The Board discussed the need for full time administrative support for NFI activities. At this time, the NFI has the opportunity to offer a part-time position to manage financial and administrative tasks. The position would report to the President and Treasurer and tasks would include:

- Financial Management of day-to-day operations and coordination with the Treasurer
- Administrative Support (i.e. NFI activities, website management)
- Support for NFI President and Board, including Board Secretary responsibilities

The Board had a lengthy discussion of the title of this position and settled on "Head of Finance and Administration". This position will have an annual review.

Upon motion duly made, seconded and carried it was

**VOTED: (1) To approve the part-time position of Head of Finance and Administration; (2) To develop specifics of this position; and (3) To offer Ms. Sandra Kosta a one year contract to be reviewed annually.**

### **Election of Officers**

The Board reviewed the election of officers. Dr. McNulty described the great support Ms. Kosta, in her capacity as Assistant Treasurer, provided the Treasurer. As the details are being worked out for financial and administrative support, Dr. McNulty accepted the nomination of Treasurer in "good faith" that she will continue to receive support to carry out the duties of this role.

Upon motion duly made, seconded and carried it was unanimously

**VOTED: To accept the slate of officers as presented: President: gretchen Lawhon; Vice President for Administration: Jim Helm; Vice President for Organizational Advancement: Deborah Buehler; and Treasurer: Gloria McNulty.**

The Board's consensus was to defer election of the Secretary position until the Head of Finance and Administration description is completed.

The Board agreed that the board meeting would be extended by 30 minutes.

#### *Program Committee*

Dr. Als described the Program Committee's plan to focus on the consistency of training and materials.

#### **Quality Advisory Council.**

Dr. Als reported on the meeting of the Quality Advisory Council (QAC). The NIDCAP Master Trainers and Trainers-in-Training (H. Als, G. Basso, J Browne, D. Buehler, A. Kleberg, g. Lawhon, and K. Smith; note: K. VandenBerg was in absentia) attended the meeting. The council determined: the scope of the work, the prioritization of the APIB for Dr. Als, the NIDCAP work to be guided by the QAC and Senior Trainers, the certification renewal process to be further reviewed with inclusion of reflective process (A Kleberg to lead effort), endorsement requests to be managed by QAC, and meeting notes to be distributed.

#### **Establishment of Board Calendar**

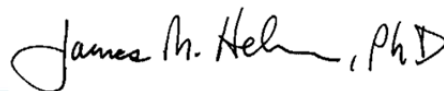
For the FY 2014-2015, board conference calls are planned for the third Thursday of each month, including: November 20th, December 18th, January 15th, and February 19<sup>th</sup>. The conference call times will be: 12 noon pacific, 3 pm eastern, 8 pm British, 9 pm European, 6 am New South Wales (Note: one day earlier in Sydney – Wednesdays).

The NFI Board of Directors Spring meeting is scheduled for May 1st and 2nd, 2015; Location to be determined.

#### **Unfinished Business**

The status of the NFI training database will be updated during November board conference call.

**There being no further business upon motion, duly made, seconded and carried, Dr. Lawhon adjourned the meeting on Sunday, October 26, 2014.**



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**Jim Helm, PhD**  
**Vice President for Administration**  
**Chair of Governance**  
**NIDCAP Federation International**  
**With support from Deborah Buehler, PhD**  
**Vice President for Organizational Advancement**