

NFI Board of Directors (BOD) Conference Call

Tuesday/Wednesday April 21/22, 2015

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

Apology, Jeff Alberts, Heidelise Als, Nikk Conneman, Rita Cummings, Kathleen Vandenberg.

Meeting opened at 1605 (EST) 0605 (Sydney) with a quorum of six members.

Agenda Items

1. *Approval of minutes from March 2015 meeting.*

The corrected minutes had been circulated prior to the meeting. Minutes were approved by majority of members of the Board of Directors prior to the meeting and at call for approval.

2. *FINE Program*

- a. There was a majority vote (8 yes, 2 no) on email from the Board of Directors to endorse the FINE program with several issues to be addressed.
 - i. Inclusion of the correct terminology for copyright permissions.
 - ii. A formal request from the program developers to the NFI for the adaptation of the NIDCAP forms
- b. The Intellectual Property Sub-committee chaired by Gloria McAnulty will send the appropriate documents to the FINE Developers on request (Inga Warren) to be completed for the Intellectual Property.
- c. gretchen Lawhon asked for clarification of the membership of the Program Endorsement Committee. This is to be clarified with Heidelise Als.
- d. Kaye Spence asked if the Program endorsement progress was documented. Jim Helm will seek out the document and circulate to the Board of Directors.

3. *Resignations from the NFI Board of Directors.*

- a. Two letters were received, one in detail from Silke Mader and a brief letter from Vicki Batkin Bjornson. Various reasons were cited. Jim asked if a formal response had been sent from the Board of Directors. gretchen has written one letter, previously circulated to the Board Members and will circulate the second letter.
- b. It was agreed by those on the Conference Call that the composition and function of the Board of Directors will be reviewed at the May meeting.
- c. gretchen Lawhon expressed her concern and frustration that the issues raised had not been brought to the Board previously and that the resignations had occurred over a short period of time. She acknowledged the importance of the Board members and would like to see the specific issues that were raised addressed at the May meeting.

4. *Strategic Plan*: Members of the Board have been working on sections of the strategic plan to hopefully have several sections finalised prior to the next meeting.
 - a. Mission/Vision – Gloria McAnulty. The updated document was approved by the members on the call.
 - b. Values – Kathy Vandenberg. There was consensus of the participating Board members that the document as attached to the agenda be accepted.
 - c. Key Stakeholders – Jeffrey Alberts and Jim Helm. The document was circulated, however Jeff Alberts will circulate a more complete document for feedback prior to the May meeting.
 - d. Peers and Competition (now named Organizations with a Focus on Infants and Families. – Kaye Spence. The circulated document to be revised with full names of the Organizations and/or Programs. Kaye will re-circulate prior to the May meeting.
 - e. Situation Analysis – Rita Cummings. This component will be discussed at the May meeting.
 - f. It was agreed that as the various sections are completed and approved they will be put into one document to begin to build the new strategic plan.
5. *Program Committee Report (Submitted by Heidelise Als)*
 - a. A motion was proposed by Heidelise Als and seconded by Gloria McAnulty. that the minutes from the *The NFI Program Committee - Quality Assurance Advisory Council (QAAC)*, when finalised be posted on the NFI Membership Webpage. Agreed by all members present.
 - b. It was noted that the NOMAS conference was endorsed by the Program Committee.
 - c. No further questions concerning the report.
6. *Finance Committee Update (Gloria McAnulty)*. There will be a meeting this week to ensure there is a process for oversight of the financial documents prior to the May Board Meeting.
7. *Update on the 2015 NIDCAP Trainers Meeting*. gretchen Lawhon indicated that a report will be available next week.
8. *Planning for the May Board of Directors Meeting*. Deborah Buehler reported on her meeting with Rita Cummings regarding the planning of the facilitation to revise the Strategic Plan. The current plan is out-of-date as the NFI has grown beyond what was written. A summary of what will be covered at the May 2015 Board Meeting includes: How to grow the organization, generation of revenue, what is important to grow, finance strategies, how to evolve the BOD, leadership and support, use of advisory councils and what is needed, the use of a 3-year plan. It was agreed that the Board Members need to own the plan.

Meeting concluded 1709 (EST) 0709 (Sydney)

Action Items

Item	Who Responsible	Completed
Partnering with For-Profit Corporations	Jim Helm	
Intellectual Property documents to be send to FINE developers ?	Gloria McAnulty	
Correspondence to Board Members regarding resignations	gretchen Lawhon	
The following revised documents to be		

NFI Board Conference Call, Tuesday/Wednesday April 21/22, 2015

circulated to Board Members prior to May meeting: Key Stakeholders Organisation with a focus on infants and??	Jeffrey Alberts and Jim Helm Kaye Spence	
Convene a small group to look at membership benefits	Jim Helm	



Kaye Spence AM

Honorary Secretary NFI

April 22nd 2015