



NIDCAP Board of Directors Conference Call

Thursday 20th / Friday 21st August 2015 at 1600/0600

Present: gretchen Lawhon, (President, Chair), Kaye Spence (Secretary, Minutes), Jeff Alberts, Deborah Buehler, Nikk Conneman, Jim Helm, Gloria McAnulty.

Apologies: Heidelise Als, Rita Cummings, Mandy Daly, Kathy Vandenberg

Agenda

1. *Approval of previous minutes.*
 - a. June 18th 2015 Board Meeting. Approved.
 - b. July 16, 2015. Board Conference Call. Please send corrects and amendments to Kaye Spence by end of next week.
2. *Correspondence.* – Nil tabled.
3. *Strategic Plan.* The May 15 version has been circulated with comments and edits by Heidelise Als and Gloria McAnulty. Deborah Buehler has sent comments on the program priorities. gretchen Lawhon and Kaye Spence to collate comments together with items listed in previous minutes and circulate to the members of the board within two weeks. The Finance edits have been finalised. The Strategic Plan is to be finalised in preparation for the October Board meeting in Phoenix. The Executive Council will take the lead to finalise the document. It was agreed to break it down into sections to gain consensus from the wider Board of Directors, these will be circulated on a regular basis.
4. *Nominations for Board of Directors 2015.*

The call for nominations for the Board of Directors has been circulated to the membership on the Google-list. There have been some enquiries asking for clarification about the completion of terms of the current board members to gauge when seats will become available for nomination. In addition further clarification was sought regarding the expected financial contribution of the members of the Board. Kaye Spence asked that the existing document of *The Roles of the Board* be revised to include the addition of the entitlements for the Board members and that this document be circulated for the current call for nominations. A discussion followed on the expectations from different countries and the need to be transparent to the members. It was agreed that Jim Helm, Jeff Alberts and Kaye Spence will work on a revised document and circulate to the Board Members for consensus. The draft notes that Jim Helm previously circulated on the terms of each Board Member will be revised into a reader-friendly format and circulated to the membership.

5. *Composition and Skills of the Board of Directors.*

The different types of Board Members were identified as Elected positions from the membership, Elected/Appointed Family Representatives and Appointed positions for specific skill sets. The current NFI Board of Directors is a membership board and the composition of the members needs to be further explored. It was agreed that the composition needs to be examined and the work being

done by Norma Frogleberg and Deborah Buehler is in progress. It was agreed that this item would be best explored at the face-to-face meeting in October.

The Chair asked that the remaining agenda items be held over and a new item (6) be discussed as a matter of priority.

6. Sponsorship of the NFI.

Jeff Alberts informed the BOD about discussions that he has had with SONICU a small independent company who are interested in a one-off corporate sponsorship/agreement with the NFI. For a capital investment of between \$10,000 and \$20,000 they are interested in receiving a trade display at the Trainer’s Meeting, their logo and link on the NFI webpage and their logo and acknowledgement in the Developmental Observer. gretchen Lawhon asked about the progress of the NFI Corporate Sponsorship Agreement. Deborah Buehler reported that this document is yet to be finalised.

A discussion took place regarding different levels of sponsorship and entitlements. It was agreed that a taskforce be convened to develop a proposal for the SONICU sponsorship for circulation to the BOD for their comments within one week. The taskforce consists of Jeff Alberts, Deborah Buehler and Gloria McAnulty.

Gretchen Lawhon acknowledged the work that Jeff Alberts has undertaken and it is much appreciated.

Meeting closed 1700/0700. Next BOD Conference Call – September 17/18, 2015

Action Items

<i>Item</i>	<i>Who Responsible</i>	<i>Completed</i>
Partnering with For-Profit Corporations	Jim Helm	
Convene a small group to look at membership benefits	Jim Helm	
A detailed document of the proposed re-structure and the roles of the Advisory Councils be prepared for circulation to the membership	Jim Helm	
Corporate sponsorship /NFI agreement	Kaye Spence/Jim Helm	
Program priorities in Strategic Plan – collate and circulate to BOD.	gretchen Lawhon/Kaye Spence	
Revise and circulate to BOD – Roles and responsibilities of the NFI BOD Members	Jim Helm, Jeff Alberts, Kaye Spence	
Revise and circulate to BOD – Terms of current BOD	Jim Helm	
Circulate on google list the two revised documents above	Kaye Spence	
Board composition add as agenda item to October BOD meeting	Kaye Spence	
SONICU sponsorship agreement – develop and circulate to BOD	Jeff Alberts, Deborah Buehler, Gloria McAnulty	

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Kaye Spence AM

Honorary Secretary NFI

August 21, 2015