



NFI Board of Directors Conference Call

Thursday/Friday January 15/16, 2015

Present on call: gretchen Lawhon (Chair), Kaye Spence (minutes), Heidelise Als, Mandy Daly, Gloria McAnulty, Kathleen VandenBerg, Vicki Batkin Bjornson, Jim Helm, Jeff Alberts.

Absent: Silke Mader, Nikk Conneman, Rita Cummings, Deborah Buehler.

Meeting opened at 0703 AEST (1503 east coast US time) with gretchen Lawhon in the chair and indicating that a quorum was present for the meeting to commence.

gretchen Lawhon stated that an Email had been sent to all Board members with previous minutes for approval. A new agenda item 'profit contract' was added to the Agenda. Heidelise Als asked for a new item of the Graven's Conference to be added and it is to be included in Program Committee report.

Agenda Items

1. Approval of three minutes from previous meetings.
 - 1.1. *October 24th 2014 BOD Meeting Minutes.*
 - 1.2. *November 20th BOD Conference Call Meeting Minutes.*
 - 1.3. *December 18th BOD Conference Call Meeting Minutes*

It appears that there was a problem with the zip attachments and some members were unable to open the attachment. A discussion occurred regarding the approval process for the minutes and this will be reviewed by the President and Secretary. The three sets of minutes listed above to be resent for approval by email. Kaye Spence reviewed the outstanding action items from the past minutes.

- 1) Gloria McAnulty confirmed that the large insurance policy was sent around. She was to follow-up regarding additional coverage suggested by Rita Cummings. The D&O (Directors & Officers) insurance covers officers of the NFI for organisational issues. It was suggested that other types of insurance be explored. Gloria McAnulty described two types of insurance available;
 - a) General insurance for accidents on organisation owned property,
 - b) Professional insurance which covers libel claims against the NFI, for example if recommendations are not supported or comments made against a particular product.
 - c) A proposal for a Professional Insurance Policy will be circulated to BOD once received by Gloria McAnulty.
- 2) Advancement committee items held over.
- 3) Update on strategic plan to occur at the May BOD meeting, The Executive Council are meeting next week to advance the plan.

December meeting items completed with one outstanding regarding *invitation to members to join the planning committee*. gretchen Lawhon gave an update on the work of the Planning Committee for the 2015 Trainers Meeting. The venue is confirmed and will be the Sheraton Wild Horse Spa and Resort in Phoenix,

- 4) Arizona for October 17-20, 2015. Jean Powlesland is organising a meeting of the Planning Committee for the first week of February. The committee will develop the meeting format and the speakers etc. Members of the committee are: Jean Powlesland, Linda Lacina, Rodd Hedlund, Nikk Conneman, Kaye Spence and gretchen Lawhon. gretchen's plan would be to hand over the meeting to the coordinators and step back in 2016.
- 5) Oversight council in progress.

Approval of minutes – clarification was sought by Heidelise Als on the approval process of the minutes by the members of the Board of Directors. Following discussion it was agreed that the amended minutes would be sent to the Board Members for approval by email within one week.

2. Correspondence

Correspondence Received to BOD:

Bjorn Westrup and Jacques Sizun (October 2014) letter to President – responded personally during Segovia meeting

Nathalie Ratynski (5th Dec 2014) re membership of NFI requirements

Delphine Durant (7th Dec 2014) re membership of NFI requirements

Silke Mader (14th Jan 2015) re requirements for a member of the NFI Board of Directors

Correspondence sent from BOD:

From Heidelise Als to Delphine Durant (insert date) in response to email dated 7th Dec 2014.

From Heidelise Als to Nathalie Ratynski (20th December 2014) in response to email dated 5th Dec 2014.

From gretchen Lawhon to Silke Mader (14th Jan 2015)

From gretchen Lawhon responded to Bjorn Westrup and Jacques Sizun during the Segovia NIDCAP Trainer's Meeting in response to an email has been sent (insert date) with comments on NFI and the FINE program.

3. Trainers in Transition

3.1. The Trainers in transition will pay 5% of their fees to the NFI. An addendum has been formulated and accepted by the Governance Committee. A copy will be sent to the BOD for information.

3.2. A Policy for Quality Assurance for Trainers in Transition was tabled for discussion and approval by the NFI Board of Directors once the feedback from the Board members is included. Discussion took place regarding the QAT documentation requirements and the support to be provided by the Program Committee Chairperson. Heidelise Als expressed her view that the NFI needs to take responsibility for Trainers in Transition. Heidelise Als will send the revised policy to the BOD.

4. Program Committee

Heidelise Als gave the report for the Program Committee.

- 4.1. *Gravens conference – NFI presence* — Heidelise Als said she has spoken with Karen Smith who on behalf of the NFI participates in the round table discussions regarding Standards for Developmental Care at the Graven's Meeting in February. Karen Smith indicated to Heidelise Als that she felt the NFI did not get a lot out of the exhibit in terms of interest versus the costs to the NFI. Heidelise Als expressed her concern that the NFI could not afford the costs for the exhibit. A suggestion was made by Heidelise Als that the NFI and NIDCAP brochures be sent to the event manager to include in the binders for the Gravens meeting. Alternatively a one page summary could be developed for inclusion in the binders. A cost for these inclusions would need to be sought. Jim Helm indicated that there are enough brochures and postcards and will check the number of DVDs available. Heidelise Als will ask Rodd Hedlund to arrange for the inserts and find out the costs from the organizers. The Board members had previously supported the additional costs for the exhibit and gretchen Lawhon indicated that this represented the Board members support for a lesser expenditure.

- 4.2. *Consensus panel* – The NNCP Steering Committee would like to get as much material into the consensus document as possible. This is for information for the Board members.
- 4.3. *Certification renewal materials* – The Quality Assurance Council is working on developing these materials following feedback from the members of the group. Heidelise Als will update the Board members of the progress at a future meeting.

5. Governance Committee

Jim Helm gave the report for the Governance Committee

- 5.1. *Membership Benefits* – this was a requested item for discussion. There is concern about the perceived limited benefits and Jim Helm would identify the current benefits. These benefits include the association with colleagues, participation on the NFI Google discussion list, access to the members' website which includes the training materials and articles, the workings of the NFI, the Developmental Observer and a membership pin. Kaye Spence indicated that the Developmental Observer is not exclusive to members and it used to be quarterly but is currently yearly. She suggested it could include more practical information for the members and that most organisations have a journal which is part of the membership. gretchen Lawhon indicated that the trainers meeting proceedings could also be included. A discussion ensued about other organisations having a membership journal, some of the Organizations have one as part of the member's benefit, however this is not consistent across the different professional groups. Kaye Spence mentioned that many international organisation are in partnership with various commercial groups such as Visa which give discounts to the members. Translation services was another option to ensure the members who do not have English as a first language are included in the information produced. Jim Helm is happy to follow up on these suggestions. Jim Helm mentioned that there has been some discussion within the Advancement Committee meeting regarding the Developmental Observer being a communication strategy beyond the membership. Kaye Spence suggested that a membership newsletter could be provided. Heidelise Als supported this idea if there was an editor available. Jim Helm and Kaye Spence will discuss these ideas. Kaye suggested that together with Jeff Alberts that some of the science could be included in the newsletter. Vicki Batkin Bjornson suggested a small group meet to talk about recruitment and retention of the membership; gretchen Lawhon suggested a few ad hoc members be part of this group. Heidelise Als suggested that the NFI consider donor categories beyond 'Friend' such as Benefactor, Patron, Angel and others in order to acknowledge donations more visibly and encourage continued donation. Jim Helm agreed that this should be discussed again.
- 5.2. *Electronic voting*: Discussion regarding formalising the process, currently offered as an option. There have not been guidelines, are these required for the process. gretchen Lawhon asked for the members to inform Jim Helm if they have any ideas.

6. Advancement Committee.

Deborah Buehler not present, so the report for the Advancement Committee Report was held over to the next meeting.

7. Finance Report

Gloria McAnulty gave the report for the Finance Committee

- 7.1. Gloria McAnulty has reviewed the 2014/2015 budget plan with Sandra Kosta. The agreed budget has a wish item of \$30,000 listed under restricted grants. We are now at the end of the 1st quarter of the year and there are no grants forthcoming. Gloria McAnulty asked that we be considerate of the bottom line. If the \$30,000 is not received, and there is no further income from the NCCP the budget is very tight. Kathleen VandenBerg is working on a proposal for submission to Kellogg. Gloria

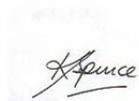
McAnulty raised her concern that we are currently spending more than we have available. gretchen Lawhon thanked Gloria McAnulty and asked that we are kept informed at each meeting so the Board members are mindful of the situation.

8. gretchen Lawhon will ask for an update on activities from the chair of each committee and she will send an email update to the membership.
9. Vicki Batkin Bjornson asked for an update on the FINE program. gretchen Lawhon informed the Board members that the program is currently being refined and will be sent to her (gretchen) for further review followed by endorsement.
10. The agenda item from Jim Helm – ‘Partnering with Profit Industry’ to be held over to the next meeting.

Meeting concluded at 0811 AEST (1611 east coast US time)

Action Items from January Minutes

Item	Who responsible	Time line	Completed
A proposal for a Professional Insurance Policy will be circulated to BOD once received by Gloria McAnulty	Gloria McAnulty		
October 24 th 2014 BOD Meeting Minutes. November 20 th BOD Conference Call Meeting Minutes. December 18 th BOD Conference Call Meeting Minutes To be circulated to BOD for approval by email	gretchen Lawhon	22/1/15	22/1/15
Addendum for financial payments for trainers in transition to be circulated to BOD	Jim Helm		
Circulation of the revised quality assurance policy for the trainers in transition to be circulated to BOD for approval	Heidelise Als		
Rodd Hedlund to arrange for the inserts and find out the costs from the organizers	Heidelise Als		
Convene a small group to review recruitment and retention of the membership.	Vicki Batkin Bjornson Jim Helm		
Partnering with Profit Industry to be held over for February meeting	gretchen Lawhon		



Kaye Spence AM
Secretary NFI

Date: 19/2/15