

NIDCAP Board of Directors Conference Call

Thursday 16th / Friday 17th July 2015

Present: gretchen Lawhon (President, Chair), Kaye Spence (Secretary, Minutes), Heidelise Als, Deborah Buehler, Jim Helm.

Apologies: Nikk Conneman, Rita Cummings, Jeff Alberts, Mandy Daly, Gloria McAnulty, Kathy VandenBerg.

A quorum was not present, therefore all decisions to be voted on by email with the full board in response.

Agenda

1. *Approval of previous minutes.*
 - a. June 19 Board Meeting. To be recirculated for approval by email.
2. *Election of NFI Board of Directors.* An open discussion took place regarding the seats available for nominations and elections. Several issues arose from the discussions:
 - a. The call for nominations needs to occur before the end of July.
 - b. Current terms expiring with positions up for election include gretchen Lawhon, Jim Helm and Mandy Daly. All have indicated that they will stand for nomination and re-election.
 - c. Vacant positions include: one membership position and one family representative position.
 - d. It was proposed from the NFI Executive Council that the vacant membership position be open for nomination and the vacant family position be held over to ensure an appropriate US based family representative be sought.
 - e. Nominations and election process to be managed by Kaye Spence and Jeff Alberts.
 - f. Vote to be determined by full BOD through email.
 - i. Motion to fill open member position (Jim Helm)
 - ii. Motion to fill family member position (Deborah Buehler)
3. *Composition of the NFI Board of Directors.* Further discussions occurred on the composition of the BOD without resolution. It was suggested that the criteria as listed in the Strategic Plan be applied. This is for a Nominating Committee and Advisory Committees to ensure a suitable mix of skills are inherent in the board composition. Heidelise Als indicated that a larger board is not required for a small organisation. She further indicated that the By-laws should be followed. Deborah Buehler has been in discussions with Rita Cummings and proposed that Norma Fogelberg be used as a consultant to review the current board skills. There is some money available from a previous consultation to support this work. There was some discussion regarding the costs to the NFI of having a larger BOD. The costs of supporting the board members needs to be transparent for the NFI

membership. It was noted that a discussion document prepared by Jim Helm is currently in circulation for comment by the BOD.

4. *Strategic Plan.*

- a. Rita Cummings circulated the revised plan. All comments (except Gloria McAnulty's) have been included. gretchen Lawhon asked for comments on the strategies outlined in the plan. Could all members of the BOD please send their final comments especially programs to Rita so the plan can be finalized for the October meeting. It was agreed that an extra meeting may be required to finalize this document.
- b. Action Plan. It was agreed that we need to prioritize the items, have timelines and assign leaders to move the items forward. It was noted that the Restructure of the BOD was not listed in the action plan but was listed as a strategy in the revised plan.

5. *NFI Committee Reports.*

- a. Program Committee – Heidelise Als. Heidelise Als circulated a brief outline of the work of the Program Committee.

Program Committee Update (H. Als)

Endorsements 2015: NOMAS Course, EADC, Fragile Infant Feeding Institute; Norwegian Dissertation Poster Presentation

Education: FINE Program Reference Check, Workbook 1

Science: DO now on-line Journal J. Alberts Science Editor

NIDCAP Program

NIDCAP Certification Renewal Documents completed; attached
Data Base for online Renewal in progress; Planetaria cost estimate in hand
New Trainer Certifications: N. Broghammer, RN Tübingen
Trainer Application: B. Holzhüter, MD, Tübingen with Board for approval
New Training Center: Tübingen; to open Nov.
UK Training Ctr. Transfer to University College Hospital, London: in progress

APIB Program

APIB Revision in contract negotiation phase with Springer
New APIB Professionals: N. Broghammer B. Holzhüter, MD, Tübingen

NNACP

New Certification near completion of FU letter: Rigshospitalet, Copenhagen, DK
Review Visit scheduled for September, Linköping
New Reviewer in Training: N. Conneman
Certification Renewal Process Documents in final review for posting stage
Update of Documents from NNCP to NNACP in final review stage

NIDCAP Trainers Meeting

Kaye Spence asked for clarification regarding endorsements. It was explained that the NOMAS seminar day was endorsed not the NOMAS training course.

- b. Advancement Committee – Deborah Buehler. Deborah Buehler indicated that the report would be available next week.
- c. Finance Committee – Gloria McAnulty. Gloria McAnulty circulated to BOD the following committee update.

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- Tax reports completed and sent to state and federal government.
- Accounts records, bank and credit card statements and QuickBooks reconciled to date
- Cost estimate requested and received from Planeteria for database update to include re-certification functions (attached)
- Discussion with DO Managing Editor re: travel reimbursement levels expected for attendance at Trainers Meeting
- Conference call in planning stages with Pro Bono legal consultant J. Kehoe to include financial aspects of sponsorship
- New logo NIDCAP pins ordered
- Award for next NNACP nursery ordered.

Meeting closed 1705/0705. Next BOD Conference Call – August 20/21 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	
Comments on Strategic Plan and Action Plan to Rita Cummings	All members BOD	
Finalise strategic plan	gretchen Lawhon / Rita Cummings	
Composition of the BOD. Comments on proposal by Jim Helm	All members BOD	
Send notice – call for nominations for BOD elections	Kaye Spence/Jeff Alberts	
Consultation regarding BOD skills – Norma Frogelberg	Deborah Buehler/Jim Helm	



Kaye Spence AM

Honorary Secretary NFI

July 19, 2015