

NIDCAP Board of Directors Conference Call

Thursday 18th / Friday 19th June 2015

Present: Jim Helm (Vice President, Chair), Kaye Spence (Secretary, Minutes), Jeff Alberts, Heidelise Als, Deborah Buehler, Mandy Daly, Gloria McAnulty, Kathy Vandenberg.

Apologies: gretchen Lawhon, Nikk Conneman, Rita Cummings.

Agenda

1. *Approval of previous minutes.*
 - a. May 1 & 2 Board Meeting. Approved with a minor amendment to item 2.2. Addition to read "Not all board members agreed to certain aspects of the suggested changes to the structure of the Board of Directors. No decision was made and further discussions are to take place at future BOD meetings."
 - b. May 22 Board Conference Call. Clarification on items 6 and 8 to be added and minutes to be recirculated for approval by email.
 - c. Action items from May 22 meeting.
 - i. Not for profit status of the NFI. Gloria McAnulty reported that to establish the NFI as a not for profit in each country is a large job. It was recommended that if sponsorship or grants were considered likely in another country then application to country would be made.
 - ii. Other action items held over to the next BOD meeting.
2. *Correspondence.*
 - a. A letter (dated 28th May 2015) from Neil Marlow from University College Hospital was received. This letter was informing the NFI of the proposal that the UK NIDCAP Training Centre be transferred to University College Hospital.
3. *Proposal for restructure of NFI Board of Directors.* Jim Helm spoke to the document that had been circulated to the members of the BOD and asked for comments. Kaye Spence suggested that all positions be for a two-year term limit to ensure the BOD remains dynamic. Heidelise Als indicated that she was not in favour of appointed positions and she felt that the membership would not support these positions. Heidelise Als indicated that she was not in favour of a larger board for such a small organisation. Further to this she indicated that the NFI was not in a position financially to support appointed positions. Jim Helm clarified that they were voluntary and not paid positions but would be supported to attend the BOD meetings twice a year. Deborah Buehler suggested that the first step in any restructure would be the formation of Advisory Councils and there was a need for two, one consisting of parents and one consisting of individuals, who possibly might bring money into the NFI and have skills useful to the NFI Board. Gloria McAnulty stated that the BOD needs to be functional and membership directed to the needs of the Board. Heidelise Als proposed that we leave the BOD as it is. Further discussion took place regarding the 2015 nominations and elections as 3

Board member's terms are up for re-election; gretchen Lawhon, Jim Helm and Mandy Daly (Family member). Extensive discussion took place regarding the changes to the Board, the need for change, additional family members and appointed positions. Kaye Spence asked if it was necessary for the Committee Chairs to be members of the BOD and perhaps these positions could be ex-officio. It was suggested that a document outlining the proposed restructure be prepared and circulated to the membership for comments. Heidelise Als indicated that the qualifications and criteria for the Board members and Committee chairs need to be stated and clearly identified.

ACTION: A detailed document of the proposed re-structure of the Board of Directors and the roles of the Advisory Councils to be prepared for circulation to the membership – JH.

ACTION: Discussion on the call for elections to be placed on the Agenda and discussed at the July meeting – KS.

4. *Strategic Plan.*

- a. Rita Cummings previously circulated the revised plan. Could all members of the BOD please sent their final comments to Rita so the plan can be finalised for the October meeting.
- b. Action Plan. It was agreed that we need to prioritise 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. Jim Helm will follow up with Rita in terms of clarification of the next steps.

5. *NFI Committee Reports.*

- a. Program Committee – Heidelise Als. Heidelise Als reported on the transfer of the UK NIDCAP Centre to University College Hospital. Tübingen, Germany is about to be announced as a Training Centre. The program for the Trainers Meeting in Phoenix was circulated and all agreed it looked a good program and met the needs of the trainers, NNACP and NNACP re-certification topics are included. Heidelise Als commented on the NIDCAP Training Schema prepared by Kaye Spence and Deborah Buehler and felt this would be useful for her presentation and would like to build in the criteria for each level certification (Professional, Trainer, Master Trainer etc) . It was suggested and agreed that the numbers regarding Trainers, be revised to include Master Trainers. It was noted and Jim Helm confirmed that 2000 NIDCAP Professionals have been trained since 1986.
- b. Advancement Committee – Deborah Buehler. Deborah reported that the Committee was working towards corporate sponsorship. Jim Helm briefed the Board about the work on the One-Day NFI Conference on August 3rd 2015. He has had interest from one corporate sponsor (Dr Brown's products) and is meeting later this week to confirm. Kathy Vandenberg will contact Medela regarding sponsorships. Kaye Spence asked if the contract document between the NFI and corporate sponsors had been finalized. She indicated that the Phoenix group would require this for the Trainers Meeting. Kaye will help draft the document with Jim.
- c. Finance Committee – Gloria McAnulty. Gloria McAnulty reiterated the non-profit status internationally and recommended that future applications will be submitted if the need arises. No further items.

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Meeting closed 1715/0715. Next BOD Conference Call – July 16/17 2015

Action Items

<i>Item</i>	<i>Who Responsible</i>	<i>Completed</i>
Partnering with For-Profit Corporations	Jim Helm	
Gloria will approach Rodd regarding the feedback and financial support of the DO Editor role	Gloria McAnulty	
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	
Comments on Strategic Plan and Action Plan to Rita Cummings	All members BOD	



Kaye Spence AM

Honorary Secretary NFI

June 19, 2015