

Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 19 / Friday 20 November 2015

Present: gretchen Lawhon (Chair), Heidelise Als, Deborah Buehler, Mandy Daly, Jim Helm, Gloria McAnulty, Kaye Spence (minutes), Kathleen VandenBerg

In attendance: Sandra Kosta for part of call

Absent: Jeff Alberts, Nikk Conneman, Rita Cummings

Meeting opened at 1605/0805

Agenda

1. *Minutes from Board meetings 16th and 18th October 2015.* The minutes will be circulated for final approval next week after all corrections are received.
2. *Proposed Budget 2015 — 2016.* Gloria McAnulty assisted by Sandra Kosta presented the budget with suggestions incorporated from the NFI Board meeting on the 16th October. Discussion points included: NNACP projected income from the units in Italy. Heidelise Als suggested the budget be more conservative until the final confirmation from these centres are received. The inclusion of 3 regional conferences was questioned if organisation has commenced. Jim Helm confirmed that plans are underway. This item to be added to the December meeting agenda. The final projected net income is \$4,356.00. A vote was called for approval for the proposed budget. The approval was unanimous from all present at the meeting. Kaye Spence asked that three items that appear to run at a loss be considered for further fund raising and these are; NNACP, Education and BOD costs. Heidelise Als asked about Modena and negotiations for the 2016 Trainers Meeting. gretchen Lawhon reported that she is currently liaising with the Italian Organising Committee and Gloria McAnulty indicated that more discussion is required regarding expenses and income.
3. *Update on World Prematurity Day.* Deborah Buehler with input from Sandra Kosta gave an update on the world prematurity day and NFI involvement. The poster represented 45 international sites. The members have been invited to share their celebrations and send information to be posted on the NFI website. gretchen Lawhon extended a big thank you to Deborah and Sandra on behalf of the BOD. It was agreed that the preparations for 2016 need to commence soon. Can all board members please send their ideas to Deborah and Sandra.

1650 — Sandra Kosta left the meeting.

4. *Evaluation of the October Board of Directors Meetings.* gretchen Lawhon circulated the collated responses from the members of the Board regarding the evaluation of the October meetings held in Chandler, Arizona. Responses were received from 9 members of the BOD. Many issues were raised.

It was proposed that the NFI Executive take on discussing the issues and propose recommendations for the next NFI BOD meeting.

5. *FINE Program.* gretchen Lawhon spoke on the unrest and confusion amongst the membership regarding the FINE program and the relationship of the program within the NFI. She reiterated that this was a very important issue and the lack of time available on the call prohibits a full discussion. The need for a task force was proposed and Heidelise Als was asked to comment. Heidelise Als presented the perspective from the Program Committee and indicated that the trainers were unsure of where they stood. She expressed concern with the opening of the new UK NIDCAP Training centre and the inclusion of the FINE program. There is a potential conflict with the training centres and the adoption of the FINE program, especially in Europe. Heidelise Als indicated the ideal was for the FINE program to be part of the Program Committee. Gloria McAnulty raised her concerns regarding breaches of the intellectual property and consideration needs to be given to the billing for training. Currently the FINE program is a revenue raiser for the developers. Kaye Spence spoke on the stalemate that appears to have occurred at present and suggested an independent negotiator be used to bring all together to try to resolve the issues. Deborah Buehler raised her concern regarding the compromises that have not been explored and raised the issue of the endorsement process which was unclear at the time of the vote from the Board of Directors last year. gretchen Lawhon suggested a task force be convened to look into the issue and a resolution. Members of the taskforce include: gretchen Lawhon, Heidelise Als, Gloria McAnulty and Deborah Buehler.

The meeting closed at 1710 / 0910

The next meeting will be held on Thursday 17th/ Friday 18th December 2015.

Action Items

Item	Who Responsible	Completed
Recommendations from evaluations of the Board of Directors meetings	NFI Executive	
Communication strategy for secretary and BOD	Rita Cummings, gretchen Lawhon, Kaye Spence	
Review of endorsement process	Kaye Spence	
Review of organisation, content and process of the NIDCAP Trainers Meetings	May BOD meeting	
Review process of annual membership meeting	Rita Cummings	
Circulation of proposed budget to membership	Gloria McAnulty	
Items from budget for fundraising	Gloria McAnulty and all	
Regional conferences update to BOD	Jim Helm	
2015 Trainers Meeting evaluation and financial outcome	gretchen Lawhon	
2016 Trainers Meeting progress	gretchen Lawhon	
FINE program taskforce	gretchen Lawhon, Heidelise Als, Deborah Buehler	
Strategic Plan workgroups		

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Strategic plan — revenue group	Rita, Gloria, Deborah, Jeff	
Strategic plan — profile raising of NFI	Jim, Mandy, Kaye	
Strategic plan — training and certification expansion	Heidi, gretchen, Nikk	



Kaye Spence AM

Honorary Secretary NFI

November 21st 2015