

Minutes

NFI Board of Directors (BOD) Meeting — Sheraton Wild Horse Park, Chandler, Arizona

Sunday 18th October 2015

Present: gretchen Lawhon (Chair), Kaye Spence (minutes), Deborah Buehler, Mandy Daly, Jim Helm, Gloria McAnulty, Jeff Alberts, Heidelise Als, Nikk Conneman, Rita Cummings

In attendance: Sandra Kosta

Apology: Kathleen VandenBerg.

Meeting opened at 1400

Agenda Items include unfinished business from 16th October 2015

1. *Membership Meeting 15th October 2015.*
2. *Synactive Education*
3. *Trainers Meeting.*

gretchen Lawhon commented on the three hour session on board development summary and the board evaluations which will be circulated to all board members.

1. *Elections Board of Directors.* Three positions were available for nominations. gretchen Lawhon and Jim Helm both were nominated for a further term of office. Mandy Daly was nominated for the Family representative position. No other nominations were received. All three were re-elected for a further 3 year term.
2. *Election of Office Bearers:* Jeffery Alberts presided over the election of the office bearers for 2015—2016. All current office bearers were asked if they were available for nomination. Kaye Spence indicated that she would stand again if certain conditions regarding communications from the Board were established. These included all calls for votes from the BOD were channelled through the President. All other incumbents indicated that they were standing for the current office positions. In turn each of the current office holders left the room as a vote was taken on their re-election.

President — gretchen Lawhon

Vice President Administration — Jim Helm

Vice President Advancement — Deborah Buehler

Treasurer — Gloria McAnulty

Secretary — Kaye Spence with an agreement for new communicative conditions. Rita Cummings and gretchen Lawhon will support Kaye with the new communicative conditions.

3. *Synactive Education*. The FINE program has previously been endorsed by the NFI. There appears to be some confusion amongst the membership regarding the FINE program being part of the NFI and NIDCAP. Discussion ensued regarding feedback and distribution of the FINE program. Heidelise Als said that we cannot ask for this information as we do not own the program.

Further discussion took place on other education programs and conferences available. The issue of endorsement was raised and it was agreed to look at a more detailed and transparent endorsement process. Kaye Spence will lead a group on reviewing the endorsement process.

4. *Trainers Meetings*. Gloria McAnulty, Sandra Kosta and gretchen Lawhon met with the team from Italy, which will host the NIDCAP Trainers Meeting to be held on October 23—25, 2016. Issues discussed included email communication, signing of the contract and the included one—day conference. The NFI will review the contract and the issue of the revenue from the conference needs to be resolved. The draft document will be circulated to the Finance and Program chairs for further discussion.

Deborah Buehler asked that the goals of the organisation be imbedded in the content of the meeting. Jim Helm suggested that the content of the meeting be the responsibility of the Quality Assurance Committee. Kaye Spence suggested using a conference secretariat for the organisation of the meeting which could ensure the costs are kept reasonable. Others raised their concerns about the additional costs involved. A handbook is available to assist the local organisers. It is unclear where this is located and accessible. It was agreed that this item will be a high priority for the May BOD meeting.

5. *Membership Meeting 2015*. Kaye Spence raised her concern regarding the meeting process, the facilitator's agenda and the Board being unaware of the questions and lead discussion. There was no call for discussion on each report which was held over to the general discussion. The by—laws are not very explicit on the process. It was agreed that Rita Cummings would lead a review of the process.

6. *Establishing the Board Calendar for the next 12 months*.

The mid—term meeting will be held in Boston on 5th and 6th May 2016.

The BOD Conference calls to be held the 3rd Thursday (Friday) of each month at 4pm US east coast time.

The next meeting will be held on Thursday 19th November 2015.

Action Items

Item	Who Responsible	Completed
Evaluations of the Board of Directors meetings	All BOD members	
Communication strategy for secretary and BOD	Rita Cummings, gretchen Lawhon, Kaye Spence	

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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	



Kaye Spence AM

Honorary Secretary NFI

November 6th 2015