



NIDCAP Board of Directors Conference Call

Thursday 17th / Friday 18th September 2015 at 1600/0600

Present: gretchen Lawhon, (President, Chair), Kaye Spence (Secretary, Minutes), Deborah Buehler, Mandy Daly, Jim Helm, Gloria McAnulty, Kathy VandenBerg.

Apologies: Jeff Alberts, Heidelise Als, Nikk Conneman, Rita Cummings.

Agenda

1. *Approval of previous minutes.*
 - a. August 18th 2015 Board of Directors' Meeting. Approved.
2. *Correspondence.* – Nil tabled.
3. *Action Items*
4. *Strategic Plan.*
 - a. Jim Helm spoke to the previously circulated document of the strategies for the NFI Strategic Plan. Jim asked to members of the board if the strategies were in line with those previously agreed. gretchen Lawhon agreed with the detail of the specific action items. The next step for the document was to expand the format to include a timeline and assigned persons to each action item. Kaye Spence asked about having a more global perspective in line with the vision of the NFI. Gloria McAnulty suggested an expansion in the wording to include paid staff of the NFI including a fundraiser. It was agreed that Heidelise Als, as Chair of Program would have the opportunity to review and give her input prior to be circulated to the full BOD.
 - b. The agreed next steps are:
 - i. Jim Helm will continue to work on the draft and include the suggestions from the Board members.
 - ii. The document will be circulated to the full Board of Directors for their input and consensus.
 - iii. There will be an allocated time at the October BOD meeting (2 hours) to finalise the document in time to present at the NFI Membership meeting.
5. *26th Annual NIDCAP Trainers Meeting – Phoenix Arizona.*

gretchen Lawhon spoke to the planning and progress for the meeting in October 17th 2015.

 - a. Registration update – the current numbers are around 70 which is a shortfall of the expected numbers.
 - b. The program is just about finalised with all presenters confirmed.
 - c. There has been a poor response in the call for abstracts. There is a standby plan if there is a further lack of submissions with the extended deadline.
 - d. Venue contract. There have been concern at the small numbers below the contracted room nights with the venue. The contract is between Dignity Health (Phoenix) and the Sheraton Resort. There are current re-negotiations taking place regarding the room

bookings and the banquet. No contract was submitted to the NFI Treasurer for review and approval. It was agreed that the contractual model and role of the local committee needs to be reviewed prior to the next Trainer’s Meeting.

- e. gretchen Lawhon informed the Board members that she has been asked as President to open the meeting with a State of the Union of NFI Speech. She indicated that she plans to be reflective and visionary.

6. *Family Advisory Council.*

Deborah Buehler had prepared and circulated a document outlining the role of a potential Family Advisory Council. Deborah specifically asked for Mandy Daly’s input. All BOD were asked to send their comments to Deborah for the next circulation. gretchen Lawhon specifically indicated her interest to take an active role with this council.

Meeting closed 1700/0700. Next BOD Meeting will be in Phoenix Arizona on Friday 16th October and Sunday 18th October.

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	
A detailed document of the proposed re-structure and the roles of the Advisory Councils be prepared for circulation to the membership	Jim Helm / Deborah Buehler	
Revise and circulate to BOD – Roles and responsibilities of the NFI BOD Members	Jim Helm, Jeff Alberts, Kaye Spence	
Revise and circulate to BOD – Terms of current BOD	Jim Helm	yes
Circulate on google list the two revised documents above	Kaye Spence	
Board composition add as agenda item to October BOD meeting	Kaye Spence	
SONICU sponsorship agreement – develop and circulate to BOD	Jeff Alberts, Deborah Buehler, Gloria McAnulty	yes
Circulate strategic plan actions with comments from Executive Council to BOD.	Jim Helm	
Revise contractual model for Trainers Meetings	Gloria McAnulty	



Kaye Spence AM

Honorary Secretary NFI

September 23, 2015