



**FY 2016-2017**

**NFI Minutes of the NFI Board Conference Call  
Monday, December 15, 2016**

**Present:** J. Alberts, H. Als, D. Buehler, N. Conneman, R. Cummings, M. Daly, J. Helm, G. McAnulty, K. Spence, B. Westrup

Absent with apology: g. Lawhon

**1. Review/Accept Board Minutes**

October 25, 2016 Board Meeting (Kaye)

October 29, 2016 Board Meeting (Kaye)

November 17, 2016 Conference Call (Kaye & Jim)

The Board minutes were discussed yet not approved because there were a few sections with highlighted questions.

**Action: Jim and Deborah to review the minutes and provide Rita with comments and changes so that the minutes may be approved by the Board via email and then posted on the website.**

**2. Updates on Open Officer Position: Secretary – Job Description**

Gloria circulated a job description for discussion:

- It was agreed that the role is best suited at the moment to a volunteer, not a director (i.e. the focus of the role would be to take minutes only).
- If this is a volunteer, then the NFI should at least cover the volunteer's travel expenses to the Spring and Fall meetings, as per Heidi suggestion.

**Action: Kaye to look at the job description and comment. It was decided to describe the secretary responsibilities for a non-director role (i.e. a volunteer). This will be discussed at the next Board call in January 2017.**

**Action: Rita agreed to take minutes on the January call.**

**3. Program Committee's request to approve Andrea Nykipilo, RN at the Edmonton, Alberta, Canada NIDCAP Training Center, as Trainer-in-Training**

Heidi, Deborah and gretchen reviewed the submitted application documents and recommended that the Board of Directors approve this request. There was general agreement and the Board approved the application.

**Action: The Board unanimously approved Program Committee's request.**

#### **4. NIDCAP Foundational Education**

There was a general discussion and update from Nikk on the FINE Program. FINE has been increasingly adopted by European NIDCAP Trainers, and incorporated into their training programs.

There was a discussion about the development of the NFI's foundational training program. The model proposed fits with the NNACP program and will be designed along the four foundational tenets of the NIDCAP Nursery Certification Program, i.e. Environment, Infant, Family, Professionals.

**Action: Nikk will update gretchen on this discussion and will organize next steps for the development of this new program.**

#### **4. NFI Corporate Sponsorships**

Kaye asked for Board approval to pursue corporate sponsorships for the October Annual NIDCAP Trainers Meeting.

**Action: Kaye to send the Board a list of proposed corporate sponsors for approval by email.**

#### **5. Trainers Meeting in Edmonton, 2017 (Kaye & Nikk)**

The organization of the Annual NIDCAP Trainers Meetings represents a substantial time and energy investment from everyone. There was a general discussion as to whether the conference should be shortened to three days. It was agreed to review the relative benefits of reducing the Annual NIDCAP Trainers Meeting to three days. A three-day meeting should include time for networking. Nikk believes we should have longer lunch or dinner breaks, and possibly add an extra hour to each day. A three-day meeting would reduce the cost of hotel stays, and make it more affordable. Many people liked the half day activity for networking, Björn commented.

It was agreed that the Edmonton structure should remain at 3 ½ days as planned.

**Action: Björn suggested that we poll the membership at the Edmonton conference so that the members have input into the decision regarding the number of days of future Annual NIDCAP Trainers Meetings.**

#### **6. Updates from Committees and Councils/Task Forces.**

##### **Program (Heidi)**

North American NIDCAP Training Task Force (gretchen) – draft completed  
Science and NIDCAP (Jeff) – draft completed; to be part of the Program Committee  
Synactive-Theory-Based Education Initiative (Nikk & gretchen) – draft underway

##### **Finance (Gloria)**

##### **Advancement (Jim)**

Global Perspectives (Björn) – draft underway  
Family Advisory Council (Mandy)

##### **Governance (Kaye)**

**Board Development (Rita)** Rita to discuss with Deborah and draft a plan.

*Submitted by*

*Rita Cummings, NFI Board Member, 22 December 2016*