

Draft Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 16 June 2016

(Minutes transcribed from recorded transcript)

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

Apology: Kaye Spence (Minutes), Jeff Alberts, Rita Cummings, Nikk Conneman

Meeting opened at 1605

Agenda

1. *Minutes 5th and 6th May 2016.* The minutes have not yet been placed in Dropbox for edits. Please attend when they have been placed.
2. *Quality Assurance Committee.* Heidelise Als spoke on the vote for the endorsement policy. The discussion centred on the Trainers Meeting and the inclusion of the training topics. She thanked the BOD for the document.
3. *Editor of the Developmental Observer.*
 - Rodd Hedlund sent a letter of resignation to the associate editors.
 - The BOD needs to develop strategies for recruiting a new senior editor who will be required to be in the position for the next trainers meeting.
 - The current associate editors and regular contributors to be approached to see if they are interested and have the time to commit.
 - Currently there is no agreement for support to attend the Trainers Meetings
 - Discussion occurred around the importance/necessity for the Senior Editor to attend the meetings and have contact with the members.
 - A job description is required for recruitment purposes and will be circulated to the Board members by August 1st. gretchen is responsible for this along with the other editors
 - There would be a transition period until next January for the new editor to work with Rod for a handover.
 - Gloria McAnulty will review the editor costs over the past 6 years.
4. *Global Outreach.*
 - Jim Helm spoke on the topic and the desire to survey the membership and lapsed NIDCAP professionals. The purpose would be to capture what the members would like from the NFI and also what some NIDCAP Professionals have not renewed their membership.

- A discussion took place on the availability of a contact list and between the records of Jim Helm and Sandra Kosta it appears that such a list of non-members who are NIDCAP Professionals exists.
 - Rita Cummings and Kaye Spence will assist Jim Helm with the survey.
 - Kathy Vandenberg spoke on the google discussion list and how useful it is when the members contribute to specific practice questions.
 - gretchen Lawhon asked if there was interest in surveying the current membership. There was little support from those in attendance.
5. *NIDCAP in USA and Neonatologists.*
- Jim Helm spoke on the working group from the Strategic Plan to develop a Professional Advisory Council. The aim would be to involve neonatologists and other health professionals to champion NIDCAP with their colleagues.
 - Heidelise Als spoke of her contact with Roger Sheldon regarding getting more US neonatologists involved and aware of NIDCAP.
 - The discussion was in support of Heidelise Als approaching Roger Sheldon to see if he would take the lead on this project.
 - It was agreed by those in attendance to focus on the USA at present as this was where there is a pressing need to increase the awareness of NIDCAP.
 - Heidelise Als asked about other professionals such as Jacqueline McGrath and Carole Kenner who may be willing to work with Roger on the Advisory Council.
6. *Letter re FINE.* Gretchen informed the BOD that she is sending the letter to Inga Warren after all the feedback she received on the draft document.
7. *Nomination period now open.* Jim Helm reminded the BOD that the nomination period for new board members is now open. Can all members please canvas members who may be interested.
8. *Parent group support for Trainers Meetings.* Mandy Daly asked if there was consideration to support families who may be interested in attending the Trainers Meeting in Bologna. Gretchen advised her to contact Natasha to see what was available.
9. *Outstanding Items.* In the interest of time it was agreed that the following items be carried over to the next meeting.
- a. *Distribution of minutes through google groups*
 - b. *Succession planning task force*
 - c. *BOD Nominations*

The meeting closed at 1702

The next conference call meeting will be held on Thursday 21st/ Friday 22nd July 2016.

Action Items

Item	Who Responsible	Date Due	Completed
Minutes from May BOD Meetings to be placed in Dropbox for BOD comments and approval	Kaye Spence	24 th June 2016	24 th June 2016
Position Description for Senior Editor of Developmental Observer	Deborah Buehler	15 th July 2016	

NFI Board of Directors Meeting 21 April 2016

Review editor costs past 6 years	Gloria McAnulty	July meeting	
Survey for non-members and members	Jim, Kaye and Rita	July meeting	
Meet with Roger Sheldon re Neonatologists and Professional Advisory Council	Heidelise Als	July meeting	



Kaye Spence AM
Honorary Secretary NFI

June 24, 2016