

Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 17 / Friday 18 March 2016

Present: Deborah Buehler (Chair), Heidelise Als, Nikk Conneman, Jim Helm, Gloria McAnulty, Kaye Spence (Minutes).

Apology: Jeff Alberts (absent), Rita Cummings (absent), Mandy Daly, gretchen Lawhon, Kathleen VandenBerg

Meeting opened at 1605/0705

Agenda

1. *Minutes 19 February 2016.* The corrected minutes were approved by the Board Members. It was noted that the Dropbox system worked for the majority of the Board Members.
2. *Correspondence.* The correspondence from Heidelise Als to Inga Warren and the FINE collaborators has been circulated to the Board Members. The FINE group are meeting on April 17th and will respond in May.
3. *2015 Trainers Meeting Evaluation.* Gloria McAnulty gave an update on the financial outcome of the meeting. The local organisers Dignity Health lost money on the hotel contract and used any additional income from the delegates to off-set against these losses. The NFI has written off the debt of approximately \$3000. Gloria McAnulty expressed her concern that a similar situation does not occur with future meetings. The overall evaluation will be presented and discussed at the April meeting.
4. *2016 Trainers Meeting in Bologna, Italy.* Deborah Buehler gave an update on the progress to date. Several Board Members, gretchen Lawhon, Deborah Buehler, Nikk Conneman and Kaye Spence are on the organising committee co-chaired by Jean Powlesland and gretchen Lawhon. The group meets every 2 weeks by teleconference. The theme and speakers are currently being finalised. A focus has been to keep training issues and content on the agenda and to provide appropriate workshops as requested by the Quality Assurance Committee.

Gloria McAnulty asked if two questions could be discussed. 1. Are the Trainers Meetings and one-day conferences considered as revenue for the NFI and what is the revenue stream of the imbedded one-day conference within the Trainers Meetings? 2. As the NFI is the NIDCAP certifying agency for both NIDCAP Training and Education there is an obligation to support the Trainers. If the format changes and the meetings are open to non-NFI members what will the impact be on the Trainers?

The chair opened the discussion for the two questions that were raised. Heidelise Als asked that if the meeting is opened to others then they likely are attending at the invitation of the host centre. She asked that the working group keep this in mind. Heidelise Als also asked about the possibility of having simultaneous translation into Italian for attendees, who may not be proficient in English, e.g. parent groups.

The overall format of the Trainer's meeting was raised and Nikk Conneman is preparing a submission for consideration at the May Board meeting. Concern was expressed about the changing format which maybe initiated by the local hosts.

The financial considerations were raised by Gloria McAnulty. The NFI budget has a projected income of \$45,000 from various conferences. The 2016 meeting falls into next year's fiscal budget. Gloria McAnulty asked that the Board consider revising this projected income if the Trainers Meeting will not be planned to bring in NFI revenue. She also indicated that it is difficult for the host site to have to take on organising two meetings. Heidelise Als suggested charging more for non-members of the NFI. Nikk Conneman suggested these issues be built into the contract for the Trainers Meetings and perhaps a 30-40% increase could be considered as this is standard with other member organisations.

Jim Helm stated that since the costs of speakers is typically paid for by the NFI, the open meeting revenues should go to the NFI or at least an agreed upon amount, perhaps \$100 per "new" (open meeting only) . He also suggested that a capitation fee of around \$100 could be transferred to the NFI to ensure some revenue is received by the NFI. Gloria McAnulty suggested withdrawing the \$5000 site support fee although it was acknowledged that some centres require this to secure venues.

It was agreed that all these issues will be explored in more detail at the May Board meeting and the BOD task group to include Gloria McAnulty and Sandra Kosta for financial considerations.

A flier for the 2016 meeting has been submitted to the NFI and is currently being reviewed by Deborah Buehler. Nikk Conneman expressed concern that this has not gone to the Organising Committee. Heidelise Als would like the Master Trainers to review it in terms of the training aspects. It was agreed the draft flier would be circulated by Deborah Buehler for comments.

Heidelise Als requested that a room be available at the end of the Trainers Meeting from 2-4pm for a meeting of the seven (7) Master Trainers. This might represent an additional expense. The meeting would enable the Master Trainers to review the meeting. Nikk Conneman expressed some concern that this might overlap with the overall evaluation by the delegates.

5. *Remaining Agenda Items.* In the interest of time it was agreed that short reports be sent to the Secretary by Friday, 8th April to be uploaded with the approved minutes. The following reports are expected:
 - a. Strategic plan workgroup — revenue group (Rita Cummings, Gloria McAnulty, Deborah Buehler, Jeff Alberts)
 - b. Strategic plan workgroup — profile raising of NFI (Jim Helm, Mandy Daly, Kaye Spence)
 - c. Strategic plan workgroup — training and certification expansion (Heidelise Als, gretchen Lawhon, Nikk Conneman)

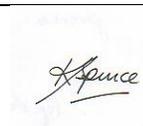
- d. Finance Committee.
- e. Program Committee.
- f. Advancement Committee
- g. Governance Committee

The meeting closed at 1710 / 0810

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

Action Items

Item	Who Responsible	Date Due	Completed
Review of endorsement process. Edit and simplify and recirculate to NFI Executive and Program Chair.	Kaye Spence	March 7 th 2016	
Review of organisation, content and process of the NIDCAP Trainers Meetings. A summary and/or proposal to be circulated to the BoD. Item to be placed on Agenda for May BOD meeting.	Nikk Conneman Kaye Spence	April 19 th 2016 May Agenda	
Review process of annual membership meeting	Rita Cummings	May Agenda	
Items from budget for fundraising	Gloria McAnulty and all		On-going
Regional conferences update to BOD	Jim Helm	May Agenda	
2015 Trainers Meeting content evaluation	gretchen Lawhon	April Agenda	
2016 Trainers Meeting progress	gretchen Lawhon	April Agenda	
Strategic plan workgroup — revenue group	Rita Cummings, Gloria McAnulty, Deborah Buehler, Jeff Alberts	Progress report to Secretary by 8 th April	
Strategic plan workgroup — profile raising of NFI	Jim Helm, Mandy Daly, Kaye Spence	Progress report to Secretary by 8th April	
Strategic plan workgroup — training and certification expansion	Heidelise Als, gretchen Lawhon, Nikk Conneman	Progress report to Secretary by 8th April	



Kaye Spence AM

Honorary Secretary NFI

March 20th 2016