

Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 18 / Friday 19 February 2016

Present: gretchen Lawhon (Chair), Heidelise Als, Deborah Buehler, Nikk Conneman , Mandy Daly, Jim Helm, Gloria McAnulty, Kaye Spence (Minutes),

Apology: Jeff Alberts, Rita Cummings, Kathleen Vandenberg

Meeting opened at 1605/0805

Agenda

1. *Minutes 22 January 2016.* The corrected minutes were approved by the Board Members.
2. *Board Evaluation and Communications.* The President, gretchen Lawhon, addressed the Board Members present on the call. She acknowledged the difficult time that some Board Members are facing. gretchen took the opportunity to remind everyone of the focus of the NFI and she read the mission statement. She indicated that each member of the Board is respected and valued. Two documents had been presented to the Board Members for review: The Board Evaluation compiled by Norma Fogelberg and the Board Evaluations from the Trainers Meeting in Arizona. Each Director was asked to respond to the President.

gretchen Lawhon proposed several ideas for consideration; (1) The members of the Board should be part of the free time at the Trainers Meeting so they can share some time with the membership; (2) The committee work should include the membership with individual members invited to participate on the committees; (3) Refocus on the NFI as an organisation is important as is moving forward in a positive manner.

gretchen asked for comments and suggestions from the individual Board Members.

Kaye Spence asked for the review of the Minutes to be more streamlined and less time consuming. She suggested that we trial using Google Dropbox so that all Board Members will make their comments on the same version. It was agreed that the February Minutes will be trialed using this process.

Kaye Spence also suggested that the role of the Executive Council be clarified. gretchen Lawhon reiterated that there are perceptions that the Executive Council is a closed group. The Executive Council was established to support the President in the planning of the meetings, and to act on behalf of the Board of Directors when requested. gretchen Lawhon will look into ways that the Executive Council will work in a more supportive manner.

gretchen Lawhon asked if the NFI Membership was involved in the Finance Committee. Gloria McAnulty responded that they were not at present. gretchen Lawhon suggested that individual members with financial expertise be asked to assist to distribute the workload and to be more inclusive of membership.

3. *Correspondence to Bjorn Westrup.* A letter from the NFI Board of Directors was sent to Bjorn Westrup in response to his email correspondence to Gloria McAnulty.
4. *Committee Updates.*
 - a. *Finance Committee.* Update given by Gloria McAnulty.

The Edmonton group have asked for \$5000 seed money for the 2017 Trainers Meeting. This request falls outside the budget for this financial year. After discussion it was agreed that different funding options will be considered for 2017. Jim Helm and Gloria McAnulty will discuss the options with Andrea Nykipilo, who represents the Edmonton Group.

The copyright for the trademark NIDCAP is due for its 10 year renewal. It is due by August 2016 and the cost is \$4000. It was agreed that this is important for the NFI's work. The current budget does not include a line item for the trademark renewal. gretchen Lawhon agreed that some cost shifting should occur. Gloria McAnulty will revise the budget to accommodate this change and present the options at the next meeting.

- b. *Program Committee.* Update given by Heidelise Als.

Heidelise Als spoke regarding the FINE program and suggested we look at embracing FINE and offer to trust the NIDCAP Trainers to introduce FINE as a foundation towards NIDCAP Training. The NFI FINE Task Group under the Program Committee would like to see links on the NFI website to the FINE programs and courses. In return the developers for the FINE program would be asked to include a public statement that FINE is a Foundation for NIDCAP in their written and social media materials. Heidelise Als opened the discussion to the Board. The Board discussed the NFI's continued involvement in the FINE program in keeping with the FINE authors' wishes to retain copyright with the FINE Group. The Board also agreed that the NFI will maintain its acknowledgement of the FINE Program as an NFI endorsed program. For the additional points in how best to strengthen mutual support of the NFI and the FINE Program and its trainers, H. Als agreed to offer an e-motion, given the Board Call time frame.

In the interest of time the updates from Advancement and Governance will be circulated to the BOD separately.

The meeting closed at 1710 / 0910

The next meeting will be held on Thursday 17th/ Friday 18th March 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 evaluation and financial outcome	gretchen Lawhon	March Agenda	
2016 Trainers Meeting progress	gretchen Lawhon	March Agenda	
Strategic plan workgroup — revenue group	Rita Cummings, Gloria McAnulty, Deborah Buehler, Jeff Alberts	Progress report to Secretary by 10 th February (Feb Agenda)	
Strategic plan workgroup — profile raising of NFI	Jim Helm, Mandy Daly, Kaye Spence	Progress report to Secretary by 10 th February (Feb Agenda)	
Strategic plan workgroup — training and certification expansion	Heidelise Als, gretchen Lawhon, Nikk Conneman	Progress report to Secretary by 10 th February (Feb Agenda)	



Kaye Spence AM

Honorary Secretary NFI

March 9th 2016