

Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 21 / Friday 22 April 2016

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

Apology: Jeff Alberts, Rita Cummings

Meeting opened at 1605/0605

Agenda

1. *Minutes 17 March 2016.* The corrected minutes were approved by the Board Members.
2. *Correspondence.* Correspondence was received and circulated to the BOD from Dr Neil Marlow regarding the relocation of the UK NIDCAP Training Centre to University College Hospital, London. Heidelise Als will send notification to the membership once she has the names of the relevant director and trainers.
3. *Strategic Planning Work Group Reports.*
 - a. *Revenue.* Gloria McAnulty gave an update on behalf of her team Deborah Buehler, Rita Cummings and Sandra Kosta. A proposal has been submitted on 13th April to the Kellogg Foundation for a two year project. It proposes that over a two-year period within three targeted states (Louisiana, Michigan, and New Jersey), the NFI will launch a new educational resource program: To introduce NIDCAP to a wide audience of NICU professionals; and to support identified NICU leadership teams in the development of NIDCAP implementation within their hospitals. There are two additional one-day conferences planned for 2016. The first, was held at Raleigh, NC at Wakemed which successfully raised funds beyond costs. The next will be at the end of April in Abington, PA and a third potentially in New York City later in the year. A nomination has been submitted to the World of Children organization for consideration of Heidelise Als for the 2016 Health Award. A grant of \$50,000 would be made to the NFI if she were to be selected. The honoree will be announced by the end of September. Other revenue streams include an increase in sponsorship and the development of E-learning modules. Discussion amongst the Board of Directors included the need for expertise in e-learning to develop some of the presentations into modules and how these modules could be used to raise revenue.
 - b. *Membership.* Jim Helm gave an update on behalf of the team of Mandy Daly and Kaye Spence. A proposal for a Professional Advisory Group (similar to the Parent Advisory Group) is being developed. This would focus on increasing awareness of NIDCAP and the

NFI and provide opportunities for liaison with other groups. The second focus is to consider ways of how to contact NIDCAP Professionals, who are not members.

- c. *Program.* Heidelise Als gave her report on behalf of her team of Nikk Conneman and gretchen Lawhon. Heidelise Als asked that Deborah Buehler be added to the group. The group is working on training certification and expansion of NIDCAP training. A process for managing training requests is to be developed as some requests come from individuals and other through organisations such as UNICEF. The database is to be updated so that membership can be tracked as well maintained in terms of membership payments and certification renewals. NIDCAP foundational training is being developed with focus of system integrated NIDCAP care as goal of all NIDCAP Training; a Leadership binder has been developed for site leadership to receive at the beginning of training in order to facilitate initial site assessment and ultimate NIDCAP Nursery Certification as Training goal. A one-day introduction to NIDCAP in this vein is being developed. In addition e-learning plans are in discussion in collaboration with Advancement. Special expertise is required to develop an effective e-learning platform.
4. *Committee Reports.* Gretchen Lawhon asked for the reports to be circulated to the Board of Directors by April 29th prior to the May board meeting.
5. *Agenda for May BOD meeting in Boston.* It was noted that Kaye Spence will be absent from the Mid-Year Board Meeting.. Deborah Buehler mentioned that Rita Cummings is available to aid in facilitation if required. Discussion documents to be available for the May meeting include: Succession planning for the NFI Board of Directors (Kaye Spence), Process for the annual membership meeting (Rita Cummings); Format and structure for the Trainers Meetings (Nikk Conneman); Revised endorsement process (Kaye Spence).

The meeting closed at 1705 / 0705

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	May meeting	
Review of organisation, content and process of the NIDCAP Trainers Meetings. A summary and/or proposal to be circulated to the BoD.	Nikk Conneman	May meeting	
Review process of annual membership meeting	Rita Cummings	May meeting	
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	May Agenda	
2016 Trainers Meeting progress	gretchen Lawhon	May Agenda	

NFI Board of Directors Meeting 21 April 2016



Kaye Spence AM
Honorary Secretary NFI

April 23, 2016