

## Minutes

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

Present: gretchen Lawhon (Chair), Heidelise Als, Mandy Daly, Jim Helm, Gloria McAnulty, Kaye Spence (Minutes), Kathleen Vandenberg

Apology: Jeff Alberts, Deborah Buehler, Rita Cummings, Nikk Conneman,

Meeting opened at 1605/0805

### **Agenda**

1. *Minutes December 2015.* The minutes were discussed and final versions with edits to be recirculated for approval by Board members.
2. *Approval of Agneta Kleberg as a Senior NIDCAP Master Trainer.* The Board of Directors unanimously approved this certification. Congratulations Agneta from all.
3. *Correspondence received and sent.*
  - a. Email from gretchen Lawhon (5<sup>th</sup> Dec 2015) to Neil Marlow (UCH) regarding the establishment of the UK NIDCAP Centre at UCH, London. Response from Neil Marlow (5<sup>th</sup> Dec 2015).
  - b. Email from Jeff Alberts (Board of Director) on 20<sup>th</sup> Jan 2016 informing BOD of his unavailability to attend Board Conference Call until April. Noted and accepted by President.
4. *2016 NIDCAP Trainers Meeting proposed date change.* There have been requests for the dates of the NFI Trainers Meeting in Bologna to be moved to avoid a clash with an important European Conference (European Association of Pediatric Societies (EAPS)). The proposed dates are Wednesday 26 to Saturday 29<sup>th</sup> October, 2016. The BOD meeting would be Tuesday 25<sup>th</sup>. The NFI BOD has agreed so we are waiting on confirmation from the hosts. Confirmation will be circulated by email.
5. *2017 NIDCAP Trainers Meeting in Edmonton Canada.* Two sets of dates were proposed. gretchen Lawhon will inform Juzer Tyebkhan of the preferred dates of Tues 17<sup>th</sup> till Friday 20<sup>th</sup> October 2017.
6. *Proposed budget 2015-2016 for circulation to the NFI membership.* Gloria McAnulty with input from Sandra Kosta circulated the proposed budget drawing the BOD's attention to a small error of \$490 cost difference for the NNACP awards. With this amendment Gloria McAnulty proposed the budget be approved by the BOD and posted on the website for the NFI membership. Seconded by Kaye Spence. Approved unanimously by the BOD quorum.

7. *Board Evaluation and Development.* The NFI Executive Council will review the documents and make recommendations to the Board. Kaye Spence asked if the summary from the survey conducted by Norma Fogelberg could be circulated to the Members of the Board and form part of the evaluation. It was agreed. gretchen Lawhon already circulated the evaluation and Kaye Spence will circulate the summary from the Survey Monkey that was collated by Norma Fogelberg. Could all please send their comments to gretchen Lawhon and cc Kaye Spence (Secretary) by end of February.
8. *Communication Strategy for Secretary.* No action as yet. Kaye Spence to organise a time for a conference call between Rita Cummings, gretchen Lawhon and Kaye Spence.
9. *Review of Endorsement Process.* Kaye Spence has generated a document and circulated to the NFI Executive Council (and Heidelise Als). There has been no feedback to date. Heidelise Als asked if it could be simplified as it was too detailed. Kaye Spence will simplify and resend to the NFI Executive Council for feedback by early March.
10. *Review of Organization, Content and Process of the NIDCAP Trainers Meetings.* Nikk Conneman originally raised this at the Board Meeting in Arizona. It was agreed that this needs to be part of the Agenda for the Board Meeting in May. Nikk Conneman is requested to put a proposal/discussion document to the Board of Directors in early April to assist in the discussion at the May meeting.
11. *Review Process of Annual Membership Meeting.* Rita Cummings took on this action item at the meeting in Arizona. As Rita was not on the conference call no update is available.
12. *One-Day Conferences and Fundraising Update.* Jim Helm updated the BOD with the progress and success of fundraising. Doctor Brown's has given a commitment to the NFI of \$10,000 per annum. A formal agreement is being arranged. A One-day Regional Conference is planned for April 29, 2016 at Abington Hospital, Jefferson Health, Abington, PA. Two sponsors will attend. Continuing Education Credits have been arranged through 'Therapeutic Media' the company owned and run by Marjorie Palmer. This company is authorized to give credits to nurses, OT and Speech Therapists. There is no charge to the NFI for this service. Jim Helm updated the BOD that the process for one-day conferences is being reviewed. Promotion will be through local educators, specialty professional organizations and supported by the NFI. Jim Helm is currently reviewing the process regarding content with input from the NFI Program Committee. The Advancement Committee will provide the fliers.
13. *NIDCAP Trainers Meeting 2015.* The evaluation has been compiled and circulated to the Planning Committee members. gretchen Lawhon will circulate to the Board Members. There has been a delayed response from the local organizing committee regarding the financial outcome. The issue has not yet been resolved.
14. *Endorsement of Gravens Conference.* This was approved at the December call and appropriate documents have been sent to the Organizer by Gloria McAnulty. The NFI details are to be added to the Gravens meeting materials.
15. *NFI Membership Meeting 2015 minutes.* The draft minutes to be sent to the BoD for any edits. Once obtained to be placed on the webpage and an email sent advising the members.

The meeting closed at 1700 / 0900

The next meeting will be held on Thursday 18th/ Friday 19<sup>th</sup> February 2016.

*Action Items*

<b>Item</b>	<b>Who Responsible</b>	<b>Date Due</b>	<b>Completed</b>
Recommendations from evaluations of the Board of Directors meetings and summary of survey as part of the BOD Development.	NFI Executive	February 10 <sup>th</sup> 2016 (Feb Agenda)	
Communication strategy for secretary and BOD. Conference call to be arranged.	Rita Cummings gretchen Lawhon, Kaye Spence	March 7 <sup>th</sup> 2016	
Review of endorsement process. Edit and simplify and recirculate to NFI Executive and Program Chair.	Kaye Spence	March 7 <sup>th</sup> 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 <sup>th</sup> 2016  May Agenda	
Review process of annual membership meeting	Rita Cummings	May Agenda	
Circulation of proposed budget to membership	Gloria McAnulty		21 <sup>st</sup> January 2016 Completed
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	
FINE program taskforce	gretchen Lawhon, Heidelise Als, Deborah Buehler, Nikk Conneman	May Agenda	
Strategic plan workgroup — revenue group	Rita Cummings, Gloria McAnulty, Deborah Buehler, Jeff Alberts	Progress report to Secretary by 10 <sup>th</sup> February (Feb Agenda)	
Strategic plan workgroup — profile raising of NFI	Jim Helm, Mandy Daly, Kaye Spence	Progress report to Secretary by 10 <sup>th</sup> February (Feb Agenda)	
Strategic plan workgroup — training and certification expansion	Heidelise Als, gretchen Lawhon, Nikk Conneman	Progress report to Secretary by 10 <sup>th</sup> February (Feb Agenda)	

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Response to Bjorn Westrup letter	Executive committee	February Agenda	
Send items for endorsement to Graven's Conference organizer	Gloria McAnulty		Completed



Kaye Spence AM

Honorary Secretary NFI

January 22<sup>nd</sup> 2016

