

Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 25 July 2016

Present: gretchen Lawhon (Chair), Jeff Alberts, Nikk Conneman, Jim Helm, Gloria McAnulty, Kaye Spence (Minutes), Kathleen VandenBerg.

Apology: Heidelise Als, Deborah Buehler, Rita Cummings, Mandy Daly.

Meeting opened at 1600

Agenda

1. *Minutes 5th and 6th May 2016 meeting.* Approved by consensus.
2. *Minutes 18th June 2016 meeting.* Approved by consensus.
3. *Board of Directors.*
 - a. *Nominations.* Jim Helm and Jeff Alberts have sent a notice calling for nomination. A second notice to be circulated.
 - b. *Proposed change to By-law.* Action remains outstanding.
 - c. *Family representatives.* The Family Advisory Council have made a recommendation for Yamile Jackson to be appointed to the Board of Directors. Could all Board Members please send their comments to Jim Helm or Mandy Daly to indicate their endorsement of the proposal. Jim Helm will circulate more details to the Board members.
4. *Annual Membership Meeting.* The secretary to circulate the notice of meeting and the minutes from 2015 to the membership. A call for agenda items to be included.
5. *Corporate Sponsorship.* Jeff Alberts continues to work with potential sponsors. It was agreed that a list of the various companies and their contacts be available so the members of the board know who has been approached. Deborah Buehler to be asked to provide a list. gretchen Lawhon asked Gloria McAnulty to follow-up on any arrangements for sponsorship at the Trainers Meeting in Italy.
6. *Membership Survey.* Jim Helm and Kaye Spence are leading this item. The survey is yet to be distributed.
7. *NFI Foundational Education.* The programs are a source of revenue for the NFI.
 - A one-day conference is planned for September 30th in New York.
 - There are plans to run three programs each year in the USA.
 - The income from each conference goes into the NFI budget.
 - There have been some tentative early discussions for a one-day conference to be held in Boston.
8. *Editor Position for Developmental Observer.*

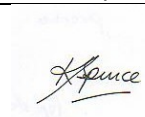
- The position description is to be updated by gretchen Lawhon and Rodd Hedlund.
 - The agreement is that the Editor attends the annual trainers meeting with a stipend of \$2-3,000.
 - The goal would be to produce two issues each year.
 - The current associate editors will be given the opportunity to apply.
 - The expression of interest will be circulated within the next few week with a goal of making an appointment prior to the Trainers Meeting in October.
 - Currently there are no outcome measures and the DO was seen as a positive for the NFI and membership.
 - It was agreed a question regarding the DO be added to the Membership Survey and be a discussion item at the Annual Membership Meeting.
9. *Outstanding Items.* In the interest of time it was agreed that the following items be carried over to the next meeting.
- a. *Succession planning task force*
 - b. *Finance update*
 - c. *French breastfeeding group and NIDCAP training*

The meeting closed at 1708

The next conference call meeting will be held on Thursday 18th August 2016.

Action Items

Item	Who Responsible	Date Due	Completed
Position Description for Senior Editor of Developmental Observer	gretchen Lawhon Rodd Hedland	end July 2016	
Proposed change to by-laws re BOD membership	Jim Helm	August meeting	
Comments to Mandy or Jim on Family members proposal	All members of the NFI BOD	August meeting	
Circulate notice of membership meeting, minutes and call for agenda item to membership	Kaye Spence	End July	
List of corporate contacts circulated to BOD	Deborah Buehler	August meeting	
Survey for non-members and members	Jim, Kaye and Rita	August meeting	
Meet with Roger Sheldon re Neonatologists and Professional Advisory Council	Heidelise Als	September meeting	



Kaye Spence AM

Honorary Secretary NFI

July 26, 2016