

## Annual NFI Membership Meeting – October 26th 2016

### Bologna, Italy

#### Minutes

In attendance Board of Directors: gretchen Lawhon (President – Chair), Jeffery Alberts, Heidelise Als, Deborah Buehler, Nikk Conneman, Rita Cummings, Mandy Daly, Jim Helm, Gloria McAnulty, Kaye Spence/Dorothy Vittner (Minutes), Kathy Vandenberg.

Meeting opened 15.45.

President gretchen Lawhon welcomed the membership and introduced each member of the NFI Board of Directors. The full committee reports have been posted on the NFI webpage ([www.nidcap.org](http://www.nidcap.org))

#### Agenda Items:

1. *Advancement Committee Summary* presented by Deborah Buehler (Chair). Highlights presented were: Family Advisory Council with representation from five countries. One-day conferences continue in the USA, the NFI have two corporate sponsors, SONICU and Dr Brown's. The NFI World Premature Day poster has 47 sites represented. The goals for the coming year include support Program Committee initiatives (e.g., e-learning opportunities and sharing examples of NIDCAP care) and to seek out more sponsors for the NFI.
2. *Governance Committee Report* presented by Jim Helm (Chair) Highlights presented: Oversight committee reviewed the financial books and all was in order, financial membership currently stands at 258, of these 187 are professional, 60 students, 8 family, 2 emeritus and 4 honorary. The French Chapter has 19 members. This year had 136 sign-ups on the web. A survey was undertaken on the membership. The training database is being updated.
3. *Finance Committee Report* was presented by Gloria McAnulty (Treasurer). The report was compiled with assistance from Sandra Kosta, Finance, Operations and Administration Director. The report for the last fiscal year was presented and the proposed budget was read.
4. *Program Committee Report* was presented by Heidelise Als (chair). The full report is attached and the following highlights were summarized. There are eight sub-committees and task groups. The Quality Assurance Advisory Council has recognized two Senior Master Trainers (Graciela Basso and Agneta Kleberg) aside from the Chair, and one in training. The Council is currently developing a policy for the training of the NNACP site assessors. Regarding NIDCAP/APIB Training and Certification: Tübingen, Germany was approved as a Training Centre; Nadine Griffiths was approved as Trainer-in-Training, Sydney Australia; and University College Hospital in London has opened the newly affiliated UK NIDCAP Training Centre with Inga Warren and Gillian Kennedy as Senior NIDCAP and NIDCAP Trainers respectively. The translation of training materials into multiple languages continues. The 2017 NIDCAP Trainers Meeting will be organized by the Edmonton, Canada NIDCAP Group. gretchen Lawhon and Jean Powlesland are in charge of the meeting program sub-committee. The NFI Intellectual Property Sub-Committee is chaired by

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Gloria McAnulty. The Synactive Theory Based Education Sub-Committee continues to plan and conduct one-day conferences in the USA and the FINE Program is active in Europe. The NIDCAP Science Group continues to publish abstracts in one issue of the Developmental Observer and is planning to provide guidance on writing research abstracts, papers and research proposals. The NFI Endorsements for 2016 are listed on the NFI webpage. Heidelise Als thanked all the members of the Program Committee, who have contributed to the work of the committee.

5. *The President's Report* was read by gretchen Lawhon, who acknowledged all the voluntary work of the Board of Directors which sometimes amounts to 20 hours a week. The full report is available on the webpage and a letter to the membership was previously circulated. The President on behalf of the NFI gave a tribute to long-standing member Kathy VandenBerg, who is retiring from the Board of Directors. Her achievements and contributions were highlighted with acknowledgement from the membership. gretchen Lawhon announced that she is not standing for re-election as President as of the NFI year 2016-2017. She confirmed that she intends to complete her remaining two year term on the Board. Heidelise Als read a tribute to gretchen and acknowledged her career highlights.
6. *Membership Survey Results*. Kaye Spence presented an outline of the results of the on-line survey. She thanked those who completed the survey and expressed disappointment that more members had not responded.
7. *Review of NIDCAP Trainers Meeting Format*. Nikk Conneman gave a summary of discussions that had occurred at the final Board Meeting of the NFI Year 2015 - 2016. A revision of the content, duration, location and costs is currently being undertaken. Nikk asked for input from the membership.
8. *Elections* – The members were asked to vote for the three vacant positions on the Board. The results were as follows: Heidelise Als, Nikk Conneman and Bjorn Westrup were elected for a 3 year term.
9. *Breakout Discussion Groups*. The members were given the opportunity to speak to individual members of the Board of Directors at discussion tables on specific topics, which included: Membership, fundraising ideas, education and training, and promotion and family support.
10. The agenda then moved to the *Open Forum* to enable the members to ask questions to the Board Reports or raise other items from the floor.
  - a. Program Committee report, Joy Browne asked that Andrea Nykipilo be added as a Trainer-in- Training at Edmonton, Canada.
  - b. Inga Warren asked if there was a formal way to receive information collected via the membership survey. Inga Warren was assured that the report will be circulated to the membership once it has been finalized. Nikk Conneman announced that the membership will be kept informed of any proposed changes to the Trainers Meeting.
  - c. Ingrid Hanks Drielsma asked how the new President will be elected. Jim Helm informed her that the President is elected annually at the first Board Meeting of the new NFI fiscal year –typically the Board Meeting that immediately follows the Annual Trainers Meeting.
  - d. Bjorn Westrup asked to highlight the Stockholm Conference on Ultra Early Intervention to be held on 23 March 2017.

Before closing the President announced that the new Senior Editor of the Developmental Observer is Diane Ballweg. She also reminded the membership that they are invited to a celebration of the life of John Chappell that will take place this evening.

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There was no further discussion and the meeting was closed at 17.45. The reports will be available on the webpage.

A handwritten signature in black ink, appearing to read "Kaye Spence". The signature is written in a cursive style with a horizontal line underneath the name.A handwritten signature in black ink, appearing to read "Dorothy Vittner". The signature is written in a cursive style with a horizontal line underneath the name.

Kaye Spence AM/Dorothy Vittner

(Honorary Secretary NFI/NFI Secretary 2018)