



Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 20 October 2016

Present: Heidelise Als, Deborah Buehler, Nikk Conneman, Mandy Daly, Jim Helm, gretchen Lawhon, Gloria McAnulty, and Kathleen Vandenberg

Apology: Jeff Alberts, Rita Cummings, and Kaye Spence

Meeting opened at 1603

Agenda

1. Corrected/final Sept Board call minutes
Minutes of 15 September 2016 Board conference call were approved by consensus.
2. Senior Editor of the Developmental Observer
gretchen Lawhon announced that Diane Ballweg has accepted the volunteer position of Senior Editor of the Developmental Observer. Rodd Hedlund will remain in the Senior Editor role through the next publication with the proceedings of our 27th Annual NIDCAP Trainers Meeting. Unfortunately Diane is not able to attend our 27th Annual NIDCAP Trainers Meeting but will be well informed and work as an observer with Rodd Hedlund for this next issue. Diane Ballweg will step in with the following issue with the support of other editors. This is a good time to have Diane Ballweg join us as we are just entering the transitional phase with the archiving at University of Indiana.
3. Proposed budget
Gloria McAnulty reviewed the 2016-2017 proposed budget, answering questions and providing clarifications as needed. There was a discussion clarifying why the amount of \$10,000.00 was being used for the Board members travel for meetings in comparison to the \$3,000.00 amount for specific individuals' support and how this could be made clear on the proposed budget with a brief explanation that a majority of directors do in kind donations for travel. A brief discussion was held regarding the accounting of the \$5,000.00 support to the host site for each Trainers meeting. Gloria McAnulty suggested we, as a Board, would like to see the full accounting of financial costs for the meeting and how the NFI contribution is utilized. Nikk Conneman suggested that when we discuss the programmatic and format aspects of our Annual NIDCAP Trainers Meeting at our next Board meeting that we also include financial aspects in the discussion.
The motion was made by Jim Helm for the Board to accept the proposed budget to present to the membership for approval, seconded by Nikk Conneman. Following a discussion about the NFI membership's voting on the proposed budget and potential processes necessary if not approved, the proposed budget was approved unanimously by the Board and will be put forward to the NFI membership for their vote on Wednesday October 26th.

4. Approval of NFI Committee Reports

After a brief discussion as to the desire to get our NFI committee reports posted prior to the annual membership meeting the Board approved unanimously through a consent agenda:

President's report

Governance Committee report

Advancement Committee report with the corrected header

Program Committee report - following a side conversation and additional votes of Nikk Conneman and Mandy Daly for approval of the Centre Hospitalier Valenciennes Nursery to be NNACP certified - with this amendment

Finance report

These reports will now be posted on the web to be available to the NFI membership

With only a few moments left on our call time we looked at the agenda and Jim chose to bring up the topic of the family representative appointment which was agreed upon and that Yamille Jackson had been proposed for consideration. There had been a fair amount of discussion and then the topic was tabled and I would like to know where the Board is on this topic. Do we want to open the topic, start a discussion or hold it until next week? Heidelise Als brought up a concern regarding our bylaws about using one's NFI Board Membership as a platform for support of one's products. In addition we should look at our conflict of interest to ensure that a Board member would follow. Jim Helm agreed that the next step is to evaluate the by-laws and conflict of interest for our next meeting prior to moving forward on the family representative appointment process. Jim Helm agreed to look at these issues and to be prepared to bring it forward at our meeting on Tuesday October 25th. Deborah Buehler reminded us that we could utilize our legal support on this topic.

After gretchen Lawhon reviewed the accomplishments of this call and thanked everyone for their continued work on behalf of the NFI, the meeting was closed at 1704. The next Board meeting will be held on Tuesday 25th October 2016.

Action Items

Item	Who Responsible	Date Due	Completed
End of year reports circulated to BOD	Heidelise Als, gretchen Lawhon, Jim Helm, Gloria McAnulty, Deborah Buehler	October 14th	October 14th
Position Description for Senior Editor of Developmental Observer	gretchen Lawhon	October 2016	October 20 th
Proposed change to by-laws re BOD membership	Jim Helm	October 25 th meeting	
Finalise nominations and start on-line voting	Jim Helm	October 10th	October 12 th
List of corporate contacts circulated to BOD	Deborah Buehler	October meeting	October 14 th
Succession planning taskforce	Deborah Buehler	October	
French breastfeeding group and NIDCAP training	Gloria McAnulty	October	

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Draft paper for Neo-Reviews	Heidelise Als / Gloria McAnulty/Jeff Alberts	December 2016	
Members and non-members survey report	Kaye Spence	October meeting	October 13 th
Appointment of Family Member	Jim Helm	Ongoing	
Evaluate by laws and conflict of interest	Jim Helm	October 25 th meeting	

gretchen Lawhon

gretchen Lawhon, PhD, RN, CBC, FAAN
President, NFI

October 22, 2016