

Minutes

NFI Board of Directors (BOD) Meeting – Bologna, Italy

Tuesday, 25 October 2016

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

In attendance: Sandra Kosta (NFI)

Meeting opened at 0800

gretchen Lawhon, President, presented the Agenda for the meeting and asked for any clarification. Heidelise Als asked why succession planning was on the agenda as she felt it had been resolved at a previous meeting. After discussion the item remained on the Agenda.

gretchen Lawhon led a reflection session for the Board of Directors based on the collected quotes of John Chappel. Very inspirational.

Agenda

1. *Minutes of the 20th October 2016 Meeting.* Approved by consensus.
2. *Survey of the NFI Membership.* Kaye Spence presented the results of the collated report that had previously been circulated to the BOD. The key issues were summarised and discussion ensued. It was agreed that further analysis be undertaken separating out the NIDCAP Trainers and Trainers-in-Training. Kaye will undertake and re-circulate to the BOD. Several key issues were identified. It was agreed to present the overview and summary to the members at the Membership Meeting.

A short break of 15 minutes at 0930

3. *By-laws Regarding Conflict of interest.* This was discussed in relation to the recruitment of an additional family member for the NFI Board of Directors. Jim Helm led the discussion of expanding the BOD to include another family member representing North America. Concern was expressed by some members of a conflict of interest with the individual's own business and that being a board member might give the appearance of NFI endorsement or promotion of specific products. gretchen Lawhon opened the issue for discussion. The discussion centred on the desired skills of a board member versus a perceived conflict of interest. It was agreed that a formal packet should be developed for the recruitment of potential board members. Jim Helm will revise the current information package. Following the discussion a motion was put to the meeting: "The NFI Board of Directors proposes that Mandy Daly approach Yamile Jackson to determine if she has an interest in being appointed as a family representative member of the NFI

Board of Directors” The motion was proposed by Rita Cummings, seconded by Jim Helm. Voted 7 in favour and 4 opposed. Motion carried.

4. *Annual NIDCAP Trainers Meeting (NTM)*. The discussion was led by Nikk Conneman. It centred on the following points. What makes the NTM unique? b. Do we want to be unique? c. How do we see the NTM? What is the one aspect we would like to keep? The history of the meeting was presented as being a continuing education and professional support group for Trainers, which also has incorporated science; the question was raised whether the NTM should be a meeting for Trainers or a more general conference, or both. Suggestions were for a standing? formal organising committee; flexibility of hotel accommodation; an open day to share NIDCAP and generate funds for the NFI; consideration of a 3-day-meeting with one day for Trainers, one day for science, and one for implementation topics. After input from the Members of the Board it was agreed for Nikk to draft a presentation for the Membership Meeting.

Break for Lunch

5. *Annual NIDCAP Trainers Meeting continued*. Nikk Conneman presented a proposal for the Board to consider collaboration with other groups in providing a one day conference together with the Trainers Meeting. It was agreed that he explore opportunities for other groups in Europe for 2018. North American options will also be considered. Financial consideration will be included in any collaboration.
6. *Restructure of the NFI Board of Directors*. Jim Helm spoke on the issues being raised over 12 months ago of the possibility of a re-structure. It was agreed that the NFI needs more finances to support more administrative staff in order to support the work of the BOD and therewith the NFI. Jim proposed that there be seven (7) elected members and three (3) family members who maybe elected or appointed. It was emphasised that additionally persons with desired skills be appointed. These appointed special skill positions would be for 1 or 2 year terms or 2-3 year terms. Rita Cummings cautioned about having too many members without the required background in the NIDCAP work? There was discussion on the desired skills and it was agreed that revenue raising was a priority. Jim reported that the Governance Committee will continue to develop the By-laws to restructure the Board to meet the specific skill positions. An evaluation of the current make-up of the Board and their skill-set will be undertaken.
7. *Succession Planning*. The previously circulated document was discussed and not all Members of the Board agreed with the proposal. The question as raised whether the President should be appointed for a fixed term and the position of a President Elect be considered in order to ensure continuity. A five-year plan was suggested? It was agreed that a Task Group be established in order to keep the Board moving forward. It was proposed that the Task Group consist of Deborah Buehler, Rita Cummings, Jeff Alberts, and Kaye Spence with two additional NFI members to be invited; nominations were Dorothy Vittner and Monique Oude Reimer.

Meditation Session led by Rita Cummings

8. *Relationship of NFI Board and NFI Membership/Membership Meeting*. gretchen Lawhon spoke about her desire to have a Membership Meeting that encourages participation of the Members in attendance. She presented the Membership Meeting agenda and adjusted it with input from the Members of the Board: Highlights from the Committee Reports will be presented (reports are available on the web page); a summary of the Member Survey will be presented as well as a

summary of the Trainers Meeting changes proposed to date. Breakout sessions were planned in order to assure that members had the opportunity to discuss certain items; each break-out group round table would be facilitated by a Board Member.

Communication between the Board of Directors and the membership was highlighted. gretchen proposed to have frequent President's updates for the members; have the minutes circulated on the list-serve; bring members onto the task groups; and list the BOD priorities on the list-serve.

9. *Acknowledgement of Kathy Vandenberg, who is retiring from the BOD.* gretchen Lawhon read a tribute to Kathy and thanked her for her years of service to the NFI; this was enthusiastically endorsed by the entire Board of Directors.

The meeting concluded with gretchen asking each member for their summary of the meeting and take home messages. In summary the meeting was considered open, safe and forward thinking.

The Meeting closed at 1700.

Action Items

Item	Who Responsible	Date Due	Completed
Position description for Senior Editor of Developmental Observer	gretchen Lawhon	December 2016	
Proposed change to by-laws re BOD structure	Jim Helm	January 2017	
List of corporate contacts circulated to BOD	Deborah Buehler	November 2016	
Succession planning taskforce	Deborah Buehler	December 2016	
French breastfeeding group and NIDCAP training	Gloria McAnulty	December 2016	
Draft paper for Neo-Reviews	Heidelise Als / Gloria McAnulty/Jeff Alberts	December 2016	
Members and non-members survey analysis	Kaye Spence	December 2016	
Discussion with prospective Family Member	Mandy Daly	January 2017	
Revision of Board Information Package	Jim Helm	February 2017	



Kaye Spence AM
Honorary Secretary NFI

November 22nd 2016