



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

Saturday, 29 October 2016

Minutes

Present: Jeff Alberts, Heidelise Als, Deborah Buehler, Nikk Conneman, Mandy Daly, Jim Helm, gretchen Lawhon, Gloria McAnulty, Kaye Spence, Björn Westrup

Financial Operations and Administration Director: Sandra Kosta

Absent: Rita Cummings

The meeting was opened by gretchen Lawhon, who welcomed the newly elected Member of the Board Björn Westrup, MD, PhD and welcomed back re-elected members Heidelise Als, PhD and Nikk Conneman, MD. She thanked the Board for her NIDCAP Leadership Award.

Three unfinished business items from the October 25th Board Meeting topics were discussed:

- (1) Developmental Observer (gretchen Lawhon will prepare position description)
- (2) French breastfeeding educational group interested in using NIDCAP in its training program (Gloria McAnulty to follow up to protect Intellectual Property issues)
- (3) Journal Neo Reviews: NIDCAP article (Heidelise Als and Gloria McAnulty to draft paper in December)

Jeff Alberts conducted the elections for this year's Board officers. He reviewed those nominated for each position and indicated there was only one person for each position, who accepted their nomination. Each of the accepting nominees in turn was asked to leave the room as the Board deliberated. By acclamation the Board elected the following Board Officers for NFI Fiscal Year 2016-2017:

President	Deborah Buehler, PhD
Vice President	James Helm, PhD
Treasurer	Gloria McAnulty, PhD

The meeting continued with President Deborah Buehler presiding. The following topics were discussed:

Secretary Position and Minute Taking. Kaye Spence stepped down from her position as honorary Secretary of the Board. The office of Secretary is not required by NFI By-laws. The Board discussed paid position possibilities and asking for either a paid position or for a volunteer

from the NFI Membership to assume the responsibilities of Secretary of the Board. Jeff Alberts will look into costs for getting meeting and conference call tapes transcribed. Kaye Spence agreed to estimate the time taken to create meeting and conference call minutes. Once the parameters are available (time, cost and possible compensations), an open call will go out to the membership; the task outlined will be completed within two weeks.

The Board Calendar for NFI Board Year 2016-2017 was set:

- Monthly Conference Call - 3rd Thursday of each month (4PM Eastern & 1PM Pacific, 8AM Friday Australian time)
- Mid-Year Board Meeting – Saturday and Sunday April 29 & 30, 2017 (g. Lawhon will notify R. Cummings of the dates). The most likely location will be the Boston area.

The Conflict of Interest (COI) Statement was signed by each Member of the Board indicating awareness of and pledge to adhere to the NFI's COI policy.

3:40 PM Kaye Spence and Björn Westrup excused themselves due to their travel schedule and Jim Helm continued with note taking.

Review of the NFI Membership Meeting

Breakout Sessions

There was varied turnout to different topics (Notes were not collected for later review)

Of note:

- NIDCAP Beyond the NICU: Participants were interested in expanding this idea
- Science and Medicine of NIDCAP: Good turnout, desire to focus on NIDCAP pertinent science

Membership Survey

The members reported considering the findings important.

Membership Review of and Vote on Budget

The Board questioned the value for non-English speaking members in reviewing and voting on the budget in the course of the Membership Meeting. It was discussed to have the budget distributed earlier to give Members more review time.

Elections

It was suggested the Board consider provision of ballots in envelopes each marked with a voting Member's name and distributed at the start of the Membership Meeting; a ballot box would be made available for the deposit of the individual ballots only while the envelopes would be discarded.

Discussion of 27th Annual NIDCAP Trainers Meeting

- Blank evaluations will be sent to participants for a second opportunity to provide feedback.
- The Inspirational Journal Club session was deemed successful yet it was suggested to have fewer articles and more discussion time.
- The Reflective Sessions were well received and the Board discussed ways to expand discussion times.

- Posters were not as successful as had been hoped. Discussed were ways to integrate science and the Journal Club. Perhaps display the posters earlier and/or have a five minute presentation before the break during which they would be available.
- The Master Trainers Session was generally considered to have taken on too many topics without sufficient opportunity for discussion. It was considered to organize smaller group reflection and/or discussion opportunities.
- NNACP – The survey was seen as perhaps more helpful to the NNACP Steering Committee group than the audience as a whole. Again, more ways were desired to engage the meeting participants to reflect and discuss.

28th Annual NIDCAP Trainers Meeting. 21-24 Oct 2017, Edmonton, Alberta Canada. Topics and format are still in development. Planning efforts will be co-chaired by Jean Powlesland and gretchen Lawhon. The planning group will also begin preparations for the following years.

The Board will consider reorganization of Committees and Board work. This effort will be led by Deborah Buehler, the newly elected President.

Members, particularly Family Members and Council, are asking for more materials available to share with parents in NICUs that describe NIDCAP/NFI.

Committee Chairs were asked what needs they foresee in the coming year to support their work. All stated they needed more time to consider. All agreed there is a need for further discussion about NFI endorsements, especially those offered for books and for materials, products and meetings, etc. offered by NFI Members, Trainers, and NFI Board Members. It was suggested that the Board check to see if legal advice might be available from Morgan, Lewis & Bockius LLP, the *pro bono* law firm that has committed its support to the NFI. .

The Board discussed sponsors, appreciation of current sponsors Sonicu and Dr. Brown, and the process for encouraging renewals as well as soliciting new sponsors. Sonicu has sent a letter of interest to the Board.

New Business

It was noted that oversight of financial records was conducted during this week with a review of books for two randomly selected months. Records reviewed included ledgers and bank statements of all funds into and out of the NFI during February and July 2016. Jeffrey Alberts, Mandy Daily and James Helm conducted the review. Treasurer Gloria McAnulty and Financial Operations and Administration Director Sandra Kosta provided the records. All documents were found in good order.

The French NFI Chapter Report was received after the Government Committee Report had been approved. James Helm will send the French NFI Chapter Report to the Board for review.

Additionally discussed was the unauthorized use of NIDCAP observation behavior check sheets by professionals not trained or in training with a NIDCAP Trainer.

ACTION STEPS

Jeff Alberts	Will get information about services used for transcription of minutes/notes
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	from Cincinnati
Gretchen Lawhon	Will forward the Board calendar to Rita Cummings
Gloria McNulty	Will post COI statement on web
Jim Helm	Will help orient Björn Westrup to the current NFI Board Will forward the French NFI Chapter Report to the Board.
Kaye Spence	Will continue to examine survey responses
Full Board	Will continue discussion as to how to manage Minute taking
Kaye Spence	Will share information that parents might use to let others know about NIDCAP/ NFI with next steps; Will explore options (and incentives) for minute taking: 1) paid support via contracts; 2) compensated volunteers; or 3) board members take turns
Mandy Daly	Will continue supporting the Parent Council Facebook group
Deborah Buehler	Will develop and present to the Board reorganization suggestions for Committees and Board work

Submitted by

James Helm and Kaye Spence, 8 December 2016