

## Minutes

### **NFI Board of Directors (BOD) Conference Call Meeting Thursday 15 September 2016**

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

Apology: Rita Cummings, Nikk Conneman, Kathleen VandenBerg.

Meeting opened at 1605

### **Agenda**

1. *Minutes 25<sup>th</sup> July 2016 meeting.* Approved by consensus.
2. *End of year reports to the Board of Directors.* gretchen Lawhon has asked if all reports could be circulated to the Board of Directors by October 14<sup>th</sup>.
3. *Board Conference Call in October.* gretchen Lawhon asked the Board Members of their availability for a meeting on Thursday October 20<sup>th</sup>. All present on the call, with the exception of Kaye Spence, will be available. It was agreed the meeting will be held at the usual time of 4pm EST- USA.
4. *Action items from July minutes.*
  - a. *Senior Editor for Developmental Observer.* gretchen Lawhon has discussed with previous Senior Editor and associate editors. Some individuals will be approached about the position. If no one agrees to assume this role then the Expression of Interest will go to the general membership. Support will be provided to the new senior editor for production as well as financial support (around \$2-3000 USD) to attend the annual Trainers Meeting. The Treasurer supports this stipend and will build into the budget for FY 2016-17.
  - b. *By-law changes.* Jim Helm has yet to draft the changes. He will do so prior to October. Kaye Spence offered to assist.
  - c. *Survey of members and non-members of the NFI.* Kaye Spence reported that the survey has been circulated through the google-list. Jim will compile a list of non-members and the survey will be distributed. A report and strategies will be available for the October meeting in Bologna.
  - d. *Professional Advisory Council.* Heidelise Als has spoken with Roger Sheldon regarding re-engaging the Neonatologists in the US with NIDCAP and the NFI. Roger Sheldon is writing a summary paper for Neo-Reviews. The Editor has encouraged a paper on NIDCAP and drafts are in progress. Heidelise Als, Gloria McAnulty, Jeff Alberts and Roger Sheldon will finalise in December 2016.
5. *Committee Updates.*
  - a. *Finance Committee.*
    - A draft budget proposal is being prepared for circulation to the BOD for comments.
    - Presentation of the proposed budget to the membership discussed. gretchen Lawhon will review the process for the members meeting.

- From Governance agreed that this would be more transparent for the members and would enable the members to speak to the Board.
- b. *Governance Committee.*
- The BOD nominations and preparation for election are in progress. There are 3 general seats open. One nomination has been received and there is one pending.
  - Appointment of a Family Member has been put on hold at this time.
  - General on-line voting will commence at beginning of October.
- c. *Advancement Committee.*
- Preparations are underway for World Prematurity Day 2016. An information sheet, poster template and call for submission of photographs are available.
  - Submissions to Foundations. Frances Anamosa, A Professional Advancement Researcher is assisting with the submissions.
  - Family Advisory Council have been asked for literature for World Prematurity Day. A blog is being written by Monica from Spain, a mother of prematurely born triplets. A conference call will occur prior to November.
  - Potential sponsors. A plan is being devised on the best way forward for following up from contacts from conferences.

6. *Agenda items for October 25<sup>th</sup> meeting in Bologna.* Please send to gretchen or Kaye by

The meeting closed at 1708. The next conference call meeting will be held on Thursday 20<sup>th</sup> October 2016.

*Action Items*

<b>Item</b>	<b>Who Responsible</b>	<b>Date Due</b>	<b>Completed</b>
End of year reports circulated to BOD	Heidelise Als, gretchen Lawhon, Jim Helm, Gloria McAnulty, Deborah Buehler	October 14th	
Position Description for Senior Editor of Developmental Observer	gretchen Lawhon	October 2016	
Proposed change to by-laws re BOD membership	Jim Helm	October meeting	
Finalise nominations and start on-line voting	Jim Helm	October 10th	
List of corporate contacts circulated to BOD	Deborah Buehler	October meeting	
Succession planning taskforce	Deborah Buehler	October	
French breastfeeding group and NIDCAP training	Gloria McAnulty	October	
Draft paper for Neo-Reviews	Heidelise Als / Gloria McAnulty/Jeff Alberts	December 2016	
Members and non-members survey report	Kaye Spence	October meeting	
Appointment of Family Member	Jim Helm	??	



Kaye Spence AM

Honorary Secretary NFI

September 18<sup>th</sup> 2016