



NFI Board Conference Call Minutes – January 19, 2017

Present: Deborah Buehler, President, Jeff Alberts, Heidelise Als, Rita Cummings, Mandy Daly, Jim Helm, gretchen Lawhon, Gloria McAnulty, Kaye Spence, and Björn Westrup

Absent with apologies: Nikk Conneman

Board Agenda and Discussion

(1) Board Communications and Plans

Review/Accept Board Minutes

October 29, 2016 Board Meeting (Kaye Spence, Secretary)

November 17, 2016 Conference Call (Kaye Spence, Secretary & Jim Helm, Interim Secretary)

December 15, 2016 (Rita Cummings, Interim Secretary)

Action: Minutes (October 29, November 17, December 15, 2016) were accepted by consensus. These will be posted to the Membership Page on the NIDCAP website.

Board Secretary Position

Action:

Results of NFI Board Vote: Rita Cummings, current Board Member, has been approved to serve as the NFI Secretary for the remainder of the NFI FY 2016-2017.

Mid-Year Board Meeting date confirmed in Boston for April 29-30, 2017.

(2) 2017 NIDCAP Trainers Meeting – Update on Plans to Date

- gretchen Lawhon gave a brief update on the schedule and invited speakers. These will include local speakers from Edmonton.
- Save the Date for the Trainer's Meeting announcement has been sent out. Edmonton team is currently seeking sponsors for the meeting.
- Members of the Planning Committee for the 2017 Annual NIDCAP Trainers Meeting include gretchen Lawhon (Co-Chair), Nikk Conneman, and Kaye Spence from the NFI Board.
- Other members of the committee include: Jean Powlesland (Co-Chair), Fatima Clemente, Rodd Hedlund, Linda Lacina, Bonni Moyer, Andrea Nykipilo, Nena

Pacheco Juzer Tybekhan, and Dorothy Vittner.

(3) Committees and their respective Councils/Task Forces/Initiatives

As time allowed, updates from Committees and Councils/Task Forces:

Program Committee (Heidelise Als)

North American NIDCAP Training Task Force (gretchen Lawhon)

- A draft description of this Task Force is underway.
- Dorothy Vittner will serve as co-chair for this Task Force with gretchen.
- A proposal for action steps from the Task Force will be finalized by the spring NFI Mid-Year Board Meeting (end of April 2017).

Science and NIDCAP Subcommittee (Jeff Alberts & Gloria McAnulty)

- Description and name of the subcommittee approved and will be posted on the NFI website.

Finance Committee (Gloria McAnulty)

- Gloria McAnulty reported on the status of the NFI credit card (used for organizational payments) and the bank requirement for an NFI individual to be responsible for our account. Gloria, as NFI Treasurer, has agreed to represent the NFI for the bank. Our new account will be with American Express.

Advancement (Jim Helm)

Global Perspectives (Björn Westrup)

- Björn Westrup will develop a description of this sub-committee for the Board to review at its next call.
- Björn described exploring collaborations with global organizations with shared goals.

Governance (Kaye Spence & Jim Helm)

- Kaye Spence will work to develop Performance Indicators for the various NFI work groups, beginning with the Science and NIDCAP Subcommittee. She will present an example of committee/subcommittee/task force evaluations with identification of targets and accomplishments to meet.

Board Development (Rita Cummings)

Rita Cummings will work with Kaye Spence to develop Board and Officer position descriptions for future elections (e.g., Treasurer), to ensure that the skill sets needed by the Board are filled

ACTION STEPS

Some of our current Action Steps are listed below.

Program Committee Heidelise Als (Chair)	Will continue ongoing efforts
Nikk Conneman	Will create action plan for NIDCAP Foundations Program
gretchen Lawhon	Will finalize draft of N. American NIDCAP Task Force
Jeffrey Alberts	Will implement NFI Science & NIDCAP Subcommittee
Finance Committee Gloria McAnulty(Chair)	Will continue ongoing efforts
Governance Committee Kaye Spence (Chair)	Will continue to refine survey responses Will review NFI policies Will prepare work group Performance Indicators draft
James Helm	Will help orient Björn Westrup to current Board
Rita Cummings	Will explore Board development activity with Kaye Spence as potentially part of Governance activities; this should include job description for board positions
Advancement Committee James Helm (Chair)	Will prioritize the Advancement Committee's next steps Will re-institute Advancement Committee conference calls
Mandy Daly	Will continue developing Family Council potential and reach
Björn Westrup	Will draft description of Global Perspectives Council
Executive Council Deborah Buehler (President)	Will develop and present to the Board reorganization of Committees and Board work

Respectfully submitted:

Rita Cummings, Secretary, NFI Board of Directors

January 19, 2017