

Annual NFI Membership Meeting Minutes

October 22th 2017

Edmonton, Alberta, Canada

Board of Directors In Attendance: Deborah Buehler (President – Chair), Jeffery Alberts, Heidelise Als, Nikk Conneman, Rita Cummings, Mandy Daly, Jim Helm, gretchen Lawhon, Gloria McAnulty, Kaye Spence/Dorothy Vittner (Minutes), Björn Westrup.

The Meeting opened at 11.05 am and was facilitated by Deborah Buehler.

President Deborah Buehler welcomed the membership and introduced each member of the NFI Board of Directors. The full NFI Committee Reports have been posted on the NFI webpage (www.nidcap.org)

Agenda Items

1. The *President's Report* was presented by Deborah Buehler (President). Deborah Buehler opened the meeting with an overview of the state of the NFI. She read the 2017 NFI Mission Statement, which describes the guiding principles of the NFI: *The NFI promotes the advancement of the philosophy and science of NIDCAP care and assures the quality of NIDCAP education, training, and certification for professionals and hospital systems.* Deborah Buehler discussed the make-up of the organization, which stands at 220 members with more than 2000 professionals trained over the past 15 years. There is a NIDCAP presence with Trainers, NIDCAP Training Centers, and/or NIDCAP Nurseries on five continents, in more than 28 countries around the world. With the aid of the NFI organizational chart Deborah Buehler explained the NFI's organization, the goal of which it is to support the NIDCAP effort and ensure the quality of training and future development of the NFI. Deborah Buehler highlighted the following points:
 - The NFI Board of Directors expressed heartfelt appreciation for the work and contributions of the two departing Board members, Jeff Alberts and Kaye Spence.
 - Reports of the work of four NFI committees (Program, Finance, Governance, Advancement as well as their Advisory Councils to and Sub-Committees within the four Committees will be available on the NIDCAP website.
 - Special recognition was extended to two NFI leaders who will step down from critical roles: gretchen Lawhon from the NIDCAP Trainers Meeting Planning Sub-Committee,

which will be co-chaired by Jean Powlesland and Nikk Conneman for the 2018 NIDCAP Trainers Meeting, and Rodd Hedland, has stepped down as Senior Editor of the *Developmental Observer*, which he has held since its inception in 2007. Diane Ballweg will take over this position.

- The President reported that Jennifer Degl, member of the NFI Family Advisory Council was supported by the NFI to attend this year's NIDCAP Trainers Meeting. The President described two new work groups; the NIDCAP Foundational Education Work Group (FEWG) Sub-Committee which will be integrating the North American NIDCAP Trainers Task Force. The President furthermore presented organizational priorities for the coming year as drawn from the membership feedback. These include: 1) Development of the organizational infrastructure (finances, leadership and staff); 2) Development of new programs (i.e. the Foundational Education and the NIDCAP Nursery Programs) ; 3) Raising global awareness and international NIDCAP presence; 4) Fortification of NIDCAP training and the next generation of Trainers for underserved geographical areas; and 5) Building scientific resources for NFI members.
- The President offered to the members present a preview of the NFI 2017 World Prematurity Day annual poster, with photographs of NIDCAP care from 47 nurseries from around the world.
- The President's overview of the past year concluded with gratitude to the members for helping to realize *a global society in which all hospitalized newborns and their families receive care in the evidenced-based NIDCAP model*. For greater detail of the organizational activities from the NFI FY 2016-2017, please, refer to the posted President's Report on the NFI website.

2. The *Program Committee Report* was presented by Heidelise Als (Chair). Highlights presented achievements and activities for the period of 25 October 2016 – 20 October 2017: The Quality Assurance Advisory Council (QAAC) meets on a monthly basis; Karen Smith was appointed to Chair of the QAAC for 2017-2018. H. Als summarized the list of newly certified NIDCAP Training Centers and NIDCAP Trainers, Training Center closures, Trainer re-affiliations and retirements, NIDCAP Nursery Assessment and Certification Program (NNACP) highlights including nursery certifications, applications for certification, renewal processes and documents as well as NNACP site reviewer certifications. She reported on NNACP presentations that were provided at three different One-Day NIDCAP conferences on the West Coast in September 2017. She share that the NIDCAP Foundational Education Sub-Committee is chaired by Nikk Conneman and Jim Helm. There were four NFI sponsored one-day conferences during 2017. H. Als also explained that the North American Trainers Task Force, co-chaired by gretchen Lawhon and Dorothy Vittner, continued to have considerable overlap with the Foundational Education Sub-Committee and therefore these two groups would be in close communication with each other. H. Als further reported that the Sub-Committee on NIDCAP and Science, co-chaired by Gloria McAnulty and Jeff Alberts, was comprised of individuals committed to participating in discussion and dissemination of

scientific knowledge pertinent to NIDCAP practice as well as empirical data from NIDCAP related studies. H. Als reported that the Sub-Committee on NFI Endorsement of activities and products reviewed numerous initiatives endorsed by the NFI such as the *Infant Behavioral Assessment and Intervention Program* (IBAIP). In April of 2017 the Sub-Committee of the Protection of NFI Intellectual Property, chaired by Gloria McAnulty, was reassigned to the NFI Governance Committee. The Program Committee had greatly valued its close working relationship with the Sub-Committee's highly capable and conscientious chair, Gloria McAnulty. The Program Committee Chair thanked Gloria McAnulty for her many years of excellent work on behalf of the NFI's extensive international Training and Certificate Program products and property, as well as for her tireless and painstaking work on the NFI trademark, name and product certification and protection.

3. The *Governance Committee Report* was presented by Kaye Spence (Chair). Highlights presented: Priorities as identified from Membership Survey 2017; 1) to increase the scientific evidence for NIDCAP (i.e. more research); 2) to develop more online educational programs and video content; and 3) to support development and sustainability for NFI certified NIDCAP Professionals. The priorities for Program include: 1) To increase e-learning resources including online training and videos available on the NFI website; 2) The creation of NIDCAP foundational education programs; and 3) An increase in scientific evidence for NIDCAP and APIB. The priorities of Finance include: 1) Implementation of NFI educational conferences; 2) Development of corporate sponsorship partners; and 3) Securing foundation support grants. The priorities of the whole organization include: 1) Increase global awareness of NIDCAP and the NFI; 2) Develop volunteer opportunities for members to be part of the work of the NFI; and 3) Develop a recruitment plan for new members of the Board of Directors.
4. The *Advancement Committee Report* was presented by Jim Helm (Chair). The full report is available on the web. J. Helm summarized highlights regarding Development and Fundraising: The NFI continues efforts to secure sponsors. The current Bronze Level sponsors are Handi-Craft-Dr Brown's Medical and Sonicu. Four one-day conferences were held during 2017 to provide foundational education and a mechanism to generate funds for the NFI. An update regarding the Public Relations and Collaboration Sub-Committee was provided; the website and google listserve are maintained by Sandra Kosta as part of social media resources which also include Linked-In, Facebook and Twitter accounts. The Family Advisory Council is facilitated by Mandy Daly and Samantha Butler and continues to support the mission of the NFI. The membership asked no specific questions.
5. The *Finance Committee* was presented by *Gloria McAnulty (Treasurer)* and the report was compiled with assistance from Sandra Kosta, Finance, Operations and Administration Executive Director. The report for the last fiscal year and the proposed budget were presented. A Vote was taken on the proposed FY2017-2018 Budget. It was approved by majority of hands, no nay votes and one abstention. One question from the floor on the financial characteristics of the NIDCAP Nursery Assessment and Certification Program was

addressed. The President responded that the program was not initiated to provide a revenue stream for the NFI, and while it was hoped that the income and expenses from the program would be cost-neutral, the Organization's investment in the program was considered vital to the NFI's mission. The Treasurer reported that the financial report for fiscal year 2016-2017 and the proposed fiscal year 2017-2018 would be available to members on the NFI website.

6. *Elections* – The members were asked to vote for the four vacant positions on the Board. The results were as follows: Deborah Buehler, Gloria McNulty, Juzer Tyebkhan and Dorothy Vittner were elected for a three year term.
7. The meeting then moved to an *Open Forum* to the members to ask questions regarding the Board Reports or raise other items from the floor.

There was no further discussion and the meeting was closed at 12.45 pm. The Committee Reports are available on the NFI website.

Respectfully submitted,



Dorothy Vittner, PhD, RN, CHPE

April 19, 2018

(NFI Secretary, February 2018)