



## **Minutes NFI Board Meeting – August 17 2017**

**Attending: Deborah Buehler, Rita Cummings Jim Helm, gretchen Lawhon, Gloria McAnulty, Bjorn Westrup**

**Absent: Jeff Alberts, Heidilise Als, Nikk Conneman, Mandy Daly, Kaye Spence.**

### **1. Review/Accept Board Minutes (Rita)**

**Action: Board Minutes for May (2 sets of minutes), June, and July were circulated. Rita will email all board members for a consensus approval on August 21.**

### **2. Strategic Plan Update (Deborah)**

Deborah circulated an updated organization chart for review and asked the board to review the organization chart for accuracy. There were a number of suggested changes to the organization chart which Deborah will integrate into the final version.

#### **Action:**

- **Deborah also asked all board members to update Strategic Plan action plans and timelines they are assigned to by Wednesday September 6, 2017**
- **Deborah will update the organization chart by**

### **3. NIDCAP Trainers Meeting Update (gretchen, Gloria)**

There was a general discussion about the conference including budget, speakers, plans for the membership meeting, and the timing of the October board meeting in Edmonton.

A small group has been working on Planning Guidelines for future Annual Trainers Meeting.

**Action: Jim and gretchen will circulate a draft of Planning Guidelines to the NFI Board of Directors for their comments and approval by September??**

### **4. NFI Board 2017 Nominations and Election (Jim)**

- A call for nominations has been sent to the membership. The Task Force for Board nominations will craft a follow-up announcement to the membership to include

more information including skills required on the board, positions that will open up in the coming year i.e. include information about incumbents.

**5. NFI 2017 Membership Survey Update (Kaye)**

**6. Sub-Committee, Council & Task Force Updates**

- NFI Science & NIDCAP (Jeff)
- N. American NIDCAP Task Force (gretchen)
- NIDCAP Foundations Program (Nikk, gretchen)
- Family Advisory Council (Mandy)
- Global Perspectives (Björn)