



Board Conference Call Minutes: October 3, 2018

Present: H. Als, PhD, D. Buehler, PhD, N. Conneman, MD, M. Daly, ACII, DLDU, J. Helm, PhD, g. Lawhon, PhD, RN, CBC, FAAN, G. McAnulty, PhD, J. Tyebkhan, MBBS, FRCPC, D. Vittner, PhD, RN, CHPE

Absent: B. Westrup, MD, PhD

Executive Director of Administration and Finance: S. Kosta, BA

Time Keeper (Rotating Role): N. Conneman

Agenda

Meeting called to order at 4:00 pm

(1) Review/ Discuss/Accept Board Minutes (D. Vittner) [5 minutes]

- Since the 2018 August meeting minutes were significantly updated since last BOD call, the BOD members were asked to re-review this set. Approval was sought for 2018 September BOD Conference Call Meeting Minutes. Motion to accept August 2018 minutes by H. Als, Second by J. Helm, J. Helm motioned to accept September 2018 minutes, seconded by H Als.

Upon motion duly made, and seconded it was unanimously

Voted: to approve the 2018 August and September BOD Conference Call meeting minutes.

Action: D. Vittner will send the August 2018 and September 2018 BOD meeting minutes to S. Kosta to be posted on the NFI website.

(2) Finance (G. McAnulty)

- FY 2018-2019 Budget (G McAnulty)
 - S. Kosta and G. McAnulty prepared and distributed the estimated budget for the FY2018-19 via email. They plan to share the approved financial report to the membership during the 2018 Annual NFI Membership Meeting. G. McAnulty and S. Kosta sought input from each committee and sub-committee chairs for input for the proposed budget. J. Helm stated that he is anticipating there will be one one-day regional NFI conference in the upcoming year in Florida. M. Daly confirmed the request for \$2000 for a parent representative to attend the 2019 NIDCAP Trainers

Meeting. The development of Foundation Education training materials is currently included in the restricted fund category. J. Tyebkhan requested time on the agenda to discuss concerns brought forward regarding job descriptions and finance concerns. D. Buehler sent a set of documents to all BOD members to review these inquiries. G. McAnulty reminded the BOD that the budget should be approved by BOD prior to presenting it to NFI membership.

(3) Board Business (D. Buehler)

- Board Election Nominations, Elections & Appointments (J. Helm)
 - J. Helm reported that the nominated individuals have provided written summaries of their qualifications and interest in serving on the BOD. J. Helm plans to send out these summaries and a description of the voting process to the membership. The election will begin with this email message sent out later this evening or tomorrow. J. Helm is working through details of the in-person voting process that will be held in Porto at the NFI Membership Meeting. Individuals who vote online before the meeting will not be allowed to also vote in person. All NFI members in good standing are eligible to vote for BOD positions.
- Upcoming Board Agenda Items & Membership Meeting Plans (D. Buehler)
 - D. Buehler distributed a draft agenda for the Friday BOD Meeting and asked for feedback. H. Als prepared a PowerPoint presentation to provide an overview of the efforts of the Program Committee. g. Lawhon asked for time for the *Developmental Observer* to be added to the BOD Meeting agenda as well.
 - D. Buehler circulated a draft of the Membership Meeting Agenda for BOD review. N. Conneman will be the time keeper for the Membership Meeting. D. Buehler requested results of the survey in advance of the NFI Membership Meeting. She also inquired whether note cards for the open forum component of meeting for members' questions might be helpful; the Board replied affirmatively. The BOD will be in the front of the room on an elevated stage to support visibility for the audience. Individuals requested space, a podium and a laptop to stand while presenting their information to the membership.
- Committee Reports due October 5, 2018 (D. Buehler)
 - D. Buehler requested that Committee Reports be sent to the BOD by October 5, 2018.
 - Discussion ensued regarding the mid-year BOD meeting, whether to meet in person or via an online format due to financial and time constraints of individual BOD members. J. Helm put forth a motion to continue with the mid-year meeting as an in-person meeting, G, McAnulty second the motion.

Upon motion duly made, seconded and carried it was

VOTED: *To continue to meet in person for the mid-year BOD meeting (5 yes votes, 2 no votes, 2 abstention votes).*

- Upcoming NIDCAP Trainers Meeting (N. Conneman) (Deferred due to time constraints)

Action: N. Conneman will follow up with the NTM Planning Committee and the Portuguese hosts regarding the need for note cards for the Membership Meeting.

- (4) *Developmental Observer* (DO) Senior Editor (D. Buehler, g. Lawhon) (Deferred due to time constraints) [10 minutes]
- (5) Program (H. Als, D. Vittner) (Deferred due to time constraints)
- FEWG: financial plan; next steps for *Focus on the Brain* now that copyright obtained; other topics (g. Lawhon, J. Tyebkhan, J. Helm, D. Vittner)
- (6) Advancement Committee Updates and Discussions (Deferred due to time constraints) (J. Helm)
- Communications (M. Daly)
 - Global Perspectives (B. Westrup)
 - Family Advisory Council (M. Daly)
- (7) Other Business (as time will allow)

Some of our current Action Steps are listed below.

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| H Als/Program | Will continue ongoing efforts |
| N Conneman | Will develop 2018 & 2019 NIDCAP Trainers' Meetings with J.P. & Committee |
| g Lawhon/J Tyebkhan/J Helm/D Vittner | Will implement NIDCAP Foundations Program |
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| G McAnulty/Finance | Will continue ongoing efforts (incl. 2018 NIDCAP Trainers Meeting) |
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| J Helm/Governance | Will continue ongoing efforts |
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| J Helm/Advancement | Will continue ongoing efforts |
| M Daly | Will continue developing Communications & Family Council |
| B Westrup | Will develop Global Perspectives Council Task Force |
| | |
| D Buehler/NFI Development | Will continue ongoing efforts |

The next BOD meeting will be held on **Friday, October 19, 2018, 0900-1730.**

The meeting concluded at 5:08 pm (EDT).

Respectfully submitted,



Dorothy Vittner, Secretary

October 3, 2018