



Board Conference Call Minutes: November 5, 2018

Present: H. Als, PhD, D. Buehler, PhD, M. Daly, ACII, DLDU, G. McAnulty, PhD, J. Powlesland, MS, RN, D. Silberstein, PhD, RN, D. Vittner, PhD, RN, CHPE, B. Westrup, MD, PhD

Absent: N. Conneman, MD, J. Helm, PhD, J. Tyebkhan, MBBS, FRCPC,

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

Time Keeper (Rotating Role): B. Westrup

Agenda

Meeting called to order at 1:04 pm

Topics may Include (times are offered as guides):

(1) Secretarial Responsibilities (D. Vittner) [10 minutes]

- Request for permission to record current Zoom BOD Conference Call, unanimous approval for ZOOM conference call to be recorded. S Kosta will establish recording of call.
- Minutes from the Friday October 19, 2018 BOD Meeting will be disseminated within next few days, D. Vittner will request feedback for meeting minutes and then BOD approval via email prior to December 3, 2018 Conference Call. D. Vittner will also disseminate the 2018 NFI membership meeting minutes for the BOD's review and approval as soon as the minutes are completed.
- Secretary Position: Discussion ensued regarding need to identify a Secretary; D. Vittner explained role responsibilities, expectations and established process over the past year. D. Buehler expressed desire to identify a secretary by next BOD conference call. D. Vittner is willing to collaborate with the BOD member who is willing to take over the Secretary role to support transition of responsibilities. D Silberstein expressed interest in supporting NFI BOD, yet is apprehensive to take on Secretary role given English is not her primary language. D. Silberstein, D. Vittner and D. Buehler will connect to provide concrete details on role and define next steps.

(2) Finance (G. McAnulty)) [10 minutes]

- FY 2018-2019 Budget (G. McAnulty): Acknowledged it was surprising how much energy and questions were raised at the NFI Membership Meeting regarding scrutiny of the proposed budget line items by the membership. Reported that Erin Ross volunteered to be part of Finance Committee. The role of the Finance Committee is to assure processes are followed and items are paid, the decision making comes from the BOD

and then the committee is responsible for allocating funds available. Reiterated that the decisions come from the BOD not the Finance Committee. G. McNulty has received questions from new BOD members regarding BOD reimbursements, goal is to explain expectations from organizational perspective and supported by the by-laws, an individual attending BOD meeting may receive reimbursement for expenses, however individuals attending the Trainers Meeting often do not ask for reimbursement for expenses yet sometimes individuals do. There is a form that needs to be completed if a BOD member would like reimbursement. The mid-year BOD meeting typically occurs on the east coast, reimbursement for travel is available, or an in-kind contribution may be made by the BOD member attending the meeting. The flight is reimbursed for an economy class ticket as compared to business or first class flight. A suggestion was made to consider re-thinking budget prior to the mid-year BOD Meeting, so that appropriate planning can happen from the established priorities of the BOD. The NFI individual Professional Membership or Training Center dues have not been raised in many years. The appearance of high administrative cost to the organization is misleading, by virtue of the organization's purpose is to support the NIDCAP Training initiatives, these are products not administrative roles. Clarification was provided that as a charitable organization that serves people and services are described as administration rather than a product. B. Westrup suggested this information should be shared with membership via a President's Monthly Message, he also encouraged that job descriptions for the Executive Director of Administration and Finance and NNP Director be made public on the NFI Website. It was reiterated that the NFI does not have staff positions, these individuals are paid consultants for tasks with defined timelines that have been established. Discussion ensued regarding increasing transparency with the NNP program.

Despite posting meeting minutes, monthly President's messages, and other avenues to share information, the NFI membership is not aware of the BOD's decision making process or efforts that go into defining priorities for the organization. Since the NNP program began in 2011, there are meeting minutes from the QAAC and leadership which define priorities and next steps. At each NFI Membership Meeting the same questions arise, the information is not clear about the information that has been shared, the individual NIDCAP Trainers are not aware of this information. This point should be reiterated, in President's monthly reports. The NFI BOD members should be diffusing these questions and inquiries and be informed of what are the organizational needs and next steps.

A suggestion was made that the line item in the budget for the FEWG program needs clarification. Within the budget there are two separate approaches, restricted and unrestricted. For example the restricted funds of \$19,710 were carried over from the previous year and will be spent within the Advancement category as driven by the NFI's priorities.

A suggestion was made that the BOD should document the various numbers of hours that each BOD member contributes, or look to acknowledge the amount of work that is completed. A large proportion of members do not attend the membership meeting, the voices of a few may not be held by all.

(3) Board Business (D. Buehler) [30 minutes]

- Mid-Year NFI BOD Meeting/ Date (J. Powlesland) the dates in May 16-17th were preferable for most of BOD, D. Silberstein will check availability and respond to J. Powlesland. G. McNulty will send out a NFI BOD message to the group today to assure email addresses are accurate for new composition of BOD.
- NFI Advancement & Governance Identification of New Chairs (Jim) **Deferred due to time constraints**
- Board Composition (Family Representative, Professional BOD/1 year) (Jim) **Deferred due to time constraints**

(4) Program (Heidi, Dorothy) (10 minutes) **Deferred due to time constraints**

- FEWG: next steps for *Focus on the Brain* now that copyright obtained; other topics (Dorothy, Jim, Juzer)

(5) Advancement Committee Updates and Discussions (as time allows) (Jim) **Deferred due to time constraints**

- Communications (Mandy)
- Global Perspectives (Björn)
- Family Advisory Council (Mandy)

(6) Other Business (as time will allow) **Deferred due to time constraints**

H Als/Program	Will continue ongoing efforts
N Conneman	Will develop 2019 NIDCAP Trainers' Meetings with J.P. & Committee
g Lawhon/J Tyebkhan/J Helm/D Vittner	Will implement NIDCAP Foundations Program
G McNulty/Finance	Will continue ongoing efforts (incl. 2018 NIDCAP Trainers Meeting)
J Helm/Governance	Will continue ongoing efforts
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 **Monday, December 3, 2018, 1300-1400 EST.**

The meeting concluded at 2:09 pm (EST).

Respectfully submitted,



Dorothy Vittner

November 5, 2018