



NIDCAP Federation International (NFI)

Board Conference Call Minutes: December 3, 2018

Present: Deborah Buehler, PhD, Nikk Conneman, MD, James Helm, PhD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Dorothy Vittner, PhD, RN, CHPE, Juzer Tyebkhan, MBBS, FRCPC

Absent: Heidelise Als, PhD, Mandy Daly, ACII, DLDU, Björn Westrup, MD, PhD.

Executive Director of Administration and Finance: Sandra Kosta, BA

Time Keeper (Rotating Role): D. Vittner

Agenda

Meeting called to order at 12:06 pm Central Standard Time

(1) Secretary, Minutes, Decisions (D. Vittner, J. Helm, J. Powlesland)

- Secretary/ NFI Officer Nomination: D. Buehler stated J. Powlesland has been nominated and has agreed to serve in the role of Secretary/NFI Officer.

Upon motion duly made by D. Buehler to nominate J. Powlesland for Secretary, and seconded by N. Conneman it was unanimously accepted;

Voted: to approve J. Powlesland as NFI Secretary and Officer.

- D. Vittner stated that minor edits and corrections to the Board of Director (BOD) meeting minutes for October, 19, 2018, October 23, 2018, November 5, 2018 and the October 21, 2018 NFI Membership Meeting minutes were received and incorporated into the meeting minutes.

Upon motion duly made by D. Vittner to approve the BOD meeting minutes for October 19, 2018 pending discussed modifications, seconded by N Conneman it was unanimously accepted;

Voted: to approve the meeting minutes for the BOD Meeting October 19, 2018.

Upon motion duly made by D. Vittner to approve the BOD meeting minutes for October 23, 2018, seconded by N. Conneman it was unanimously accepted;

Voted: to approve the meeting minutes for the BOD Meeting October 23, 2018.

Upon motion duly made by D. Vittner to approve the Board Call meeting minutes for November 5, 2018, seconded by N. Conneman, six accepted, two abstained;

Voted: to approve the meeting minutes for BOD Conference Call November 5, 2018.

Upon motion duly made by D. Vittner to approve the NFI Membership meeting minutes for October 21, 2018, seconded by J. Tyebkhan, it was unanimously accepted;

Voted: to approve the meeting minutes for the NFI Membership Meeting October 21, 2018

Action: D. Vittner will send the approved minutes to S. Kosta to be posted on the web.

- D. Vittner stated that feedback had been received from various BOD members regarding the October 19, 2018 Meeting Minutes for the Section on the BOD agreement to submit FEWG lectures: “*Educational Work Group (FEWG, J. Tyebkhan, D. Vittner, Co-Chairs): g Lawhon provided an outline of the history of Foundational Education (see attached FEWG handout). This effort is working in parallel with the NIDCAP Nursery Program to create online learning opportunities. The intention of the FEWG is to create online availability for continuing education (CE) credit. A request to each BOD member was reiterated to provide lectures in various formats, for example voiced over PowerPoint presentations. The Board discussed the use of proper branding on the lectures. The FEWG leadership is looking for clarity from BOD as a whole for support to move this initiative forward. Discussion ensued. The BOD encouraged more structure in terms of what the topics are that will be included. Suggestions were made for the future Foundations curriculum to include: Guided vignettes with facilitation of observing behavior, and components of the Introductory NIDCAP lecture (brain development, etc.). B. Westrup motioned to accept the FEWG bulleted content in the report page 3, 4, & 5, that had been distributed. N. Conneman seconded. Discussion ensued regarding building on strengths of the potential contributors and giving the background for each of the contributors prior to their presentations.*” The FEWG seeks clarification regarding impressions of the BOD on how best to move forward. Discussion ensued.

Upon motion duly made by G. McAnulty to revise the October 19 minutes to clarify the stated role of individual Board members in the development of the FEWG online learning forum, seconded by J. Helm, seven accepted, one abstained;

Voted: to add as addendum to the October 19, 2018 BOD Meeting Minutes to “the FEWG encourages but not obligates individual BOD members to provide an educational presentation to add to the collection of Foundational Educational Materials that support the NIDCAP work to the level of their experience and knowledge”

(2) Board Business

- Confirmation of Mid-Year NFI BOD Meeting/ May 16-17/ Revisiting Possible Dates

D. Buehler brought forward that the dates of May 16-17 originally agreed upon for the Spring Board meeting might have to be changed. The alternate dates that had been proposed also did not accommodate the majority of the Board members. D. Buehler requested J. Powlesland to send an electronic poll to inquire with the BOD about availability for the mid-year meeting adding additional options in April and June 2018.

Action: J. Powlesland to create an survey to determine the Board members availability, send it out and have D. Vittner follow up on the results early next week.

- 2020 NTM (Tübingen Hosts)- Confirm October 24-26, 2020 dates & review venue

N. Conneman discussed the location and the pros and cons. This is a conference center, religiously based, that is commonly used for retreats. It is located in woods, a quiet place, with easy access to an airport.

Pros: Would be inexpensive, the space is in a retreat center with calm atmosphere.

Cons: Only 60 beds available, meeting participants would have to book hotel reservations off site; the NTM Committee will assess how the religious nature of the center will influence the meeting participants' experience, and develop ways to ensure that people can gather together and socialize.

Action: All Board members will pass on specific follow up questions to N. Conneman, who will follow up with the Tübingen center and report back before the next meeting.

- Board Composition (Family Representative, Professional BOD/1 year)

J. Helm asked the Board members to consider the composition of the BOD, with B. Westrup's stepping down. The options for this BOD seat include: Leaving vacant, transfer to an additional Family Representative, or transfer to a Professional, who might bring valued skills to the organization. J. Helm was asked to provide his thoughts and recommendations.

Action: J. Helm will send out recommendations for the Board position vacated by B. Westrup.

(3) Identification of New Chairs for the NFI Advancement & Governance Committees

D. Vittner noted that it is important to identify individuals as soon as possible in order to facilitate the transition of the NFI Advancement and Governance Committee Chair positions.

Action item: J. Helm stated he would send out his recommendations on the transition of the two Chair positions of the NFI Advancement and Governance Committees.

Deferred due to time constraints: Program, Advancement, Finance Committee Updates and Discussions

Other Business: D. Buehler shared the draft of the electronic NFI holiday card with the Board.

The next BOD meeting will be held on **Monday, January 7, 2019, 1200-1400 CST.**

Meeting was adjourned at 1: 07 pm central standard time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jean Powlesland". The signature is written in a cursive style with a large initial "J".

Jean Powlesland

December 3, 2018