

**Board Conference Call Minutes: June 13, 2018**

**Present:** H. Als, D. Buehler, M. Daly, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, J. Tyebkhan, D. Vittner

**Absent:** J. Helm, N. Conneman, B. Westrup

**Agenda**

**Meeting called to order at 4:04 pm**

- **Review/Accept/Discuss Board Minutes (Dorothy Vittner, RN, PhD, Secretary)**

- The mid-year Board of Director (BOD) minutes have been distributed. Dr. Juzer Tyebkhan motioned to accept mid-year BOD minutes; Dr. Gloria McAnulty seconded the motion. The minutes were unanimously approved.
- Dr. Dorothy Vittner motioned to approve February BOD conference call meeting minutes. Dr. Heidelise Als, seconded the motion. The minutes were unanimously approved.

***Action: Dr. Vittner will send the approved mid-year NFI BOD meeting and April conference call minutes to Ms. Sandra Kosta to be posted on the NFI website.***

- **New Business (Deborah Buehler, PhD, President)**

- **2018 NFI Membership Survey:** Dr. Tyebkhan distributed a draft of the 2018 NFI Membership Survey and the corresponding membership email invitation to participate for BOD review. All NFI members will be requested to complete the survey. The survey will be sent out once the membership list has been reviewed and revised by Dr. James Helm. Any additional feedback regarding the survey and its invitation from BOD members should to be sent to Dr. Tyebkhan by June 21, 2018.
- **Board Election Nominations:** (Dr. Buehler on behalf of Dr. Helm) A request for new board member nominations, from the NFI membership, should be sent to Dr. Helm at this time. Dr. Helm has received two recommendations to date. The BOD discussed appointing a second family representative to the Board, specifically a leader from North America.
- **BOD member availability:** Dr. Björn Westrup shared his challenges regarding his full participation as a member of the BOD over past months, including his responsibilities in coordinating global research studies and family commitments. Dr. Westrup committed to participating on upcoming monthly BOD calls and to

joining our BOD and NIDCAP Trainers Meetings in Porto, Portugal. After this time, Dr. Westrup will reevaluate his commitments and availability for BOD service. The Global Initiatives Sub-Committee, chaired by Dr. Westrup, includes Ms. Mandy Daly, Dr. gretchen Lawhon, Ms. Kaye Spence, and Ms. Inga Warren. This effort is ongoing.

The BOD discussed how to best manage the transition for others to assume Dr. Helm's NFI BOD responsibilities. Dr. McAnulty motioned for Dr. Helm to continue on BOD in an appointed position for one year to oversee and support this transition. Dr. Als seconded this motion.

- **Strategic Plan Strategies, Action Plans & Timelines Excel Spreadsheet (to be developed) (Dr. Buehler):** Items were deferred due to lack of time.

**Action:** The BOD unanimously voted for Dr. Helm to continue on the BOD in an appointed position for one year to oversee and support the transition of his responsibilities within the Governance and Advancement Committees.

The Board discussed how to best communicate to the NFI membership the desire to create this one year Board support position. The Board weighed the relative merits of this appointment to be a voting versus a non-voting position. The Executive Council will discuss these options with Dr. Helm and report back to the BOD.

- **The following agenda items were deferred due to lack of time:**
  - Program Committee (H Als)
  - NIDCAP Trainers Meeting (N Conneman): "NIDCAP Trainers Meeting" versus "NFI Annual Meeting"
  - Governance (G McAnulty on behalf of J Helm): Creation of policy for NFI "reserve fund" in the event of any future financial surpluses from the NIDCAP Trainers Meeting
  - Finance (G McAnulty): Mid-year BOD meeting cost/benefit review

**The next monthly BOD conference call will be on Wednesday July 18, 2018, 1600-1700 EDT**

The meeting concluded at 5:11 pm (EDT).

*Respectfully submitted,*



**Dorothy Vittner, Secretary**

**June 13, 2018**