

Board Conference Call Minutes: July 18, 2018

Present: H. Als, D. Buehler, S. Kosta, g. Lawhon, G. McAnulty, J. Tyebkhan, D. Vittner, B. Westrup

Absent: M. Daly, J. Helm, N. Conneman

Agenda

Meeting called to order at 4:06 pm EDT

- **Review/Accept/Discuss Board Minutes (Dorothy Vittner, RN, PhD, CHPE, Secretary)**
 - Minutes to be finalized and/or posted were reviewed: 2018 June Board Meeting Minutes were reviewed and minor revisions offered and the BOD was given one week for further editorial suggestions; the February and April (Board of Directors) BOD Conference Call Meeting Minutes' previous approvals were confirmed and will be posted on the NIDCAP website.
 - Discussion ensued regarding minutes' formatting and the use of full names and formal credentials within meeting documentation. D. Vittner motioned to identify full name with credentials at first event followed by first initial and last name in subsequent events, Heidelise Als, PhD, seconded the motion.

Upon motion duly made, seconded and carried it was VOTED: To approve Minutes' formatting with individuals' names formally written out with credentials the first time they appear and then the first initial and last name in subsequent inclusions (6 yes votes, 1 no vote).

- Juzer Tyebkhan, MBBS, FRCPC asked that the BOD consider suggestions for our minutes in terms of procedure and time-efficiency. Among the suggestions explored: meeting minutes sent out a week before for review and opportunities to bring issues forward; appointing a timekeeper to keep agenda moving forward; updates from various committees or work groups sent out with agenda if there are no items up for discussion within the update; and a condensed agenda to facilitate getting through entire agenda at each meeting.
- Bjorn Westrup, MD, PhD updated his email address (Bjorn.westrup@ki.se) for future communications.

Action: D. Vittner will send the revised June BOD meeting minutes to the Board and ask for approval via email within seven days. When the June BOD Conference call meeting minutes are approved D. Vittner will send them to Ms. Sandra Kosta to be posted on the NFI website.

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

- **2018 NFI Membership Survey:** Kaye Spence, AM, RN, RM MN and J. Tyebkhan have distributed the 2018 NFI Membership Survey to our members. They plan to send out one reminder to capture as large a large response rate as possible. K. Spence and J. Tyebkhan will analyze the data and present to the participants of the upcoming NIDCAP Trainers Meeting (NTM).
- **Board Election Nominations:** (D. Buehler, on behalf of James Helm, PhD) To date, J. Helm reports that for the upcoming BOD election: two individuals have accepted their nominations to serve on the Board. Their names will be placed on ballot. Fabrizio Ferrari, MD has also been nominated and should expect communication from J Helm. A fourth name for nomination is also being followed up by J. Helm. B. Westrup has spoken with Jacques Sizun, MD and Pierre Kuhn, MD about considering serving his final year of Board service. B. Westrup will follow up on next steps with J. Helm. For the BOD Family Representative Board Seat, J. Helm has discussed Jennifer Degl's availability and interest. J. Helm has asked the BOD to vote to formally open this position. A question arose as whether this Board position is appointed or elected. Clarification was made that this individual is initially appointed by BOD. D Vittner motioned that a family representative position is opened, H Als second,

Upon motion duly made, seconded and carried it was unanimously VOTED: To approve formally opening the second NFI Family Representative Board of Directors seat.

BOD member availability: J. Helm was informed of the BOD's decision to offer him a one-year appointed position to support BOD transitions in the coming year. He stated to the Executive Council that he would prefer to be voting member of BOD. At the end of this fiscal year, J. Helm plans to step down from his leadership roles as the NFI's Vice President and as Chair of Governance and Chair of Advancement. Discussion ensued as to how to communicate to membership that J. Helm is choosing not to run for re-election in a three-year position and yet will continue for an additional year in an appointed position. B. Westrup suggested D. Buehler as President explained that J. Helm will stay on BOD for additional year prior to the NTM. All membership questions and/or concerns may be brought to the BOD before or during the membership meeting.

- **Open Committee Chair Positions for FY 2018-2019:** The BOD is looking for Board Members to Chair the Advancement Governance Committees.

- Program Committee Updates and (H. Als, Program Chair)
 - Foundational Education Workgroup (FEWG): Request for Lectures (J. Helm, gretchen Lawhon, PhD, RN, CBC, FAAN, J. Tyebkhan, D. Vittner)
 - FEWG: No initial educational videotaped lectures have been offered by Trainers to date. Perhaps once this initiative and its process are presented at the NTM other trainers will provide lectures for this series. H Als would like to discuss with FEWG the targeted audience and what outlined topics the sequence will be. D. Buehler will include in the President's report.
 - Our annual meeting: "NFI NIDCAP Trainer's Annual Meeting" was considered as the new name. The words "NIDCAP Trainers" are considered important to include based on feedback from the Nurturing the Trainer Session at the NTM. Due to the many complex considerations in defining the purpose of our annual meeting, it was determined that the discussion of the name of our annual meeting, and correspondingly its stated purpose, was deferred until NTM Co-Chairs Nikk Conneman, MD and Jean Powlesland, RN, MS, are consulted.
 - NIDCAP and Science Sub-Committee: Dalia Silberstein RN, PhD and Ita Litmanovitz MD, PhD, accepted to be sub-committee co-chairs beginning in October 2018. H. Als encouraged the NIDCAP and Science Sub-Committee to connect with Linda Lacina, MSN, RN (Chair of Abstract Review for NTM) to collaborate on integrating abstracts into the *Developmental Observer*.
 - *Developmental Observer*: Diane Ballweg, APRN, CNS, MSN has moved into the Associate Editor position. The NFI's biannual newsletter is looking to identify a new Senior Editor.
 - NIDCAP Trainers Meeting: The program for the 2018 NTM is being finalized.
- Governance Committee Update (J. Helm, Governance Chair)
 - The discussion of a need to create a policy for an NFI "reserve fund", in the event of any future financial surpluses from the NIDCAP Trainers Meeting, will be held over to next month's conference call.

Action: D. Buehler requested for any agenda items considered urgent by BOD members be discussed via email.

The next monthly BOD conference call will be on Wednesday August 8, 2018, 1600-1700 EDT

The meeting concluded at 5:04 pm EDT.

Respectfully submitted,



Dorothy Vittner, Secretary

July 18, 2018