



Board Conference Call Minutes: August 8, 2018

Present: H. Als, PhD, D. Buehler, PhD, M. Daly, ACII, DLDU, J. Helm, PhD, G. McAnulty, PhD, J. Tyebkhan, MBBS, FRCPC, D. Vittner, PhD, RN, CHPE, B. Westrup, MD, PhD

Absent: g. Lawhon, PhD, RN, CBC, FAAN, N. Conneman, MD

Executive Director of Administration and Finance: S. Kosta

Time Keeper (Rotating Role): J Tyebkhan

Agenda

Meeting called to order at 4:00 pm

Topics may Include (times are offered as guides):

- (1) Review/ Discuss/Accept Board Minutes (D Vittner) [5 minutes]
 - 2018 July Board Meeting Minutes; will be sent out and request feedback within 7 days.
- (2) Finance (G. McAnulty)
 - Board Meeting Finances and Cost/Benefit Review [5 minutes]: A cost report for the interim BOD Meeting was sent by spread sheet to the directors that indicated \$6,168 of the budgeted \$10,000 had been disbursed in actual re-imbursements to attendees as well as NFI covered costs for the May 2018 Mid-Year BOD Meeting. J Tyebkhan had asked all directors for total costs (or estimates from non-attendees) for meeting attendance including reimbursed and unreimbursed (donations in kind) and time away from work. The request was in preparation for a cost/benefit discussion of in-person versus alternative meeting type. B Westrup would like the BOD to consider reducing their carbon footprint. D Buehler asked the group to consider multiple perspectives on the value of a face to face meeting. J Tyebkhan brought forward the need to consider reconfiguring the BOD's functioning, and stated that the NFI should not rely on donations of money or time for the organization to succeed.
 - Discussion of the creation of a policy for an NFI "reserve fund" in the event of any future financial surpluses from the NIDCAP Trainers Meeting (J Helm/G McAnulty) [5 minutes]: The topic arose regarding surplus from the NTM held in Edmonton 2017; the overall goal is to have a cost neutral meeting. The BOD should also consider if the NTM had a loss to cover expenses of the NTM, how that loss would be handled. J. Helm articulated that there have been losses in the past; he asked the BOD to consider creating an NTM surplus fund. The BOD is in favor of creating an income line-item within the budget for any potential NTM meeting revenue

surplus that may occur if registration fees and sponsor income exceeded meeting expenses. Monies will be returned by the NTM host or conference organizers to the NFI to be used exclusively to defray subsequent meeting expenses.

(3) Board Business (D Buehler)

- Board Election Nominations & Appointments (J. Helm) [10 minutes]: There were no updates from last month, four individuals have been nominated for two positions at large, one individual has been nominated for the family position. The President's monthly update identified that nominations are open until the end of August 2018. B. Westrup reported that he informally spoke with an NFI member, who might be interested in serving the remaining year of B. Westrup's term should he not be in a position to continue serving on the NFI BOD. The BOD is advocating that this individual consider running for election for a 3 year term if B. Westrup's position were to open up. J Helm has created application materials to use when having conversations with individuals for prospective BOD positions. The President requested that during tabulation of votes for current membership, J Helm remain present at the membership meeting itself instead of supervising the vote count in order to be available for questions; he was asked to , consider identification of an alternative person to oversee the vote count.
- NTM Session, "What Are the NFI's Next Steps" & Membership Meeting Plans [10 minutes]: D. Buehler provided attachments with the Board Call agenda, based on Karen Helm's (Consultant at the Mid-Year Board Meeting) excel spreadsheet on BOD feedback that she collected as Board consultant at the May BOD meeting. K. Helm had used Scamper techniques. D Buehler reorganized the content for the membership, and asked for feedback and suggestions from BOD. D. Buehler plans to present this information during the NTM session on the NFI's Next Steps. Information and feedback from the Membership will be posted throughout the NTM in order to document how the Membership envisions growing organization over the next few years. J Tyebkhan thought the spreadsheet was easier to understand than the document that D. Buehler created. He suggested that the Board consider asking the members what initiatives and next steps they see as important to each of them specifically. D. Buehler requested feedback via email regarding this topic.
- Membership Meeting: D. Buehler requested feedback on the question whether the BOD members sit among the membership audience or on a podium. This topic remained open. B. Westrup suggested that more than five minutes was required for the election at the Membership Meeting. J. Helm agreed to facilitate the voting and election process. J. Tyebkhan asked if the ballot should be named for each member or placed in the registration packet; J. Helm remarked that the ballot should be anonymous. D. Buehler stated that the Membership Meeting Agenda will be similar to the previous years; she sought feedback from the BOD. G. McAnulty requested time for the Membership to vote on the NFI's proposed budget for 2018-2019 and suggested that alternatively the BOD may consider inviting questions from the membership be submitted in advance of the Membership Meeting. In the past the facilitator of the Meeting had solicited feedback and questions from the membership.

(4) Committee Updates and Discussions (as time allows)

Program (H. Als, D. Vittner)

- Plans for the Program Committee Chair position to transition from H. Als to D. Vittner [5 minutes]: H. Als has begun discussions with D. Vittner and support from D. Buehler to articulate the responsibilities of the Program Committee Chair in order to facilitate the transition by October 2019.
- Preliminary Discussion of the 2019 NIDCAP Trainers Meeting (N. Conneman, J. Helm) [5 minutes]: There were no updates from J. Helm; the topic was deferred to the September Board Call since N. Conneman was not on the call.

- Advancement (J. Helm)

- Communications (M. Daly) [5 minutes]: M. Daly connected with the Committee Members and plans to update the BOD at the next BOD call. She received commitments from the current committee membership about moving forward.
- Global Perspectives (B. Westrup) [5 minutes]: B. Westrup has been in communication with the Global Perspectives group regarding the NTM session, and will provide a more comprehensive update next month. Seeking feedback from the BOD regarding priorities for the global perspectives work, the planning committee of the NTM will schedule a specific global perspectives session. B. Westrup plans to pose the question of whether the membership is interested in other global initiatives.
- Family Advisory Council (M. Daly) [5 minutes]: The Council Chair had nothing to report at this time; its members have been on holiday.

(5) Other Business (as time will allow): No other business was discussed.

Some of the BOD's current Action Steps are listed below.

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
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

NFI Board of Directors Conference Call August 8, 2018

The next monthly BOD conference call will be on Wednesday September 12, 2018, 1600-1700 EDT

The meeting concluded at 5:01 pm (EDT).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "D. Vittner", written in black ink.

Dorothy Vittner, Secretary

August 8, 2018