

Board Conference Call Minutes, March 14, 2018

Present: H. Als, D. Buehler, N. Conneman, R. Cummings, M. Daly, J. Helm, S. Kosta, g. Lawhon, G. McNulty, J. Tyebkhan, D. Vittner

Absent: B. Westrup

The Meeting was called to order at 4:04 pm

Agenda

(1) Review/Accept/Discuss Membership and Board Meeting Minutes (BOD) (Dorothy Vittner, Secretary)

- Dorothy Vittner thanked the NFI committee chairs for their prompt responses to requests for reports and recalled discussions at the Edmonton, Canada, Sunday, 22 October 2017 NFI Membership meeting. Dorothy will collate the responses to create membership meeting minutes, then distribute the meeting minutes to BOD for review and approval.
- Upon motion duly made by Dorothy Vittner, seconded by Heidelise Als, to approve the 14 February 2018 BOD conference call meeting minutes which was unanimously voted to approve.

Actions:

- (1) The 14 February 2018 BOD Conference Call Minutes were approved. Dorothy Vittner will send Sandra Kosta the approved minutes for 14 February BOD conference call.**
- (2) Dorothy Vittner will send the Bologna, Italy 26 October 2016 NFI Membership Meeting minutes for review; Board approval will be sought within seven days of receipt by the BOD members.**
- (3) Dorothy Vittner will connect with Sandra Kosta and Rita Cummings to reconcile outstanding BOD conference call and NFI Membership Meeting minutes for the past two years.**

(2) New Business (Deborah Buehler, President)

- **2018 NFI Membership Survey:** Kaye Spence has agreed to continue to develop, distribute, and summarize a membership survey prior to the 2018 Annual NIDCAP Trainers Meeting (NTM). Juzer Tyebkhan has been identified as the BOD liaison collaborator to work with Kaye. Following the mid-year BOD meeting in Portsmouth, NH, 3-4May 2018; NFI priorities and agenda will be determined and shared with Kaye Spence. The BOD asked to review the questions to be sent to the NFI membership prior to their distribution.

- **B. Westrup BOD participation:** Björn Westrup has indicated that he wishes to take a sabbatical from the BOD for at least an interim period. He cites the competing demands of his research and family commitments as reasons, which leave him unavailable to fully participate on the BOD. Björn Westrup will not attend the 3-4 May 2018 mid-year BOD meeting. Discussion ensued regarding Board guidelines and a procedure to fulfill the BOD responsibilities of a Board member on sabbatical or leave for an indeterminate and/or determinate time Jim Helm agreed to develop a draft document to this topic. Jim Helm also agreed to follow up with Björn Westrup as to his intentions regarding continuing service on the BOD and the projected timeframe of his sabbatical.

Actions:

- (1) For the 2018 NFI Membership Survey, Deborah Buehler will follow up with Kaye Spence and communicate Juzer Tyebkhan's collaboration with Kaye Spence on this initiative.**
- (2) Jim Helm will review the NFI by-laws, communicate with Björn Westrup about his intentions to continue service on the BOD and the projected timeframe of his sabbatical. Jim Helm will also draft a proposal to the Board regarding procedures/policies for interim Board member absence.**

(3) Mid-Year BOD Meeting, Portsmouth, NH, May 3-4, 2018 (Sandra Kosta & Jim Helm, Organizers)

- Sandra Kosta reviewed the logistical details of traveling to the mid-year BOD meeting. There is a bus from the airport that travels to Portsmouth, NH. The Portsmouth bus station will be an about 10 minute taxi ride to the Sheraton Portsmouth Hotel in downtown Portsmouth.
- Nikk Conneman shared concerns about his visa status to enter the US after travel to Iran for NIDCAP training. Heidelise Als assured Nikk Conneman that based on her experience at passport check entry points at US airports questions regarding an Iran Visa in one's passport revolve around assurances that one's residence and family residence was in a country other than Iran.
- Deborah Buehler requested feedback and suggestions for the agenda of the mid-year BOD meeting. She suggested spending one full day on solidifying the NFI strategic plan; and considering the following questions: Where is the NFI as an organization? What are the NFI's next steps? Deborah Buehler requested that the BOD members identify the specific tasks and create a timeline to help solidify the strategic planning process. She asked to send feedback or suggestions to her. gretchen requested time on the agenda for the Foundational Education Work Group which grew out of an replaces at this point the North American NIDCAP Trainers' Task Force and the Synactive Education Foundational Sub-Committees. Mandy Daly requested time on the agenda for the Communication Committee. One full day will be focused on follow up to various agenda items such as the Foundational Education work group and others.
- Deborah requested Committee Chairs to send Committee Reports by **April 19, 2018** to the members of the BOD for review prior to the meeting. Advisory councils, Sub-Committees, Task Forces, and Work Groups, should forward their reports to their respective Committee Chairs (Program, Governance, Finance and Advancement Committees) prior to the 19 April deadline.

- Discussion ensued regarding facilitation of the Strategic Planning Day at the BOD Meeting. Deborah stated that the Executive Council will make a recommendation of a person from within the Board.

Actions:

- (1) Full details on the travel, hotel etc. will be forthcoming via email from Sandra Kosta.**
 - (2) Deborah Buehler will send via email the strategic plan worksheet document to facilitate identification of priorities for each Committee in order to include specific action steps with timelines.**
 - (3) Deborah Buehler will work with the Executive Council to define a plan regarding the facilitation of the Strategic Plan.**
- (4) NFI Board Committee Updates – The following Committees provided updates.**

Program Committee (Heidelise Als, Chair)

- The Committee is continuing to work on strengthening stages of senior level NIDCAP Trainer development. Delphine Druart is now a Senior NIDCAP Trainer. She has declined to participate on the Quality Assurance Advisory Council at this time due to competing demands and additional NIDCAP Training work in Belgium and her own nursery. Nikk Conneman is in the process of becoming an APIB Trainer to support his plans of becoming a NIDCAP Master Trainer.
- The NNACP program is continuing to work on additional materials to support NNACP work of NIDCAP Trainers and those organizations interested in pursuing NNAC.

Action: No concrete actions steps were identified.

NIDCAP Trainers Meeting (Nikk Conneman, Co-Chair)

- Nikk reported on the 29th Annual NTM being held in Porto, Portugal, 20 - 23 October 2018. The Portuguese team has identified and secured two local speakers to present on Monday, 22 October 2018 regarding the bonding process and the creation of a nurturing environment. Pierre Kuhn will be presenting on the infants' sensory environment. There will be a new format for presentations this year. The content expert presenters/speaker will have 45 minutes for their presentation, which will be followed by a Reflective Process session with the audience to facilitate translation of the content provided into the NIDCAP and/or clinical practice to guide the theory into practice translation for the NIDCAP work. Monday, the 22nd of October 2018, will serve as an Open Day, available for additional attendees beyond the NIDCAP Trainers. There also will be a formal ceremony to officially welcome and open the Portuguese NIDCAP Training Center. Nikk reported the plan to structure a session regarding parents of NICU infants. This session has not yet been formally added to the schedule. There will be a mutual introduction session, the QAAC workshop for Trainers the NFI Membership Meeting, and an NFI Next Steps Session. Kaye Spence proposed a Global Influence of NIDCAP Session, which will be scheduled for Saturday, 20 October 2018. There will also be a NIDCAP Implementation Workshop on Tuesday, 23 October 2018 in the morning. The abstract sessions will be divided into three 30-minute sessions throughout the program. There will also be a Journal Club session on Tuesday, 23 October 2018. Although it will be a very full program, there are entertainment activities planned including attendance at a local music venue and other ideas still pending.

- Gloria McAnulty proposed the session on NFI Next Steps might be developed from the work at the mid-year BOD meeting. The NFI next steps workshop session has not been completely defined and the BOD is asked to provide feedback and guidance. The topic of the future direction of the NFI was discussed.
- Discussion ensued regarding ideas to incorporate into the Global Influence session. Juzer Tyebkhan recommended consideration of sending topics to the membership or NTM participants in advance in order to facilitate the discussions during the sessions at the NTM. Jim Helm recommended consideration of the NIDCAP efforts over the years; articulating various models to organize larger regional areas within the US, focusing on what has worked, and where were the pitfalls. Heidelise Als suggested that regional and national NIDCAP dissemination models be considered. The concept to build in sustainability of the NIDCAP approach and implementation with various strategies such as governmental or other influences with the intention of increasing understanding of various approaches and to share what has worked well.
- Deborah noted that the concepts of Bonding & Attachment are not concepts within the NIDCAP model. Perhaps the reflective process session should have this knowledge integrated to conceptually understand both the differences and connections to NIDCAP for these theories and their corresponding research efforts and findings.

Action:

- ***Feedback and suggestions regarding NTM program should be forwarded to Nikk Conneman.***

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

Respectfully submitted,



Dorothy Vittner
Secretary, NIDCAP Federation International

Date 3/14/2018