



Board Conference Call Minutes, April 11, 2018

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

Absent: R. Cummings, J. Tyebkhan, D. Vittner, and B. Westrup

The Meeting was called to order at 1:05 pm PDT, 4:05 pm EDT, 9:05 pm IDT, and 10:05 pm CEDT

Agenda

(1) Review/Accept/Discuss Board Minutes

Actions:

- (1) 14 March 2018 BOD Conference Call Minutes were approved. Dorothy Vittner will send Sandra Kosta the approved minutes and Sandra Kosta will post.
- (2) 2016 NFI Membership Meeting Minutes were approved. Dorothy Vittner will send Sandra Kosta the approved minutes and Sandra Kosta will post.

(2) Board Business

- Board Members

- Rita Cummings has resigned her position on the NFI Board as of now. She will not be attending the Mid-Year Meeting. Deborah Buehler read a very kind personal note from Rita to the members of the Board.
- Jim Helm has agreed to step in as Chair of the Advancement Committee.
- FYI: Stina Klemming has stepped forward to take the role of Center Director and Björn Westrup will be Co-Director of the Karolinska NIDCAP Training Center, Stockholm, Sweden.

- Mid-Year Meeting

- All committee reports are to be sent out to the Board by April 19, 2018
- Nikk Conneman is still having great difficulty in trying to obtain his visa to attend the Mid-Year NFI Board Meeting.
- Jim Helm offered that, since there will be a number of cars at the meeting, rides from the Portsmouth, NH bus station may be available.
- Facilitator for a portion of the Board Meeting – Following a request/suggestion from Heidelise Als for a facilitator Deborah Buehler has engaged Karen Helm to facilitate four hours of the first afternoon to work on Board development, including strategic planning, succession planning and navigating upcoming transitions.
- Deborah Buehler welcomed requests for dedicated time at our Mid-Year Board Meeting
 - Foundation Education Work Group – 45 minutes (Dorothy Vittner, gretchen Lawhon, Juzer Tyebkhan and Jim Helm)

- Family Advisory Council (Mandy Daly)
- Global Perspectives Task Force – 10 minutes (Mandy Daly and gretchen Lawhon)
- Finance Committee (Gloria McAnulty)
- Trainers Meeting 2018 and 2019 – 20 minutes (Nikk Conneman)
- Discussion on the upcoming Fall election process (Jim Helm)

Actions:

- (1) Each committee report is to be sent out to board members by April 19, 2018.*
- (2) Each member should look at the previous strategic plan draft and follow through with specific strategies and action plans with timelines and send these to Deborah Buehler by April 19, 2018 for her to collate.*
- (3) All sub-committee reports for the NFI Program Committee should be sent to Heidelise Als by end of day April 13, 2018.*

(3) Committee Updates

- Program – Heidelise Als asked how far the work on the web site has progressed for the annual certification renewals for NIDCAP Professionals and Trainers. Sandra Kosta replied that it was complete but as of yet has not been tested. Heidelise Als asked if it could be ready by October 2018 and Sandra Kosta replied to keep reminding her.

Foundational Education Work Group (FEWG)– gretchen Lawhon reported that the group has been meeting regularly and working on 30 minute on-line educational programs with the hope to have four for review at the Mid-Year Board Meeting. The work group is in the process of inviting all NIDCAP Trainers to offer 30 minute educational programs.

- Finance – Gloria McAnulty reported that she and Sandra Kosta are working on the Mid-Year budget and striving to contain costs.

- Advancement

Deborah Buehler asked if Jim Helm or Mandy Daly had been in touch with Jennifer Degl. Jim Helm mentioned that he has been in communication with her to evaluate her interest in becoming a member of the Advancement Committee. Sandra Kosta asked if she should be on the Trainers Meeting invitee list, reminding the Board that the NFI paid for her to attend last year's NIDCAP Trainers Meeting. Mandy Daly suggested the Board hold off in inviting her to the 2018 NIDCAP Trainers Meeting until we learn what her involvement with the NFI will be. Deborah Buehler mentioned, she had hoped the process to explore Jennifer's interest in serving on the NFI Board and the subsequent vetting process could happen in a timely manner so that she might be included on the Board for the meeting in the fall.

Global Perspectives – Mandy Daly reported that the task force met on a ZOOM conference call including Björn Westrup, Kaye Spence, Mandy Daly, gretchen Lawhon and Inga Warren (added to the group). The group has been identifying organizations with similar missions and has been strategizing as to how to make contact to explore possible collaborations.

Family Advisory Council – Mandy Daly discussed the effort to gather family friendly resources for the NIDCAP website and the great amount of participation they have seen to date. Deborah

Buehler asked if there was a review process for submissions. Mandy Daly stated that the materials gathered would be sent to the Board. Deborah Buehler remarked that this has been a long-wished for NFI resource.

(4) Other Business

The NEXT Board Video Conference Call will be on Wednesday, June 13, 2018. Heidelise Als mentioned this is the same day as a QAAC call, which will be moved.

gretchen Lawhon reminded Deborah Buehler that she had attached a report from Karen Smith on the Gravens Standards of NICU Care work. Deborah Buehler replied it was in response to a request by the Board; she asked Heidelise Als to include it in her Program Committee Report to the Board.

The meeting concluded at 1:50 pm PDT, 4:50 pm EDT, 9:50 pm IDT, and 10:50 pm CEDT.

Recorded by gretchen Lawhon

Respectfully submitted,



Dorothy Vittner
Secretary, NIDCAP Federation International

Date 4/11/18