



NFI Board Conference Call Minutes – January 10, 2018

Attending: H. Als, D. Buehler, N.Conneman, R.Cummings, M.Daly, J.Helm, G. McAnulty, J. Tyebkhan, D. Vittner

Absent/Excused: g. Lawhon, B. Westrup

(1) Review/Accept December 2017 Board Minutes (Rita Cummings)

Action: *The December Minutes were unanimously approved.*

(2) Mid-Year Board Meeting Plans (Jim Helm)

Jim Helm proposed Portsmouth, New Hampshire as the new venue for the 2018 Mid-Year Board Meeting. Jim has proposals from several hotels in the area. These proposals are being reviewed to evaluate costs versus last year's venue. Jim recommended that we make a decision on one of these venues by mid-January. The Board delegated the final selection of the hotel to Jim, Gloria McAnulty and Sandra Kosta.

Dates for the Mid-Year Board Meeting are May 3 and 4, 2018.

(3) Board and NFI Staff Members

- **Member Re-Appointment: Rita Cummings (Jim Helm)**
- **Officer Role: Secretary (Jim Helm)**

A motion was made and seconded to reappoint Rita Cummings to serve on the NFI Board of Directors for the remainder of the FY 2017-2018. In the context of discussing Rita Cummings' board re-appointment; there was a detailed discussion about the post of Secretary. Rita is stepping down as Board Secretary, and it was not immediately clear how this role will be filled. Budgetary considerations were explored should the NFI be required to add an additional board expense for possible secretary compensations. This discussion was quite lengthy; therefore, it was agreed to hold a special video conference call to discuss identifying and appointing a new Board Secretary. The vote on the motion to reappoint Rita Cummings was tabled until the plan for the appointment of a new secretary was understood.

- **Financial Operations & Administration Director inclusion on Board Calls (Deborah Buehler)**

Action: *The Board unanimously approved the Financial Operations & Administrative Director S. Kosta joining the monthly Board Conference Calls as her schedule permits.*

The board video conference call ended at approximately 2 pm PST.

Respectfully submitted, Rita Cummings, Board Secretary, January 10, 2018

Below are the minutes from the Special Board Call on January 17, 2018

Attending: H.Als, D. Buehler, N.Conneman, R. Cummings, M.Daly, J.Helm, g. Lawhon, G. McAnulty, D. Vittner, B.Westrup

Absent: J. Tyebkhan

AGENDA

1. Discuss/Vote on Secretary/Officer Position (Jim Helm)

Jim Helm announced that Dorothy Vittner has graciously offered to serve as NFI Secretary replacing Rita Cummings. Rita will take minutes at the February Board Conference Call, and Dorothy will begin taking minutes at the March 2018 Board Conference Call.

Action: *The motion to appoint Dorothy Vittner as Secretary of the NFI was unanimously approved. Board members thanked Dorothy for agreeing to take on this role.*

2. Discuss/Vote on Re-Appointment (Jim Helm)

Rita Cummings has offered to serve on the NFI board for the remainder of FY 2017-2018

Action: *The Board unanimously approved Rita. Cummings to continue to serve on the board for the remainder of NFI FY 2017-18.*

There was further discussion regarding the need to find individuals to shadow and assume the responsibilities and roles that Rita Cummings (Advancement Committee with fundraising) and Jim Helm (Governance Committee and as Vice President) serve.

Action: *Rita Cummings and Jim Helm agreed to create a Task Force/Search Committee to identify potential candidates both for the board and new committee volunteers, and for the NFI Advisory Councils. Rita agreed to coordinate a first conference call of the Task Force at the end of January/early February 2018.*

3. N. American NIDCAP Trainers Task Force/NIDCAP Foundational Education

- The goals and plans for the North American NIDCAP Trainers Task Force have been primarily subsumed by the NIDCAP Foundational Education Sub-Committee. Therefore, these efforts will merge and focus on new NIDCAP foundational training programs. gretchen Lawhon

circulated a report of the Task Force to the Board in advance of the call. The board was asked for any additional feedback on the report. gretchen Lawhon, Juzer Tyebkhan, Dorothy Vittner and Jim Helm, serve as the core leadership group for these efforts.

- gretchen Lawhon reported that the FINE program is being offered around the world. She stated that the NFI's new foundational education program(s) will serve different needs and be an integral part of the NFI training programs.
- The NFI Foundational Education programs will include the opportunity to develop NIDCAP, APIB, and NNACP professional achievement certifications.
- The core group is looking at new and existing programs that can be developed and updated to go on the NIDCAP website to be shared with members. A potential goal is to have 20-30 training programs available to the membership via the Internet. The group is also looking at how the NFI could provide CEUs for viewing each module of the training program, and how to package some of these training modules.
- Deborah Buehler asked that the Program Committee and its Quality Assurance Advisory Council be included in the developing NIDCAP Foundational Education Sub-Committee plans.
- Heidelise Als asked if the NFI One Day Conferences are still a viable form of foundational NFI education. gretchen Lawhon and Jim Helm reported that the conferences may still be held in addition to delivering new training courses and materials. A plan for an NFI One-Day Conference in 2018 is being explored with a location in a southern U.S. state.
- Gloria McAnulty reported that \$36,750 was budgeted for the One-Day Conferences in this fiscal year. Three conferences are planned for 2018 with 75 attendees projected for each conference. Projected revenue after expenses is \$18,900 for all three conferences.
- Evolving NFI foundational education plans should consider opportunities for NFI revenue generation.

Respectfully submitted, Rita Cummings, Board Secretary on January 17, 2018