



Mid-Year NFI Board Meeting – Boston Saturday, April 29, 2017

Directors of the Board: J. Alberts, H. Als, D. Buehler, N. Conneman (excused), R. Cummings, M. Daly, J. Helm, g. Lawhon, G. McNulty, K. Spence, and B. Westrup

1. Welcome

NFI President, Deborah Buehler, welcomed the Board to the mid-year meeting and invited each member to describe what they were grateful for now in the NFI and what they see themselves feeling grateful for five years from now. Each member of the Board took a few minutes to respond to this prompt.

2. Consent Agenda

Approval of the following reports and minutes were sought: Advancement Committee Report, Governance Committee Report, Program Committee Report, President's Report, and the April 20, 2016 NFI Board Conference Call Minutes.

Deborah Buehler asked for approval of the above reports and approval of the minutes separately.

Actions:

All the reports were accepted unanimously by the Board.

The Secretary asked that the March and April Minutes be reviewed and comments made by Friday, May 5, 2017.

Jim Helm moved and Heidelise Als seconded the following motion: 'When there is a Board Call, be there a quorum or not, minutes will be taken and posted on the website for the membership to read. It was clarified that in a non-quorate meeting, Board decisions cannot be voted on or approved.'

3. The President circulated a proposed NFI Organizational Chart for discussion

There was some discussion regarding the difference between Sub-Committee/Task Force/Council.

- Committees and Sub-Committees are Committees of the Board.
- Task Forces are created for a specific organizational task or are *ad hoc* groups which might exist for varying lengths of time, e.g. 12 months or up to three years or longer. Councils are advisory in nature.

Action: The Vice President proposed that the Executive Council take responsibility for defining NFI subgroups and send the decision and definitions to the Board and Committee Chairs for review and approval.

4. NFI Strategic Plan

The President distributed the 2017 Strategic Plan for review and feedback from the Board.

There were updates and minor revisions to the Strategic Plan including the Vision statement, the NFI Stakeholders section, NFI Assets and NFI Key Challenges.

5. Review of 2016 Membership Survey Results

Kaye Spence reviewed the survey results with the Board and recommended several topics for follow up. She will send the final results of the Membership Survey to the Board President, who will send these out with the President's Report. The President thanked Kaye Spence on behalf of the Board for all her work on organizing the survey and preparing the survey results.

It was agreed that Kaye Spence would lead the effort to send out another survey to trainers to be ready for early August so that the Board would have the results in time for the October 2017 Trainers Meeting in Edmonton, Canada.

6. Further Discussion of the Strategic Plan Draft

The President introduced the NFI Goals for further discussion including current goals for Program Strategy, Finance Strategy, and Organization Strategy.

Action: Finalized goals and action plans have been assigned to Board Members. The President asked that these be completed and sent back for review by Monday, May 15, 2017.

7. Finance Committee Report/Update by Gloria McAnulty

- The NFI Treasurer, Gloria McAnulty, reviewed the mid-year budget. She reported that the NFI is on target for income and expenditures. The organization uses QuickBooks files to manage the general ledger categories, including managing restricted and unrestricted funds. A renewed Buehler Family Foundation Fund gift of \$50,000 has been pledged and will be received shortly.
- Board Members were reminded of their annual membership dues. There followed a discussion about giving by Board Members. . Gloria mentioned that the NFI must demonstrate increased income and expenses on its balance sheet. Recently the NFI found it difficult to be approved for an NFI credit card due to low turnover of funds and small annual fundraising income. There is

more emphasis on 100% Board Member giving in the US than in Europe and other countries. It was agreed that there should be more clarity about Board giving during the Board Member recruitment process.

- The NFI is currently upgrading its Trainers' Database on the NFI website. Each trainer will have a private log-in and web page to track his/her training updates.

Action: The Finance Committee Report was approved as submitted.

8. Advancement Committee Report – Jim Helm, Chair & Vice President

Fundraising

- Both Dr. Browns and Sonicu have renewed their Corporate Sponsorship.
- The Advancement Committee is seeking recommendations for other corporate sponsors.
- There was discussion of the need for a Corporate Sponsorship Brochure. The NFI has a one-page fact sheet. Current benefits include sponsorship tables or exhibit spaces at our conferences, mentions on our website, and acknowledgment in our conference materials.
- Kaye Spence suggested a three-tier sponsorship program: Bronze, Silver and Gold. Kaye Spence will share with Jim Helm an example of a sponsorship program structure.
- Three training conferences are scheduled to be offered on the US West Coast in September 2017 -- San Francisco, Los Angeles and Seattle. Corporate sponsorships will be sought to underwrite the costs of the conferences, and new sponsors will be approached to support these conferences.

Global Perspectives Council

- The Global Perspectives Council, led by Björn Westrup, has drafted its vision statement
- In his hospital's recent NICU work, Bjorn Westrup has focused on "skin to skin" immediately after birth, which has reduced mortality by 20%.
- Björn Westrup discussed that no other program that has as much immediate impact on new born outcome as the NIDCAP program. It offers the best foundation for infant and family centered care. However, it is easier to train people in "skin to skin holding" in the NICU than in the overall NIDCAP program itself. A general discussion ensued about collaboration with other groups, who will be trained in key aspects of the NIDCAP model and program, as a way to spread awareness and knowledge.
- The President asked the Board to identify the key organizations that might collaborate further with the NFI such as the European Foundation for the Care of Newborn Infants (EFCNI), the Council of International Neonatal Nurses (CINN), the United Nations International Children's Emergency Fund's (UNICEF) Baby Friendly Initiative, the International Network in Kangaroo Mother Care (INKMC), the World Association of Infant Mental Health (WAIMH), US National Association of Neonatal Nurses (NANN), and others.

- There was also some discussion about the NFI helping to set standards of care for newborn health.
- Björn Westrup, Mandy Daly, Kaye Spence, and gretchen Lawhon agreed to work together on a plan to follow up on this discussion.

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Family Advisory Council

- Mandy Daly reported on the Council including recruiting new candidates to join the Council. The council is working on a new blog. There was further discussion of including more information on our website for parents specifically. US members would like to meet with NIDCAP professionals in their area.

Action: Family Council Members will be offered half-price NFI Family Membership for their participation.



NFI Board Meeting Minutes – Sunday, April 30, 2017

Directors of the Board: J. Alberts, H. Als, D. Buehler, N. Conneman (excused), R. Cummings, M. Daly, J. Helm, g. Lawhon, G. McAnulty, K. Spence, and B. Westrup

1. Program Committee

Motion: Heidelise Als proposed a motion that the Board approves Nikk Conneman as NIDCAP Nursery Site Reviewer on recommendation of NNACP Steering Committee. The motion was seconded by Gloria McAnulty and approved unanimously.

a. North American NIDCAP Trainers Sub-Committee Task Force – gretchen Lawhon

- This is a new NFI Task Force and is a sub-committee of the Program Committee. All U.S. trainers were invited to join this Task Force. The goal is to revitalize NIDCAP education, training, and certification in North America with a special focus on development of a foundational NIDCAP program.
- First step in the development of this effort was sending out a survey to trainers. There were 11 survey respondents from the total of 16 American trainers. There was a general discussion about how to expand the number of trainers in the US. One-day conferences will be one way to do this; other ways could include the preparation of training modules, which could be shared more widely.
- Björn Westrup said that seven countries in Europe have signed up for the FINE training program. FINE training is a quick way to get hospitals interested in the foundations of NIDCAP training. The program has been translated into six languages, with the financial and staff support of the EFCNI. Those hospitals would also like to have more NIDCAP training.

b. NIDCAP Trainers Meeting Update – gretchen Lawhon and Kaye Spence

The program outline for the October NIDCAP Trainers Meeting in Edmonton, Canada, is already well underway, including the line-up of speakers. A draft schedule was circulated to the Board. There was a general discussion that for future meetings the NFI should provide a theme, general guidelines, and budget guidelines for the team site which is planning the Trainers Meeting.

The next NFI Board Meeting will be on Friday, October 20, 2017 (all day) and on the afternoon of Tuesday, October 24, 2017. The Trainers Meeting itself will be held from Saturday, October 21 to Tuesday, October 24, 2017, ending with lunch.

c. NIDCAP & Science Subcommittee Report – Jeff Alberts

This group is looking at ways to collaborate with those, who are interested in participating in research projects and also in ways to share existing scientific research among other researchers and trainers. Many professionals do not have access to research papers. This sub-committee can provide the PDFs they need or connect them to experts in a certain area e.g. developmentally supportive bathing. The information on a number of relevant topics is stored on the NIDCAP Google group list serve, which can be searched by topic and/or date.

d. EFCNI NICU Care Standards Update – Bjorn Westrup

Björn Westrup shared the current EFCNI initiatives that have been developed over the last four to five years, including establishing standards of care in Europe. This includes an Experts Group and a committee that reviews standards for clinical care and NICU procedures. There are eleven Topic Experts Groups. Additional groups are developing specific standards for various aspects of newborn health, as well as training for neonatal doctors and nurses. The Topic Experts Groups will share their progress at a meeting in Munich later in May 2017. Many of the meeting chairs and vice chairs are NIDCAP trained. Over 220 health care experts are involved in these groups. There is also a Parents Advisory Group, which provides parents' opinions on these expert groups' recommendations.

2. Governance Committee – Kaye Spence

- a. Workgroup Evaluations** – Kaye Spence suggested that each committee, task force, and council send clear key performance indicators (KPI) to measure the outcomes of these various groups. This would be a way of creating and enhancing organizational accountability. In other words, each Committee Chair should come up with at least two key indicators that are measurable as part of their Action Plans. The aim is to have these ready for the October Board Meeting.

Action: Drafts of Committee Action Plans and KPIs should be ready within 60 days i.e. by July 1, 2017 and be circulated to the Board.

b. Board/Officer Elections

Kaye Spence shared the terms of current Board Members including the year they would stand for re-election or re-appointment, or decide to step down. Kaye Spence proposed that appointed Board Members would be re-appointed by the Board of Directors rather than be re-elected by the NFI Membership. Appointed Board Members are chosen by the Board of Directors for their specific skills on the Board.

Motion: Appointed Board Members whose term of service ends may be re-appointed at the discretion of the Board of Directors for another term. The motion was proposed by Jim Helm and seconded by Kaye Spence. The motion was passed with one abstention.

There was further discussion about the number of Family Members on the Board of Directors. One Family Member position has been left vacant for a number of years. .

Motion: The NFI will open another Family Member position on the Board and will appoint a new member in the next funding year i.e. to join the Board by the time of the October Trainers Meeting. The motion was proposed by gretchen Lawhon and seconded by Kaye Spence. The motion was passed unanimously.

There was further discussion about the re-election of four board member positions in October 2017. Kaye Spence suggested that the Board of Directors form a Nominating Committee to review the process for re-election. Members are: Björn Westrup, Kaye Spence, and Jim Helm.

c. Succession Planning

Kaye Spence proposed that a Succession Planning Task Force be formed to look at how to plan for future positions on the Board. Kaye Spence and Rita Cummings agreed to work on this Task Force.

d. Board Manual Updates

Kaye Spence proposed a more standard numerical system or key for organizing policy updates to the Board Manuals. Kaye Spence suggested a template for organizing this information for the Board's review and input.

She proposed a system for:

1. The numbering of the document.
2. A *pro forma* system to include date ratified and date due for review, terms of reference (purpose) and reporting lines;
3. A system for archiving of documents and history of the NFI to be stored on the web.

3. Membership Meeting

There was further discussion regarding the format for the October 2017 Annual Membership Meeting in Edmonton, Canada , including using a 'World Café' style discussion format to engage the membership in providing feedback on the strategic goals and plans of the organization.

Respectfully submitted by Rita Cummings – April 30, 2017

