



Governance Committee Report

NFI Board Meeting

Portsmouth, NH

June 13 and 14, 2019

Governance Committee

Chair: James M Helm, PhD

This report covers Governance Committee activities from October 1, 2018 to June 1, 2019.

Administrative Support to the NFI and Board of Directors

Core Documents: Work is underway to identify a collection of important organizational documents that will be posted on the web and are intended to support new Board members and those who might be interested in learning about organizational structure and core policies.

Financial Oversight: The Financial Oversight Council continues to review banking statements of two conveniently chosen months twice a year. In addition, other contracts held by the NFI are reviewed on a periodic basis as well. Results are reported at subsequent Board Meetings and are recorded in the minutes. All is currently in order as per last review in October 2018. Members of the Oversight Council rotate amongst the Board.

The **Intellectual Properties Sub-Committee and Legal Support Activities** managed by G McAnulty have no updates for this period.

Address Change: The NFI Membership Office has changed its address from Raleigh NC to PO Box 3303, Woburn, MA 01888. Management of membership dues and NIDCAP Training Center fees is being transferred from Governance Committee to the Executive Director of Administration and Finance Sandra Kosta. She will send out invoices and reminders.

Internet Serves: The NFI continues to maintain 3 Google groups to facilitate membership communication. These include one for the membership at large, one for Trainers, Trainers-in-training, and NIDCAP Training Center Directors and one for the Board of Directors. These are administrated by G McAnulty, S Kosta, and J Helm.

Training Database: The database of NIDCAP and APIB training is on the NFI's web site and accessible by all trainers. This site is managed by S Kosta, G McAnulty and J Helm. Certification renewal documents and process have been developed but not yet launched. Pilot testing of the process has started.

Nominations and Elections

Nominations and Elections: The Governance Committee managed the NFI elections in October for the vacant Board seats and, during the first Board meeting of the year, the officer positions for this fiscal year, which started October 1, 2018 and runs through the next Membership Meeting (Oct 6, 2019). (See President's Report.). The Committee will again manage general elections to be completed at the Membership Meeting and officer elections at the first Board meeting of the next fiscal year.

Governance led the efforts to recruit and appoint a new Board member in a Family Representative seat. Jennifer Degl, MS was recruited, applied to the Board for consideration and then accepted an invitation to sit on the Board for a 3-year appointment (2018-19 through 2020-21).

Member Services

Membership: Membership includes 235 members in good standing.

NFI Membership by Category:

	Professional	Student	Family	Emeritus	Honorary
June 1, 2019	191 (136)*	50 (30)	8 (7)	4	2

* (#) Indicates payment of dues this year.

Note: 173 have paid dues for this year. As usual for this time of year there are still 6 Training Centers and many long-time members who have not yet paid their dues however continue in good standing until dues are more than one year late. Emeritus and Honorary Members are not assessed dues.

French Chapter: The French Chapter is managed by J Sizun in Brest, France. Brief report indicates 25 members. The annual meeting organized by the French Chapter was successful with 120 participants, open to all one day and only to units with NIDCAP Professionals the next. Dr Sizun reports a strong relationship with French-speaking Belgium groups and would like permission to rename the Chapter: French-Speaking NFI Chapter, and to expand membership options. This will be considered.

Friends and Sign Ups: Friends pay \$15 annually; Sign Ups are from website requests; all receive periodic announcements; this is a free service. Communication with Friends and Sign Ups are provided by Member Services (J Helm)

	Friends and Sign Ups
June 2019	272

Respectfully submitted with appreciation and thanks to all who contribute to these activities by:



James M Helm, PhD
NFI Board of Directors
Chair, Governance Committee

Date: June 4, 2019