



NFI Board Mid-Year Meeting FY 2017 – 2018
Portsmouth, New Hampshire, U.S.A.
Thursday, May 3, 2018

Present: H. Als, D. Buehler, M. Daly, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, J. Tyebkhan, D. Vittner

Absent: N. Conneman, B. Westrup (excused)

Staff: S. Kosta

The Meeting was called to order at 8:01 am

Agenda and Board Discussion

(1) Welcome and Review of Agenda

- The Board discussed the following: (1) Nikk Conneman, MD will join the meeting virtually (via telephone) at 11 am. At that time, the Board will move to the discussion of the NIDCAP Trainers Meeting to include Nikk Conneman's input. (2) gretchen Lawhon, PhD, RN, CBC, FAAN asked where the Family Advisory Council Report belongs and was told that it is a part of the Advancement Committee.
- NFI President Deborah Buehler, PhD led a reflective exercise around the concepts of transition and renewal.

(2) Consent Agenda

Advancement Committee Report
Governance Committee Report
Program Committee Report
President's Report

Discussion: Heidelise Als, PhD will provide names to Deborah Buehler to be added to the list of Subcommittee Chairs and Members for the President's Report.

Actions:

- (1) Jim Helm, PhD motioned to accept the Committee and President's Reports as part of the consent items. Heidelise Als seconded this motion. The Board voted unanimously to approve the motion.***
- (2) Dorothy Vittner, PhD, RN, CHPE motioned to accept 2016 Membership Minutes, Heidelise Als seconded this motion. The Board voted to unanimously approve the motion.***
- (3) Dorothy Vittner motioned to accept 2017 Membership Minutes. Heidelise Als seconded the motion. The Board voted to unanimously approve the motion.***

- (4) Dorothy Vittner motioned to accept April 2018 Board of Director conference call minutes. Heidelise Als seconded this motion. A discussion was held regarding individuals' not present on the conference call. These Board Members could read the minutes and ask for clarifications to ensure understandability. The Board voted to accept the April 2018 conference call minutes (8 yes 1 abstention).*
- (5) Dorothy Vittner has connected with Sandra Kosta to reconcile outstanding Board of Director conference call meeting minutes for the past two years.*
- (6) Heidelise Als motioned for Dr. Joy Browne to be Senior NIDCAP Master Trainer. Juzer Tyebkhan, MB seconded the motion. The Board voted to approve the motion unanimously.*

(3) Finance Committee Report (Gloria McAnulty, PhD, Treasurer, Sandra Kosta, Executive Director Finance & Administration)

- **Budget:** Gloria McAnulty, PhD and Sandra Kosta reviewed the mid-year NFI FY 2017-2018 financial report. Correction to be noted on page 3; \$184,924.91 should be written as a negative number. The report includes the projection of how the NF's finances will be at the conclusion of this fiscal year (September 30, 2018), identified as Disposition. Items identified in italic are projected not actual. Budget distributed and approved or actual funds to date. Received \$70,000 from Buehler Family donation (\$50,000 unrestricted funds, \$20,000 restricted funds). gretchen Lawhon asked about the item defined as uncashed Cornell. Gloria McAnulty described that this item reflects the services invoiced from the Regional Conference in April 2017, yet Cornell has not cashed or deposited check. Gloria has contacted the organization repeatedly (four times) to encourage them to cash or deposit the check. Discussion ensued encouraging formal documentation of conversations with organizations. Dr. Browns has submitted sponsor fees to the NFI; their check was deposited into the NFI account. Gloria McAnulty inquired about the membership policy to be a NIDCAP Professional in good standing. She asked when the professional member has not paid dues by the end of the year, whether that member no longer is in good standing. NIDCAP Professional members who have not paid dues for longer than two years will be removed from the NFI NIDCAP Listserv. Discussion ensued encouraging that the policy should be tightened up and to consider changing the website password annually and removing NIDCAP Professional members that are not in good standing from the NFI NIDCAP Listserv. Further discussion was deferred to May 5, 2018 within the Governance Committee report. There is an Oversight Sub-Committee that is a part of the Governance Committee to review and provide oversight to the Finance Committee. Jim Helm reported that two Board of Director members are currently being sought to participate in this year's oversight. Dorothy Vittner and gretchen Lawhon agreed to review financial statements and records and provided oversight to Finance Committee with Jim Helm's supervision.
- **NIDCAP Nursery Certification:** It is anticipated that \$19,000 will be collected in NIDCAP Nursery Program application fees this fiscal year. No new applications for NIDCAP nursery certifications are expected within the next six months. Perhaps hospitals in Italy and/or Saudi Arabia might consider applying in the future.
- **Advancement:** Funded outside of the operational budget, placeholders have been built into the budget for activities that may happen within Advancement (i.e. NFI's World Prematurity Day annual poster, graphics for NIDCAP Nursery Program). Restricted donation monies plan to be allocated for upcoming activities.

- **Program:** The NIDCAP Nursery Program, the ultimate realization of the goals of the NFI, is a priority of the organization. The NFI budget includes the halftime consultancy salary for the NIDCAP Nursery Program Director and covers his NIDCAP Trainers Meeting attendance.
- **Regional conferences:** It was anticipated that NFI regional conferences would bring \$17,850 to the NFI, yet this is unlikely to be the case since none are scheduled to date.
- **Parent Support:** Monies allocated for parent participation at the NIDCAP Trainers Meeting have not been spent entirely.
- **NIDCAP Trainers Meeting (NTM):** The NFI offers support to the individual host site for speaker fees, speaker travel etc. Currently the Portuguese group, the 2018 hosts, has not requested additional support from the NFI.
- **Reviewed Line Item**
 - Discussion regarding including a family invitation to the NTM as an advocacy perspective versus a professional participation. Money is allocated within the next budget cycle for 2018 NTM.
- **NFI Conflict of Interest Policy:** Discussion was held regarding the Directors and Officers Insurance, Board of Directors will sign the yearly updated conflict of interest form. The NFI Conflict of Interest Policy Article 3 with the corresponding amendments, disclosures and by-laws were distributed to Board members for review and signatures.
- **Budgetary Planning:** Gloria McNulty reported that each new fiscal year's budget is typically completed in the summer (typically, August). She encouraged Board members to be mindful of this activity and make financial requests throughout Board of Directors mid-year meeting discussions and in the coming months.

Jim Helm motioned to approve the financial report as presented, gretchen Lawhon provided the second. The Board voted unanimously to approve the Mid-Year FY 2017-2018 Financial Report.

(4) NFI Strategic Plan

- Deborah Buehler distributed the NFI Strategic Plan that was adopted on October 20, 2017. She began by reading the NFI mission and vision statements: Mission - *The NFI promotes the advancement of the philosophy and science of NIDCAP care and assures the quality of NIDCAP education, training and certification for professionals and hospital systems; and Vision - The NFI envisions a global society in which all hospitalized newborns and their families receive care in the evidence-based NIDCAP model. NIDCAP supports development, enhances strengths and minimizes stress for infants, family and staff who care for them. It is individualized and uses a relationship-based, family-integrated approach that yields measurable outcomes.*
- The Board reviewed the NFI Strategic Plan and accompanying NFI Strategic Plan: Strategies and Action Plans document. In Finance Strategy sections: Each of the sub-points are encompassed under the overarching concept of strategies to sustain the NFI as an organization. Since the purpose of the NFI is to ensure the sustainability of the organization, the Board considered revisions and modifications of the language to add the word "financial" sustainability. A discussion ensued to clarify language moving forward, integrating ensuring sustainability of organization as an overarching goal.

Deborah Buehler encouraged the Board to reflect on identifying individuals who may be appropriate to accomplish identified goals and strategies.

- A discussion was held regarding the activity to “Build capacity for development of training and training centers”, on page 4, is also a part of the Global Perspective Council lead by Björn Westrup, MD.
- The Action Step for “Create resources for peer support and mentorship for trainers” was described with the 2017 NTM session “Nurturing the Trainer” session (on page 3). The corresponding questionnaire’s content was distributed via email to the Board by Heidelise Als. A European Trainer requested acknowledgement for nursery work that is on the path of implementing a NIDCAP Nursery. This activity will be added as a part of the NIDCAP Nursery Program Steering Committee and will inform all NIDCAP Training.
- The NFI Strategic Plan: Strategies and Timelines will be formulated into an excel spread sheet.
- The Board explored whether there is other work that is not acknowledged or built in as a strategy.
- Jim Helm questioned places in the Strategic Plan: Strategies and Action Plans addendum where he was listed as the lead person responsible for the activity: (1) To hire NFI staff (Jim Helm had previously been a member of the task force charged to search and vet individuals for NFI board positions); and (2) To lead in the formation of Advisory Councils Medical/Scientific and Developmental/Fundraising (the Board discussed identifying individual Board Members as liaisons to identify and recruit council members). Clarification of timelines and committees to which Advisory Councils report was discussed.
- Deborah Buehler requested that feedback and suggestions for the Strategic Plan be forwarded to her.

(5) *NIDCAP Trainers Meeting (NTM) Update (Nikk Conneman, Co-Chair joined meeting via phone call at 11:07 am)*

- **Inclusion of Family Representatives:** The goals and objectives for including family representatives at the upcoming NTM and how best to do this, including in terms of the budget was discussed. Mandy Daly proposed that parent organizations receive an invitation to the NTM. Many family organizations are funding FINE initiatives; yet do not have the awareness or language to support NIDCAP and/or NFI efforts. Mandy Daly stated that parent organizations would like to connect and network at the NTM, to make the experience productive and financially prudent they would like to attend more than one day. The opportunities and challenges for opening the meeting to family representatives were discussed further. The NFI has a stated goal to increase collaboration with families. Currently, the system for receiving an invitation to the NTM includes Training Center Directors being asked to add individuals to the NTM invitation list each year. The Board discussed the objectives of the NTM and suggested that Mandy Daly create a list of parent organizations that may be interested in attending. Further discussion ensued about what parents hope to accomplish by attending the NTM and how to support them to be active participants within the NFI community. Juzer requested that 2 Canadian Parent Organizations – namely the Edmonton NICU Family Advisory Care Team (FACT) and the Canadian Premature Babies Foundation (CPBF) are included in this list of parent organizations and are added to the NTM invitation list. Members were in agreement.

- **2019 NTM Meeting:** The Board discussed: Meeting day schedules (starting and ending each meeting day at reasonable times); registration fees (considering bundling registration fee so sign up for the entire meeting); and the proposal for a three day conference with specific focus each day for example:

Day 1: **Focus: NFI organization**

- Training overview
- Nurturing the trainer session
- NFI membership meeting
- Abstracts on training initiatives
- Workshop on training related issues
- Reflective session

Day 2: **Focus: Scientific day**

- Invited speakers
- Reflective session on invited topics
- Poster Session
- Research Abstracts

Day 3: **Focus: Unit or organization level support/initiatives in developmental care/NIDCAP training challenges**

- NNACP session
- QAAC session
- Presentations on unit education, parent support programs, etc
- Reflective session
- Workshop

The program is being finalized for the 2018 NTM with the current format of three and a half days. A discussion is under way regarding three days for the 2019 NTM. Juzer Tyebkhan described that several people left late Monday and Tuesday at the most recent 2017 NTM. He suggested that meeting participants be asked at registration and/or upon arrival at the meeting if they intended to leave early. Knowing attendance in advance may help to defray meeting costs. The Abstract Sub-Committee group is finalizing the process for this year's submissions and presentations.

The Board took a lunch break from 11:43 am to 1:05 pm.

(6) Board Development

Karen Helm, MA, facilitated a four-hour board discussion to address the immediate and critical challenges prompted by recent and upcoming Board Member changes and organization needs. The Board generated new strategies for covering core administrative functions and for recruiting and electing and appointing new Board Members to support the NFI and its goals.

(7) Next Steps

The 2019 NTM will be further considered during the May 4th 2018 Board of Directors meeting.

The agenda for May 3, 2018 Board of Directors meeting was completed. There is a review of each NFI committee built into the May 4th, 2018 agenda. The Board plans to review the NFI Organizational Chart, in consideration of integrating content from today's discussions. A question was raised regarding whether sub-committees are required to have BOD chairs. The reply was that sub-committees may be chaired by NFI Members, who are not Board of Directors. The Board of Directors will define and review priorities and next steps with assignments and timelines. Board Members were reminded to review the Conflict of Interest handouts and be prepared to sign forms tomorrow.

Action: No concrete actions steps were identified.

The meeting concluded at 5:03pm (EDT).

Respectfully submitted,



Dorothy Vittner
Secretary, NIDCAP Federation International

Date 5/3/2018



NFI Board Mid-Year Meeting FY 2017 – 2018
Portsmouth, New Hampshire, U.S.A.
Friday May 4, 2018

Present: H. Als, D. Buehler, M. Daly, J. Helm, S. Kosta, g. Lawhon, G. McAnulty, J. Tyebkhan, D. Vittner

Absent: N. Conneman, B. Westrup (excused)

Staff: S. Kosta

The Meeting was called to order at 8:08 am

Agenda

(1) Welcome and Review of Agenda

Deborah Buehler, PhD, NFI President, welcomed the Board to the meeting and reviewed the meeting agenda.

(2) Program Committee (Heidelise Als, Chair)

- In the review of the Program Committee Report a question arose regarding the change in the name and acronym for the “NIDCAP Nursery Assessment and Certification Program” (NNACP) to the revised “NIDCAP Nursery Program” (no acronym to be used). A discussion ensued and included the emphasis of the NIDCAP Nursery Model with its progression and ingredients towards NIDCAP Nursery Certification. Consideration was given to possible confusion regarding the “NNP” acronym which commonly refers to “Neonatal Nurse Practitioner” for NICU health professionals. The decision had been made by the NIDCAP Nursery Program Steering Committee to simplify the NNACP title and to shift the emphasis from certification (the goal) to assessment and development (the process). Information about the newly produced NIDCAP Nursery Model was shared at the Mid-West Developmental Conference in April 2018. gretchen Lawhon requested that when decisions are made within sub-committees that information be shared with the Board of Directors prior to publicly sharing information. Heidelise Als agreed.
- One of the tasks outlined in the Strategic Plan is to create resources for peer support. The Quality Assurance Advisory Council (QAAC) is creating a format to initiate this process. All levels of Trainers have expressed the need for support and guidance, from Master Trainers to Trainers-in-Training.

- The chair of the QAAC is a yearly rotating position. There has been inconsistent participation among QAAC committee members.
- A discussion of realizing the potential of Scientific and Science Sub-Committee was held. Juzer Tyebkhan stated that the Foundational Education Work Group (FEWG), encompasses scientific and science concepts. Heidelise Als suggested identifying a neonatologist and nurse scientist, to lead the Scientific and Science Sub-Committee. gretchen Lawhon recommended Dalia Silberstein and Ita Litmanovitz for leadership consideration. The abstract review of the NIDCAP Trainers Meeting Planning Sub-Committee could be re-organized within the Scientific and Science Sub-Committee. Reorganization of the NIDCAP and Science Sub-Committee remains to be delegated.
- The Foundational Education Work Group (FEWG) is led by Jim Helm, gretchen Lawhon, Juzer Tyebkhan, and Dorothy Vittner. The North American Task Force has merged into the FEWG efforts. Juzer Tyebkhan provided an overview of priorities of the FEWG to increase e-learning opportunities by utilizing the knowledge and experience of NIDCAP and APIB Trainers. The plan is to create a series of 30-minute online lectures that follow the NIDCAP Nursery Model. Juzer Tyebkhan shared examples of lectures for the series. Goals of this program include stimulating interest in NIDCAP care and education and increasing the number of NIDCAP Professionals in Training. Each foundational educational lecture will have objectives, references and an evaluation. The FEWG plans to define the process for continuing education credits and to establish the appropriate fees. There was discussion about how to ensure that foundational educational lectures are up to date. PowerPoint presentations from Juzer Tyebkhan, Dorothy Vittner, Jim Helm and gretchen Lawhon with voice-overs have been developed. The FEWG requested a lecture for this series from Heidelise Als as well as all other board members. The FEWG has also reached out to NIDCAP Trainers and other collaborators to contribute materials. The FEWG has requested time at the 2018 NTM to share these plans and developments with the membership. Mandy Daly will provide contact information for Neonatal Academy, which has an online educational platform.
- Juzer Tyebkhan requested that the extra funds (\$8,000) from Edmonton NTM 2017 be used to support individuals from Edmonton to attend the 2018 NTM in Portugal. A discussion ensued, and it was determined that it would not be in keeping with the NFI's financial guidelines to use the surplus toward Edmonton meeting participants. Juzer Tyebkhan then motioned to have these monies (\$8,000) from the Edmonton NTM 2017 forwarded onto 2018 NTM to defray the cost of registration for all participants, Dorothy Vittner seconded the motion. A discussion was held to create a policy or guideline to develop a restrictive fund regarding future excess NTM monies. Gloria McAnulty amended the motion to include the dollar amount. The dollar amount was clarified to be \$8,000 in the amended motion.

Upon motion duly made, and seconded it was

NOT APPROVED: to apply the \$8,000 from the excess Edmonton NTM 2017 monies to defray the cost of 2018 NTM registration for all participants (three in agreement, five in disagreement, and one abstention).

gretchen Lawhon motioned for \$3000 from the excess 2017 NTM monies to be used to defray costs of registration for NTM 2018 in Portugal. Juzer Tyebkhan seconded the motion.

Upon motion duly made, seconded and carried it was animously

VOTED: to apply \$3,000 from the excess Edmonton NTM 2017 monies to defray the cost of 2018 NTM registration for all participants (five in agreement, two in disagreement, and one abstention).

Mandy Daly encouraged consideration that the plan for future NTM overage/underage monies be clearly stated in a policy. In future situations, the money surplus can be put into a restrictive fund as a plan to be put forth by the finance group. Gloria McAnulty suggested the NTM is the meeting of the NFI as an annual meeting; hence the organization is ultimately responsible. gretchen Lawhon commented that the NTM has been discussed at the Board of Directors' level as an NFI annual meeting many times over the years.

- Location negotiations for the 2019 NIDCAP Trainers Meeting are underway. The current plans include: The hotel - Sheraton in Portsmouth, New Hampshire; the dates - October 3-8, 2019; and the meeting length - three days.
- The topic of renaming the NTM to the NFI Annual Meeting will be deferred until the June Board Conference call.
- An inquiry was made to have the NTM Planning Committee identify a scribe, to write up a short description of presentations and abstracts for individuals not attending the meeting and for use in the *Developmental Observer*.

Actions:

1. *Heidelise Als, as chair of the Program Committee, will identify two NFI Members to reorganize and chair the NIDCAP and Science Sub-Committee.*
2. *Heidelise Als will correct the Program Committee Report and the NIDCAP Nursery Steering Committee Report by substituting the full phrase 'NIDCAP Nursery Program' for the abbreviation NNP.*
3. *Juzer Tyebkhan agreed to bring the concepts of the Foundational Education Work Group presentations to the NTM. The FEWG will present this work in progress at the NTM 2018; 30 minutes was requested at the NTM for this presentation.*
4. *FEWG will work on defining and gathering Foundational Educational Lectures; will review for content and consistency; request editing in case of overlap; will assist with the Voice-Over process; and help with formatting using the NFI PowerPoint template. It was suggested that the NFI PowerPoint template be used for the first few [introductory] slides of each lecture, as all submitted lectures may not easily transfer completely to the NFI PowerPoint template without loss of formatting, etc.*
5. *Deborah Buehler and Sandra Kosta will work on style guidelines and NFI branding materials for the Foundational Education Lectures.*
6. *Mandy Daly would like to join FEWG. Jennifer Degl will be invited to participate as well.*

(3) Advancement Committee Report (Jim Helm, chair)

- **Global Perspective Council:** Mandy Daly reported her meeting with Björn Westrup, gretchen Lawhon, Kaye Spence, and Inga Warren to discuss the Council's goal to increase communication and collaboration with similarly focused international organizations. They reviewed the available social media platforms for communication (e.g., Linked-In, Twitter, etc.) and the possibility for the NFI having a physical presence at

international professional conferences. Björn Westrup is presenting at the upcoming NTM regarding the council's efforts.

- The NFI 'conference booth' displays are located at Jim Helm's in North Carolina. Printed material is also stored at the Boston site with Sandra Kosta, and in California with Deborah Buehler. Mandy Daly suggested speaking with ECFNI in order to collaborate on having NFI materials on display at various European conferences.
- **Family Advisory Council: (Mandy Daly)**
 - Materials for families are under development to be housed on the NFI website. Mandy Daly and Samantha Butler are taking the lead in organizing a draft of the information. Topics will include NIDCAP and related topics: Family-centered Care; Sensory Development; Cue- based feeding; Developing brain; Skin-to-skin contact; Bathing; and Comfort holding. Heidelise Als inquired about including materials regarding additional populations such as infants with Congenital Heart Disease and healthy newborns.
 - The Council requested social media support from the membership. Nadine Griffiths, from Australia, and Jennifer Degl, from the United States, responded. The group identified topics for considerations such as to identify and to set up a separate repository (i.e. a private Facebook page) with continuous access.
 - A request for international parent organizations to be invited to attend the 2018 NTM was made, such as parent organizations from Cypress, Romania, Greece, Hungary, Italy, Spain, Canada, and the US (Premie Parent Alliance, Holding Tiny Hands, Graham's Foundation, Eli's Hope).
 - Mandy Daly suggested developing relationships with Premie Parent Alliance and other US parent groups. Jim Helm opened discussion to create a proposal through the Advancement Committee to explore feasibility.

(4) Governance Committee (Jim Helm, chair)

- **NFI 2018 Survey Themes:** Juzer Tyebkhan and Kaye Spence will take the lead in developing and distributing the 2018 Membership Survey prior to the upcoming NTM. Juzer Tyebkhan distributed a summary of priorities as identified with 2017 Membership Meeting. Kaye Spence and Juzer Tyebkhan have had preliminary discussions and suggest that the theme of the 2018 Members Survey is "Communication and Engagement" which were identified as areas to address, in the 2017 Survey. There was agreement from Board members to pursue this theme. It is planned to acknowledge the response and follow up from 2017 survey. A discussion ensued that the survey should be distributed exclusively to NIDCAP Professional Members in good standing. By July 2018, the NFI NIDCAP Listserv will consist only of NIDCAP Professional Members in good standing. Response rates were low for 2017 survey, (18% of members only). Heidelise Als suggested having a similar format for 2018 from the 2017 survey with the identification of three NFI priorities. Juzer Tyebkhan requested time be allotted in the Membership Meeting to discuss and/or follow up on survey and FEWG efforts. The survey topics identified as priorities were communication and engagement.

Actions:

- *Juzer Tyebkhan will work with Kaye Spence to develop the survey on the theme of 'Communication and Engagement' and will provide the draft to the Board prior to the June meeting.*
- *The Survey will be distributed by the end of June 2018 so that there is adequate time for members to respond and for the results to be collated.*

(5) Governance Committee: (Jim Helm, Chair)

- **BOD Structure:** Historically the NFI BOD primarily has been made up of elected positions. Jim Helm offered a proposal for the Board to consider by modifying the NFI's By-laws to have a greater number of appointed positions (e.g., family representatives, finance professionals, fundraisers). Gloria McNulty asked for a review of the current NFI Board of Directors structure. Jim Helm stated that currently all positions are elected positions. Three positions are up for re-election and one appointed member resigned and the decision to replace the individual has not been made. The costs of expanding the Board as well as finding needed expertise are issues. An open discussion was held to discuss Board membership needs. The following areas of competency were identified: Lobbying experts and policy makers, fundraisers, and digital marketers. A nominating committee to be developed will be tasked with the Board member search. The idea of creating a profile for project support positions was explored. A description of the expectation for Board Members to make financial contributions will be drafted. Jim Helm will create board role descriptions and then will identify individuals to participate on a nominating committee.

The Board of Directors took a lunch break from 12:11 pm to 1:13 pm.

Governance Committee: continued (Jim Helm, Chair)

- **Board of Director Elections:** The Board discussed the upcoming elections and appointment opportunities, descriptions of Board expectations and time commitments, term limits, and the roles of executive council. The President's term is limited to six one-year terms. The Board discussed creating the Vice President position be modified to as a President-Elect role. The Executive Council's open forum may not require President-Elect shadowing opportunities. The Program Committee is looking to transition to a new Chair over next year and a half. A succession planning discussion ensued.

Review of Organizational Chart: (Deborah Buehler, President)

- Deborah Buehler distributed the NFI Organizational Chart for re-review. The Board discussed that committee chairs should be a Board members however sub-committees, councils and task forces can be chaired by NFI members. On the chart, the "*" symbol represents staff consultant type positions/roles.
- The FEWG (Foundational Education Work Group) lectures should be considered as educational ingredients toward NIDCAP Nursery Certification to support an enhanced understanding. The NFI has a solid theoretical evidenced-based model that provides a path for an integrated NIDCAP Nursery model progression to bring individuals toward formalized NIDCAP training. Foundational Education Lectures, with a step wise scenario of courses, is a grass roots education approach. Sharing similar goals, the NIDCAP Nursery Steering Committee would like to collaborate with the FEWG. The Board

discussed the relative merits of how to introduce the topic of developing a NIDCAP Nursery, such as to starting with the overall framework or with individual topics that build on NIDCAP conceptualizations. The FEWG report provided communication about process and next steps.

- Juser Tyebkhan suggested providing the NFI Organizational Chart to the membership electronically and/or with hard copies at the NFI Membership Meeting. Jim Helm suggested that phrase “Task Force” be removed regarding Board Development and Board Composition. These concepts may belong under Nominations & Elections Sub-Committee. At this time, there are no Task Forces (formed for limited time periods with specific purposes). Global Perspectives should be written as Global Perspectives Council. Deborah Buehler asked that the NFI Organizational Chart be distributed with the call for nominations for the open NFI Board of Director positions.

BOD priorities for next 6-12 months: (Deborah Buehler, President)

Program: Heidelise Als brought up that the legal work performed by Gloria McAnulty interacts intimately with Program and it is important since this position is responsible not only for trademark protection but also for registration of all training materials and corresponding training policies and certifications that allow the NFI to be a certifying agency. That is a key aspect of which the Board must stay aware.

Advancement: Jim Helm plans to set up a meeting with the Advancement Committee in the next few weeks (Jeff Alberts, Samantha Butler, Gloria McAnulty, Sandra Kosta, Deborah Buehler and Mandy Daly). Jennifer Degl has joined the group though will not be available until after the June school dismissal. Jim Helm will explore options with all committee members regarding Advancement Chair succession planning.

Finance: Finance Committee work is carrying on, including its work with the NTM Planning Committee. Gloria McAnulty will send a message to the NFI NIDCAP Listserv regarding inviting participation on the Finance Committee. Gloria McAnulty will connect with 29th NTM Planning Committee regarding the \$3,000 to be used to offset registration costs prior to sending out formal invitations to upcoming NTMs.

Governance: Jim Helm will reach out to Dorothy Vittner to follow up on her interest to chair the Governance Committee. Sandra Kosta will follow up regarding transferring membership database to Quick Books. Jim Helm will formulate the next steps regarding the call for nominations for NFI Board of Director positions and consider individuals, who may be approached. Jim Helm will share this draft with the Board when it is generated. Gloria McAnulty’s role, in addition to serving as NFI Treasurer/Chair of Finance, currently sits under Governance. This includes overseeing trademark and copyright matters, currently is processed through attorneys Nutter, McClellan and Fish.

Priorities and Next Steps with Assignments and Timelines

- Sandra Kosta was asked about the Australasian Certification Certificates and their modified NFI logo based on their hospital's branding preferences. Sandra Kosta and Nadine Griffiths have communicated about this issue and the conflicts with the NFI By-laws for the NFI Certificate Branding. Sandra Kosta is not aware of any current issues and will keep the BOD informed.
- Karen Helm is working on a document that incorporates the content of the Board Development session. Deborah Buehler will synthesize all documents into defining next steps and will distribute the synthesis to the Board.
- Deborah Buehler will send a request to Mandy Daly to create an excel sheet of Strategic Plan, including tasks and timelines.
- gretchen Lawhon reported a slight change in the expected date of completion for two NIDCAP Trainers in Israel in the Strategic Planning Document (page 4, #5 B regarding completion of two NIDCAP Trainers in Israel).

Summary and Evaluations: Reflective exercise

The meeting concluded at 4:14 pm (EDT).

Respectfully submitted,



Dorothy Vittner
Secretary, NIDCAP Federation International

Date 5/4/2018