



## Minutes – NFI Board Conference Call September 21, 2017

In attendance: Jeff Alberts, Heidelise Als, Deborah Buehler, Nick Conneman, Rita Cummings, Mandy Daly, Jim Helm, gretchen Lawhon, Gloria McAnulty, Kaye Spence, Björn Westrup

(1) **Review/Accept Board Minutes (Rita Cummings)**

Action: Rita asked that any additional changes be sent to her directly by Friday September 22. Rita will ensure that any outstanding minutes are submitted to Sandra as completed.

(2) **NIDCAP Trainers Meeting Guidelines (Gloria McAnulty, gretchen Lawhon)**

The Task Force revised the guidelines. These guidelines are to be shared with the 2018 Trainers Meeting hosts, and should be finalized beforehand. Kaye suggested that we include a pro forma budget with the Trainers Meeting Guidelines. Gloria, Kaye and Jim will make additional edits to this document so that the guidelines can be finalized before the October Trainers Meeting in Edmonton.

**Action: Gloria asked that all final changes to the document be completed by October 6.**

(3) **NFI Board 2017 Nominations and Election (Jim Helm)**

Board members discussed various openings on the Board of Directors, and the need to appoint additional board members. Kaye suggested that our various committees are potential sources of new board members. We currently have four open positions on the Board which will be voted on at the Trainers Meeting in October.

**Action: The Nominations Committee will submit a proposal to Board Members regarding the ballot and voting process for the Membership Meeting.**

(4) **Committee Reports**

**Action: Deborah stated that the deadline for NFI Committee reports submitted to the Board by their respective chairs is October 10<sup>th</sup>.**

**Respectfully submitted: Rita Cummings, Secretary of the Board, September 21, 2017**