



nidcap

NIDCAP Federation International

changing the future for infants in intensive care

Minutes of the Final Board Meeting of FY 2008 - 2009
Chicago, Illinois USA
Jackson Park Conference Room, The Westin Chicago River North

Friday, 2 October 2009

Present: H. Als, D. Buehler, J. Helm, S. Kosta, g. Lawhon, T. Price-Johnson, R. Sheldon, K. Smith, K. VandenBerg, J. Sizun, V. Youcha

Staff: D. Wahl

The final meeting of the NFI Board of Directors FY08-09 was held at the Westin Chicago River North in Chicago, Illinois, USA on Friday, 2 October 2009. Dr. Als called the meeting to order at 8:32 a.m. (CST).

Dr. Als welcomed the Board and reviewed the agenda.

Review and Adoption of Full Board Meeting Minutes (Rockport, April 2009)

The minutes from the Rockport, MA, Thursday, 23 April 2009 & the Special Phone Conference Board Meeting, 16 June 2009 were distributed by Dr. Buehler. After brief review, a vote was taken.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adopt the Full Board Meeting Minutes from Rockport, MA, Thursday, 23 April 2009 and Special Phone Conference Board Meeting from 16 June 2009

Election of Officers

Dr. Helm presented the slate of officers for election as follows:

President: Dr. Heidelise Als, Vice President: Dr. gretchen Lawhon; Treasurer: Dr. Gloria McAnulty; Secretary: Dr. Deborah Buehler; and Assistant Secretary: Ms. Sandra Kosta. The election was held.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To elect the slate of officers as presented: H. Als, President; g. Lawhon, Vice President; Dr. G. McAnulty, Treasurer; D. Buehler, Secretary; and S. Kosta, Assistant Secretary.

President's Annual Report to the Board

Dr. Als reported that all recent minutes are posted on the website with the exception of those just adopted. She highlighted accomplishments and events of the past year as follows:

- The new NFI website was launched. She thanked the Communications Committee for this development.
- The NNCP certified a second nursery: The NICU at The Children's Regional Hospital at Cooper University Hospital. This nursery, the seat of the Mid-Atlantic NIDCAP Center, under the direction of Dr. gretchen Lawhon, achieved certification in July 2009. Dr. Als reported that nurseries that achieve certification would have the opportunity to purchase pins for the NICU staff.
- Several decisions regarding Membership were made: New membership categories include Emeritus and Honorary Members; APIB and NIDCAP professionals in training will be designated NFI Student Members (this practice went into effect October 2009). As of October 2009, all those achieving NIDCAP Professional certification will be designated NFI Professional Members.
- Committee Developments were as follows: 1) The NFI Products and Services committee was disbanded. Its responsibilities and objectives were divided among other committees; 2) The Marketing Committee's objectives were refocused and committee was renamed the Outreach Committee with Dr. Sheldon as its Chair and with Mr. Wahl and Dr. Youcha assisting him; 3) The Design and Aesthetics Committee was established with Dr. Buehler as its Chair and Ms. Kosta as committee member; 4) Drs. Youcha, Sizun and Buehler joined the Fundraising Committee; 5) Dr. Buehler joined the Program Committee; 6) Dr. Lawhon joined the Family Committee. 7) The Quality Assurance Committee established two separate sub-committees: Multi-language Training Materials and Web Documents with Dr. Als as the Chair; and the Sub-Committee on Specific Training Resources with Dr. Lawhon as Chair; and 8) The Communications Committee added the *Developmental Observer* sub-committee with Dr. Lawhon as its Chair.
- Official election guidelines were established.
- The Board decided to plan a funders' event at this year's Trainers Meeting and Mr. Wahl agreed to manage the logistics of the event. The event was to include breakfast with the funders and a special program for them to attend on Saturday morning.

She stated that individual committee work will be reported on by each Committee Chair.

Note: Dr. Als reported that Section 7 of the President's Report should appear in the QAC report instead and shall be removed from her President's Report.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept the President's report as presented (with the elimination of Section 7).

Report by the Executive Director

Mr. Wahl reported that some initiatives and activities will be elaborated upon in the Fundraising and Treasurer's Reports. He stated that although it was a difficult year economically he was able to secure continued funding from the NFI's current funding agencies. He reported that continued support from the Mailman Foundation was in jeopardy but his sense was that his extra contact with them strengthened the relationship and thus helped secure the continued funding.

Mr. Wahl reported an increase in his activity in terms of identifying and cultivating relationships with new funding agencies. He described the process of establishing a new contact as first identifying a contact, making the initial call, and then making an additional six to twelve phone calls to the Development staff in an effort to get to know the foundation. He explained that his strategy has moved away from cold calling to attempting to get to know foundations and their contacts.

Mr. Wahl has worked with the other Fundraising Committee members to improve the fundraising materials. For example, an effort has been made to simplify the previously jargon-heavy wording of letters of intent. He stated that Dr. Helm put together figures about the impact the NFI has had over the years and this has been added to the informational fundraising packet. Mr. Wahl added that he feels the organization is well on its way to developing the marketing/fundraising package necessary to secure more funds.

Mr. Wahl reported on his progress with the Strategic Plan: One of the major tasks for him was to correlate the NFI's Strategic Plan with the budget and assure that it matches the obligation to current funders. He reported that the NNCP budget has been pulled together and that the committee has a good grasp on how the money is being spent. Dr. Als asked about the status of the strategic plan. Mr. Wahl stated that he will write the Executive Summary and have it posted on the website.

Mr. Wahl stated that he has work to do on his NFI administrations and he will focus on improvements in this area the upcoming years. Dr. Youcha asked him to elaborate on these administrative aspects. Mr. Wahl responded that he wants to assure more consistent reaching out to the membership; he will invoice for dues earlier this year. He reported having created an extensive portfolio of foundations and he will continue the dialogue with the funders. He plans to seek the assistance from more Board members.

Upon motion duly made, seconded and carried it was unanimously VOTED: To adopt the Executive Director report as presented.

Treasurer's Report FY08-09 and Proposed Budget FY09-10

In the absence of Dr. McAnulty, Chair of the Finance Committee, Mr. Wahl presented the Finance Report. He distributed a copy of the FY08-09 End of Year Report as well as the projected FY09-10 proposed budget to the Board. He explained that the End of Year Report reflects the budget for the fiscal year ending September 30, 2009.

Treasurer's Report FY08-09

Mr. Wahl reported the *Revenue* figure as being approximately \$20,000 under budget and explained the reason for this is the delayed arrival of the final installment of funds from the Mailman Foundation. This last installment was due to arrive by the end of September and should be arriving within the next week. Moving to *Expenses* he reported that they are under budget due to many factors. Under "Professional Services" the variance of \$14,000 is explained by the delayed timing of the website's Phase Two development, so only the first installment of Phase Two was made during FY08-09. Mr. Wahl pointed out that the "Products and Services" savings of more than \$87,000 was due to the generous donation of time and work by the NNCP committee members as well as the delay of the third pilot site visit. This savings will be carried forward. He reported that in terms of *Operations* expenditures are right on budget. Instead of the expected cash balance of \$43,036 the actual cash balance is \$124,178.

Dr. Sheldon pointed out that the cash balance figure in line 12 of the FY09-10 Proposed Budget does not correspond to the figure in the FY08-09 Year End Actual column (line 60). Mr. Wahl clarified that carry forward cash balance number in line 12 should be \$124,178. This was a mistake and it carries through to the cash balance figure of the FY09-10 Proposed Budget. The *Cash Balance* (line 60) of the proposed budget reads \$27,889, however the correct figure is \$70,925. Mr. Wahl will correct the figures and send the revised version to the Board.

Proposed Budget FY09-10

Mr. Wahl reported that the *Revenues* budgeted are very conservative. The Dues amounts correspond to the current number of Members and Training Center numbers. The Donations have been budgeted at the same amount as last year, \$55,000. In terms of grant revenues the total amount of \$90,000 is based only on secured funding from the Mailman (\$30,000), Pritzker (\$50,000) and Bella Vista (\$10,000) Foundations. In terms of *Expenses*, \$67,167 has been budgeted for Professional Services and this includes administrative services as well as website Phase Two and web hosting. \$112,655 has been budgeted for Products and Services. This amount includes \$15,000 (Training Materials line item) for translation of training materials into other languages. Mr. Wahl referred the Board to the NNCP budget page in order to explain the \$66,855 NNCP line item. He stated that what has not been accomplished in the 08-09 year has been carried forward to the upcoming year. Dr. Als interjected that the third pilot nursery visit was built (as agreed by the Board) as a four-person visit and has been recalculated to \$19,600. Mr. Wahl explained that the figures under Operation expenses are based on actuals from past years so the numbers are solid.

Dr. Youcha asked about fundraising travel allocation. She asked if the amount listed under the line item "Fundraising-Donor Cultivation" is enough. She feels this is a place to have more money available and suggested changing this figure to \$4,000. Mr. Wahl reminded the Board that there is a mechanism in place whereby any line item may be increased by \$2,500 without Board approval.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adopt the FY08-09 year Treasurer's report with corrections as discussed.

The FY09-10 proposed budget will be voted on as is, with the understandings that Mr. Wahl will make the appropriate modifications to the carry forward cash balance and end of year cash balance figures and that there is flexibility in the numbers with respect to the NNCP budget.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adopt the 09-10 year with corrections as discussed.

Fundraising Committee Report

Dr. Vandenberg reported that Dr. Sizun joined the Fundraising Committee as the global representative and Dr. Buehler also joined the committee.

Dr. Vandenberg reported that the activities of the Fundraising Committee include the diligent work of Mr. Wahl in securing the continued funding of the organization's current funders. She reported that many Letters of Interest (LOI) have been sent over the last six months and referred the Board to the written report for more details on the reasons why many were not accepted. She reported that Dr. Youcha was instrumental in securing a contact for the Kellogg Foundation that has a particular interest in funding projects related to South America. Dr. Vandenberg has been in touch with Dr. Graciela Basso to discuss Argentina's needs to further NIDCAP. Dr. Vandenberg reported that she explored the Grand Challenges in Global Health (Gates Foundation); however, one needs a contact within the organization. She explained that two to three initiatives will be funded and most are specific to biological challenges. She further discovered that issues of maternal/child health are also a priority. Dr. Vandenberg stated that these proposals are not addressed on the website currently. Dr. Youcha offered to contact someone at Maternal Child Health Bureau for guidance in how to contact the Gates Foundation.

Dr. Vandenberg reported that the Committee has had phone conferences with Mr. Les Fallick who is a professional fundraiser residing in Australia. She and Mr. Wahl have spoken with him and they would like him to be a resource in support of NFI fundraising. Mr. Fallick works in the area of private investment and has interest in supporting non-profit organizations. Mr. Wahl explained that Mr. Fallick has reviewed most of the NFI fundraising materials, proposes to speak with each individual on the Fundraising Committee, and anticipates having a recommendation for the Committee by the end of October 2009. Dr. Als suggested that the Fundraising Committee plan regular phone calls with Mr. Fallick. Dr. Buehler emphasized the importance of setting up regular touch points with him.

Dr. Sizun asked for the Board's opinion about securing funds from private companies, i.e. pharmaceutical companies. He mentioned attending a conference that is sponsored by a company who manufactures surfactant. Dr. Vandenberg explained that thus far the NFI has avoided such funding because of the expectations of those types of companies. Dr. Youcha offered her knowledge that some pharmaceutical companies have made efforts to establish clear boundaries between their contribution and their expectations. Some now make charitable contributions without any demands. Dr. Youcha has acquired a list of the contacts for grants from these companies and suggested that this may be an easy way to get support to travel to a meeting, for instance. Dr. Als added that a company's mission might be in conflict of interest with the NFI's mission, which precludes the NFI from requesting and obtaining funds. She stated that the idea is not out of the question but suggested proceeding cautiously.

Dr. Sizun stressed the importance of finding a solution to the barriers existent in raising international funds. There are both legal and strategic barriers to address. He explained that he has made contact with the Princess Grace of Monaco Foundation that is eager to support treatment for children though not foundations. He stated that he would like a fundraising package to give to this foundation. Dr. Vandenberg stated that there is a fundraising package, to be distributed at the Trainers Meeting, which contains a description of the NFI, the brochure, a fact sheet, etc. Dr. Vandenberg added that Dr. Buehler has suggested the creation of a book that describes the NFI, NIDCAP and the training program. Dr. Buehler asked that all the content in this book be funneled to the Design and Aesthetics Committee for final development and design. Dr. Vandenberg stated that this would be ready by April 2010.

Mr. Wahl suggested that the Board examine the list of pharmaceutical companies; most have charitable organizations separate from their corporations. From their recommendations, a limited list could be pursued.

Mr. Wahl stated that with regard to the legal aspect of obtaining international funding, the NFI's attorneys are exploring this possibility. He stated that Dr. Sizun developed a framework for a strategy for European fundraising. He stated that international tax laws and tax treaties are different and a country-by-country assessment needs to be done. The smoothest way to accept international funding would be to have non-profit status wherever funds are sought. The attorneys will look for conduit groups in France (i.e. "friends of" types of organizations). Ms. Buckley has enlisted the help of Ms. **Melissa McMoro (Spelling??)**, a tax expert, who is working with associates in Europe.

Dr. Lawhon pointed out that the final printed brochure has not been seen by many of the Board members.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept the Fundraising Report with the addition of Dr. Sizun in the listing of Committee Members.

Membership Committee Report

Dr. Helm reported that the Honorary Membership category was created and the Emeritus Member category was formalized. The Membership was notified of these new categories. He reported that together with Mr. Wahl, Dr. McAnulty and Ms. Kosta, he is working to update the Membership roster. He reported that a few individuals have requested membership, however, their status has not been identified. They have been contacted and informed that the NFI is a membership organization and Trainers or Center Directors must approve membership. Due to inquiries regarding European Membership, Dr. Helm created a Membership table with distribution by country and category of membership. The Committee's main goals for the next year are as follows: To continue to verify membership questions and as a result of today's discussion, to review the application forms on the web so that they are easy for Trainers to use; and to encourage Trainers to enroll their Trainees as Student Members.

As of a few days before the meeting, there were three new applications for Student Membership. The application process was reviewed. Dr. Als raised concern regarding the application process, specifically that some new members were not receiving the NIDCAP website password and NFI pin. Dr. Als suggested that the application have a separate box for type of pin (i.e. gold or silver) desired. Dr. Helm stated that once approved, the new member receive his welcome note, and a copy sent to Mr. Wahl that is his cue to mail the pins to the new member. Dr. Helm explained that there is a lag once the invoice goes out. Dr. Als suggested that the welcome letter indicate that once approved and paid they will receive a pin and the password. Dr. Helm stated that the welcome letter could also include the invoice making the process more efficient. Dr. VandenBerg suggested that a self-addressed envelope be included with the welcome letter, however, Dr. Helm stated that, thus far, the letter has been sent electronically. Mr. Wahl stated that when new members have stated that they did not know the password, they have indeed been sent a welcome letter. Dr. Helm suggested that perhaps Trainers could send him their lists of new Trainees as an indication that their applications are coming. He also mentioned that once the database is developed the Trainer will enter new Trainees and Dr. Helm will be able to identify the new entries. Dr. Als suggested that the database be created so that a new entry triggers an email to Dr. Helm. Dr. Als asked if the data entry page in the training database could serve as the membership application. Dr. Helm stated that he can explore that option. Dr. Als suggested that the Membership, Quality Assurance and Communications Committees discuss these options further. Dr. Helm stated that the database could generate a notification to him that a new Trainee has been entered into the system and he can send them a welcome note. It is the Trainer's responsibility is to inform the Trainee of the process and it is the Trainee's responsibility to send the payment. Dr. Helm will send an email to the Trainers to inform them of the requirements.

Retired Members

Dr. Helm proposed establishing a category for Retired Members; the idea being that if one is a Member and retired from professional work one may elect to be classified as a Retired Member. The membership fee would be reduced and they would not have voting privileges. A discussion ensued about whether to add such a category. A suggestion was made to change the title of the category to *Inactive Member*, however, it was pointed out that the implication there is that their status would change again. Dr. Youcha suggested holding off on making a new category at this time. She reminded the Board that since there is a hardship policy this could be used for any retiree who may not be able to afford the fees. Dr. Helm asked to table the discussion.

Voting Rights of Family Members

Dr. Helm stated that currently the Membership Policy does not explicitly state that Family Members have voting rights. The consensus on the Board is that they should be afforded the right to vote. Dr. Helm will add the wording to the Membership Policy and the new policy will be posted on the web.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adjust the membership policy to explicitly state that Family Members have voting rights.

Dr. Lawhon distributed to the Board a proposal for Dr. Katherine Peters to become the first Honorary Member of the NFI. She explained that Dr. Peters has made a tremendous contribution using NIDCAP and has integrated NIDCAP in all of her course instruction. Dr. Lawhon, therefore, nominated Dr. Peters for Honorary Membership. Dr. Helm, as Chair of the Membership Committee accepted the nomination and offered it to the Board for approval.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To accept Dr. Katherine Peters as the first Honorary Member of the NFI.

Drs. Helm and Lawhon will notify Dr. Peters of the decision.

Dr. Sizun requested a list of European members in order to identify and invite those who are not members to become NFI members and also to have an easy way to contact the members. Dr. Helm agreed to send Dr. Sizun the list of European members. Dr. Lawhon asked to have the entire Membership roster by category. The roster is not currently posted on the web. Dr. Helm explained that not all Members have given permission for their names to be listed on the web. In the meantime, he will send the Board the roster in the form of an excel file. Once all members have indicated their preference for listing on the web, the approved list of members will be posted. Dr. Buehler suggested adding a disclaimer that states the purpose of such a posting.

Upon motion duly made, seconded and carried it was unanimously

VOTED: To adopt the Membership Policy Committee Report.

Design and Aesthetics Committee Report

Dr. Buehler shared the portfolio of the work accomplished by the Design and Aesthetics Committee. She explained that the NNCP materials are in the design phase. Mr. Rob Catalano has produced a preliminary layout of the Criterion Scales Manual and Score sheet and once they are approved he will continue to design the rest of the materials. The production of the NNCP brochure was delayed due to a shortage of photographic images, however some are expected shortly. The turnaround will be faster for this brochure as the committee and designer have the experience of producing the NFI brochure. Dr. Buehler stated that the committee is looking forward to working with the Fundraising Committee to design packets. In looking ahead, she proposed that perhaps the Design and Aesthetics and the Membership committees could collaborate on designing a formal Membership packet as well.

Dr. Helm asked how to obtain the NFI stationary. Mr. Wahl stated that he brought a limited amount to the Chicago meeting. He added that he sent an email to the Board inquiring whether anyone wished the stationary and to date he had not received any requests. Dr. Lawhon indicated that the note cards are beautiful and she mentioned that she incorporated her center's name on the cards. Mr. Wahl stated that if Training Centers want to order the note cards, an account similar to that being set up for the binders could be arranged. Dr. Als asked if the Design and Aesthetics Committee could design the note cards/stationery

for each center if they wish. Dr. Buehler will ask each Training Center if they would like personalized stationary and/or note cards and if so how they would like them to read. Dr. Als stated that a decision must be made as to whether the NFI logo comes first, above the center/ institution, etc.

Dr. Sizun asked about translating the NFI brochure into different languages, specifically French. He stated that he plans to send a French version of the text to Dr. Buehler for her incorporation into a French NFI brochure. Then she will send it to Mr. Rob Catalano for formatting and printing.

Upon motion duly made, seconded and carried it was unanimously VOTED: To adopt the Design and Aesthetics Committee Report as presented.

Nursery Certification Program Committee Report

Ms. Smith stated that Dr. Buehler has been working with Mr. Catalano to format the application materials. Dr. Sizun stated that all the NNCP application materials have been translated into French. Dr. Buehler told him that the French materials must be graphically and physically similar to the English versions. Ms. Smith reported that Dr. Buehler will be moving onto the NNCP brochure work.

Ms. Smith reported that the big news of the NNCP is that the Newborn Intensive Care Nursery of The Children's Regional Hospital at Cooper University Hospital in Camden, New Jersey achieved NIDCAP Nursery Certification on July 28, 2009 and had a weeklong celebration.

Ms. Smith reported that the committee is anticipating the third pilot visit at WakeMed. Dr. Helm stated that he is working with his team and they will be determining a timeline for submission of materials.

Ms. Smith described a growing interest in NIDCAP Nursery Certification. She has had many phone calls both nationally and internationally. She reported that the Meir Hospital in Kfar Saba, Israel has submitted a preliminary application indicating their interest. They have four trainees and a NIDCAP professional on staff.

Since the April Board meeting when the position of Director of the NIDCAP Nursery Certification Program was created, the NNCP steering committee formulated a job description for the position. Ms. Smith distributed the draft to the Board for review. She asked for input and recommendations for the job description. As for the position's salary, the steering committee evaluated the budget and determined that \$41,455 (including fringe benefits) was available for the NNCP Director's salary at .5FTE. The Director will be responsible to the NNCP Chair; therefore Ms. Smith will manage their training. Ms. Smith stated that she plans to announce the position opening at the Membership Meeting on Tuesday, October 6, 2009.

Dr. Youcha raised the point that at the last meeting the Board discussed needing more administrative support for the NNCP, however the committee seems to have moved beyond that point. The Board asked for clarification about whether the NFI has been funding a support person for the NNCP since the April meeting and Ms. Smith stated that the NFI has not funded any of the administrative work. Dr. Buehler explained that after much discussion the committee decided it needed to hire a director rather than an administrative assistant. Dr. Youcha asked if the director's responsibilities were to include outreach and the conducting of the workshops. Ms. Smith replied that the person will be expected to arrange the workshops. The director will also oversee the NNCP site application and review process and coordinate the site review teams.

The Board discussed the terms for the director to be hired. Dr. Youcha suggested the director be paid by the hour. It was established that the person will be employed as a consultant by the NFI.

Dr. Helm asked that page two of the report be changed to reflect that the anticipated pilot site is WakeMed and not the Carolina NIDCAP Training Center.

Dr. Sizun asked if he could submit the NNCP application for his NICU in Brest. Ms. Smith indicated that he may submit the application.

Upon motion duly made, seconded and carried it was unanimously VOTED: To adopt the NNCP committee report.

Discussion of Hiring NNCP Director

Dr. Helm suggested that some of the NNCP's administrative tasks be added to the Executive Director's position increasing that position from 50% to 65%. Dr. Youcha stated that if the Executive Director's time is increased it should be for development activities. Mr. Wahl added that the responsibilities/qualifications for the NNCP position require a more specialized skill set.

The Board addressed their concerns as follows: its readiness to hire a director at this time especially given that the workshops to be developed; questions as to how hospitals pay for such certification; and the number of nursery certifications that can be managed at one time. In Ms. Smith's opinion, four certifications can be simultaneously managed. Dr. Helm suggested perhaps using this year's NNCP budget (1) to create more visit teams and (2) to organize a training for potential site visitors out of which could come a draft for a workshop, and thus hold off another year on hiring someone for the position for another year. Dr. Youcha pointed out that the NFI's legacy will be to certify nurseries and therefore this position should be made a priority. The committee voiced its opinion that these are all viable concerns, however, the committee has exhausted its own resources and time and believes it is ready to hire someone to support the final stages of preparation. Furthermore, this individual will then be well informed and prepared at the time of the program's launch.

Upon motion duly made, seconded and voted by majority VOTED: To approve the creation of the position of the Director of NIDCAP Nursery Certification Program.

Dr. Youcha will email a sample job description to Ms. Smith. This description may be edited and announced at the Trainers Meeting and then emailed to the NIDCAP Google group listserv. All inquiries are to be addressed to Ms. Smith.

Program Committee Report

Dr. Lawhon reported that there were some challenges in designing the program this year, namely the large number of attendees, the cancellation of speakers and the rearrangement of the program to accommodate guests. With the large number of attendees it was a challenge to maintain the intimacy of past meetings. She also reported that there was low interest in the poster session for this year.

Dr. Lawhon reported that the preliminary agenda for next year's meeting is underway. The meeting will be held October 1-5, 2010, in Maastricht, The Netherlands and the theme will be sleep. Featured also will be the IBA research that has been done in The Netherlands and there will be time set aside for NNCP

review team training. In terms of the themes of future meetings, she reported that there is much interest in third world issues, as well as in end of life and palliative care issues.

Dr. Lawhon then stated that the meeting design may be in need of reevaluation. Specifically, with participation increasing, it may be time to change the name of the meeting, perhaps to the annual NFI meeting. She pointed out that although the meeting is by invitation only it has expanded to include many more participants in addition to Trainers. She also pointed out the tremendous amount of work that is invested by the hosts each year as a result of the hosting rotation currently in place. Dr. Helm agreed that it might be time to consider these issues. He suggested hiring a professional organization to plan the yearly meetings and also suggested having a half day training session. Dr. Als stressed the importance of maintaining the focus of the meeting as that of a meeting for Trainers. Changing the focus would mean giving up the refueling as well as some quality control. It was suggested that perhaps regional meetings for Trainers could be planned. Dr. Sheldon proposed that trainers arrive on Friday for the Trainers' portion of the meeting while all others arrive later for the main meeting. Dr Als stated that we encourage the site medical directors and nursing directors to attend for understandings of themselves and NIDCAP. She recalls that at some point a decision was made that every few years the meeting would be dedicated to concrete aspects of training. Dr. Helm restated the possibility of hiring a conference coordinating organization. Ms. Smith stated that even if an outside agency were to plan the location, a local NIDCAP host would have to be identified. Dr. Als made two more suggestions: 1) have the same venue designated for the meeting every year; and 2) have a meeting planner coordinate with site organizer(s) to choose a venue that is meaningful. Dr. Sizun added that we must decide what kind of meeting we want and he added that a smaller meeting is easier to hold than larger ones. Dr. Youcha pointed out the benefits to growing and changing.

**Upon motion duly made, seconded and voted by majority
VOTED: To accept the Program Committee Report.**

Dr. Als suggested that the Program Committee report back to the Board with considerations for how to best organize future meetings. Dr. Buehler suggested that an internal person be designated to work with Mr. Wahl to organize the meeting from year to year. Dr. Sizun suggested consulting the Trainers on what they prefer to gain from the meetings. Dr. Lawhon added that perhaps the meeting should be open to NFI members.

Family Committee

Ms. Price-Johnson reported that she made a request via email to the Membership for a list of resources for families. She reported a strong response and stated that many meeting participants will bring resources to the meeting. Ms. Price Johnson stated that she'd like to start a listserv for the family members (one similar to PremieL).

Ms. Youcha stated that she would like family information on the website. She suggested a link to the March of Dimes. She does not feel that a listserv is the way to go unless someone has the time to respond to the needs that arise in listserv mailings.

Dr. Als asked if the Family Committee intends to suggest websites links and asked how they intend to handle sites that may not be supportive of NIDCAP. Dr. Youcha assured the Board that only places that have solid reputable missions will be linked. Dr. Lawhon stated that there will be a format for vetting the sites listed on the NFI website. Dr. Als asked if they connected with the European network through Ms.

Silke Mader. Dr. Youcha reported that a connection has been made and there are plans for further corresponding.

Dr. VandenBerg stated that the parent interviewed for the NFI video asked how she could get involved in the NFI's efforts. Dr. Lawhon stated that the Family Committee could be a virtual committee with involvement from afar. She senses that this may be a fast growing committee.

Dr. Youcha stated that they will work to schedule regular meetings and Ms. Price Johnson will gather names for new members at the upcoming meeting on Monday.

**Upon motion duly made, seconded and voted by majority
VOTED: To accept the Family Committee Report.**

Quality Assurance Committee Report

H. Als reported that:

- The Quality Assurance Committee (QAC) obtained new responsibilities under the new committee structure imposed at the last Board of Directors meeting in April 2009. With the disbanding of the Products and Services Committee, the QAC assumed the responsibility of the NIDCAP and APIB Reading Lists and the NFI library. Therefore, the QAC established a new sub-committee on Specific Training Resources chaired by Dr. Lawhon.
- The new NFI policies governing quality assurance, voted on in April 2009, went into effect on the 1st of October: The Quality Assurance Policy for Training governing Student Membership for NIDCAP and APIB Professionals-in-Training (QAT-ITSM) and Quality Assurance Policy for Training governing NFI Professional Membership for all NFI certified NIDCAP and APIB Professionals (QAT-CPPM).
- With Ms. Smith's perseverance the Training Binder Materials are now available for order through OfficeMax ImPress in Idaho by contacting Mr. Hisashi Tatsumi. The details can be found in the written report. The binders may be shipped anywhere. The binder and shipping costs are billed to the NFI, specifically Mr. Wahl, and subsequently to the ordering Center. European style paper and binder formats are being explored with the contact at OfficeMax. All contents of the NIDCAP and APIB training Binders have been translated into Spanish.
- Since the Gairdner-Pearson growth charts currently being used are considered invalid, the NFI will move to using new charts approved by WHO. The WHO has issued new standards for growth charts based on the work of the WHO Multicentre Growth Reference Study Group. She stated that one should refer to the written QAC Report for information on how to download the WHO charts. She also stated that work is in progress with OfficeMax to produce them on high quality paper and make them available for order with the binders. This is the only item that needs to be checked on until it is in place. The references are listed in the report.
- With the efforts of Ms. Smith, apparel with the NFI logo may be ordered through Land's End. To order products with the NFI logo, access the NIDCAP e-store via ces.landsend.com/nidcap. Ms. Smith will distribute a handout at the Membership meeting and this information will be posted on the web.

- NFI NIDCAP pins will be available to all staff members of NNCP certified nurseries.
- The use of updated training documents continues to be inconsistent. The process stands that when the documents are updated and posted on the web, Ms. Kosta sends an email to the Trainers' listserv and therewith the Trainers and Trainees are held to using the updated versions.
- Dr. Als reported that the QAC is working with the Membership Committee to update and improve the Membership Applications Forms in order to improve the efficiency of the process.
- APIB training is on the increase and therefore the committee has assembled a list of websites from which parts of the APIB kit may be ordered. Fully assembled kits are unavailable for ordering at this time, however, this remains a goal of the committee. The written report contains information on where to order the individual parts of an APIB kit. They should be internationally available. However, the Happy Apple, a fully required assessment item, is still not readily available.
- The Program Guide has been updated to include the latest modifications to the APIB training section.

Dr. Als reported on individual training and training center developments as follows: Monique Flierman, PT applied for inactive status; Pia Lundqvist, RN, PhD suspended her Trainer-in-Training status; Deana Demare, PT applied for inactive status; the Scandinavian NIDCAP Training Center changed its name to the Karolinska NIDCAP Training Center; Ann Sofi Gustafsson was certified as a NIDCAP Trainer. Agneta Kleberg, RN PhD, NIDCAP Master-Trainer upon application was granted dispensation from the requirement to be certified as APIB Trainer on the basis of her achievement of NIDCAP Master Trainer Status before the NFI requirement for APIB Trainer Certification for NIDCAP Master Trainers came into effect. Ms. Kleberg works in collaboration with APIB Trainers Drs. Als and Buehler; Lindsay Lightbody, MA was approved to become a NIDCAP Trainer-in-Training; Graciela Basso, MD, Dorothy Vittner, RN, MSN and Samantha Butler, PhD were approved as APIB Trainers-in-Training. She listed the Training Centers in Development that are working to complete certification: Ålesund Hospital, Ålesund, Norway; Phoenix, Arizona, Modena Italy. She also reported that there are many hospitals working toward becoming training centers and they include Germany, Japan (training binders are currently being collated to be shipped there) and Israel.

Sub-Committee on Multi-Language Training Materials and Web-Documents

Dr. Als reported the establishment of a new sub-committee on training materials in different languages. Dr. Als explained that she would explore whether to put the Training Center Director in charge of developing a proposal to make it feasible to translate the training documents for their accessibility. The Spanish, French, Dutch, and Swedish have already translated many training materials.

Sub-Committee on Specific Training Resources

Dr. Lawhon reported that the committee has finalized the revised *Required and Recommended NIDCAP Readings Lists*. The list will be available for dissemination at this meeting and about half of the readings will be available in PDF format. She reported that the APIB Required Readings List is still under revision.

Dr. Sizun raised concern about the required readings that are available only in English. He feels the task is impossible given the language barrier and his Trainees feel discouraged as they begin training at a deficit. Dr. Lawhon stated that each trainer handles this requirement in a different way. Dr. Als stated that those

who are moving onto becoming Trainers must fulfill this requirement. The Trainers responsibility is to guide the whole process. She recommended that an individual at the site be designated to be available for questions and for integrating the new literature into the process of training and practical use. Dr. Helm suggested dropping the “required” and calling it just *Readings and Recommended Readings*. He feels the readings are required of the group but not of individuals. Dr. Als agreed that since training occurs at sites where there is a commitment from the group it is becoming less of an ominous task.

Intellectual Property Sub-Committee Report

Dr. Als reported for Dr. McNulty that the trademark process in Sweden has been completed.

NFI Certificates Sub-Committee Report

Ms. Kosta reported that the certificate production and approval has progressed well. Of the sixteen centers only two have yet to complete the approval process, UIMCC NIDCAP Training Center and the UK NIDCAP Training Center. UIMCC NIDCAP Training Center has an approved electronic version but the hard copy remains to be approved. The UK NIDCAP Training Center has delayed production of their certificate until their hospital merger and administrative changes are finalized.

Communications Committee Report

Ms. Kosta reported that the new NFI website, designed by *Planeteria, Inc*, was launched on April 20, 2009. The website’s design is user friendly and has a look and feel of a modern and professional website. The content of the site includes much of what the old site contained as well as some new pages including the *NIDCAP Nursery* page which is dedicated to the NIDCAP Nursery Certification Program and will be developed over the next several months to include information on the application process as well as the application materials. The *News* page is another new addition and contains the latest NFI news and will be expanded to include NIDCAP in the media. The *Resources* page will eventually contain links to resources for professionals and families. The *How You Can Help* page was built with online donation capability making it easier for donors and also allowing easy reporting of donor names and donation amounts. She reported that the new site contains a *Find it Fast* button located at the top of each page that contains a listing of items that the committee felt may be the most frequently accessed pages: *The Developmental Observer, Donate Now, Program Guide, and Trainers Meeting*.

Ms. Kosta explained that the site design includes a custom content management tool that allows the members of the Communications Committee to update certain sections of the website themselves. She added that this feature not only allows for more timely updates of crucial information, but also offers a cost savings element to the design. She stated that the committee has used this feature on several occasions over the last six months and it has proven easy and efficient and added that in cases where a change request has been required of *Planeteria* and submitted through their online system the average time to complete the request ranges from five to ten days.

Ms. Kosta reported that the committee continues to oversee and manage the three Google listservs of the NFI. She added that over this past year the general NIDCAP listserv became a Members only listserv. Prior to the changeover all individuals on the listserv were informed of this decision and invited to join the NFI.

Database

Ms. Kosta reported that the Training Data from the Sept 07-Sept 08 training period is being added to the Microsoft Access data file and being collected for the September 08—September 09 period. She stated

that plans are underway with *Planeteria* to design and build a centralized and secure web-based database to track and report NIDCAP and APIB training for the web site. She explained that the existing training data from the Access database will be downloaded into the web-based database. She added that general reports will be developed for review on the web site by trainers and or center representatives and the option to download data to one's computer for customized analysis through Excel is also part of the design plan.

Developmental Observer

Dr. Lawhon acknowledged the committee members and reported that the latest issue of the *Developmental Observer* (DO) was delivered within the last couple of weeks. She stated that there were a few kinks in the last printing. The printing was reduced from 1400 copies to 1000; however, the page number increased from 20 to 24 pages. The editors will continue to attend to concerns about the costs.

The content for the next issue is complete and the deadline for submission is November 1, 2009. Dr. Lawhon explained that little feedback has been forthcoming. Dr. Helm asked how many subscriptions there are outside of the Membership and Dr. Lawhon estimated there were approximately 20 subscriptions. Dr. Sheldon in looking at the budget stated the DO has brought in \$180.

Dr. Sizun stated that his site has started to translate the website. He stated that he'd like to see the newsletter translated into French. Dr. Als asked him to make a proposal to do so. Dr. Youcha stated that perhaps just one or two articles could be translated initially. Dr. Sizun stated that Ms. Kiki Remont would be happy to translate the website. Dr. Lawhon suggested that she could send Ms. Remont the DO content prior to its print. She added that the official language of the publication is English. Dr. Youcha suggested having one or two articles published in other languages. Dr. Helm suggested that every so many issues could be an international issue. Another suggestion was for the hard copy to continue in English only but a few articles could be available on the web in other languages.

**Upon motion duly made, seconded and voted by majority
VOTED: To accept the Communications Committee Report.**

Outreach Committee

Dr. Sheldon reported that the Outreach committee includes Dr. Sheldon, Dr. Youcha and Mr. Wahl; however, to date they have not met as a committee. He presented a draft of the description of the committee and asked the Board to help him prioritize its responsibilities and activities. He referred the Board to page 27 of the Rockport, April 2009 meeting Minutes for the discussion on the creation of the Outreach committee. He reviewed that it began as the Public Relations Awareness Committee. He reported that in his description he focused more on the professional rather than the public/lay person's end of outreach. He suggested that we need outreach to professional groups, individuals who have influence over NICUs. Dr. Sheldon will respond to erroneous statements; the committee will promote the NFI and the NIDCAP approach. The committee will work with the Executive Director in crafting the public image of the NFI.

Dr. Buehler stated that her brother, Mr. Michael Moir, has offered to be an outreach resource. His field is web strategy consultation and he is knowledgeable about the social media networks and their effectiveness.

Dr. Youcha voiced her opinion that the LinkedIn social network is where to begin outreach. She also reminded the Board there is already a NIDCAP FaceBook page in Norway that she feels should be consolidated to be under the NFI.

Dr. Buehler suggested that perhaps it would be helpful to have a younger generation committee member. And further that a call could be made to the Membership for someone who knows the social networking tools of the internet.

Dr. Sizun asked how the committee would verify what was said on French news and whether the committee wished to see all materials presented to the press.

Several other questions arose: Is the committee designed for Public or Professional Outreach; Will the committee be responsible for seeking Board approval for media materials; It is decided that if an organized campaign is launched the Board needs to be involved; and If the Outreach Committee receives an invitation to speak, shall the Board be informed though need not be sought for approval? Dr. Youcha suggested that the committee may want to put together key messages for interviews, etc. Dr. Als proposed that the committee be given the charge to refine the document. Dr. Sheldon clarified that if the committee is to provide a proactive media package it would pass it by the Board for use in the media. The committee would not be expected to approve interviews, etc. He will revise the description and distribute to the Board.

Upon motion duly made, seconded and voted by majority

VOTED: To accept the Outreach Committee's draft of its description with the expectation it will be revised as per the Board's discussion and distributed to the Board upon completion.

Nominations, Elections, and Appointments Committee Report

Dr. Helm reported that since the October 2008 meeting, he has updated the voting guidelines for open seat elections. The Membership was notified of the guidelines via email that the voting process was going to occur and how it would be held. Dr. Sheldon reported that because Dr. Helm's seat was open for election, posing a conflict of interest, he ran the election. He established a separate email account to which votes could be sent. There may have been some confusion over the election process as some felt votes were not needed due to the lack of candidates. He stated that he will ask for a voice vote at the Membership.

Dr. Buehler asked which seats will be open next year. Dr. Helm will determine the open seats and inform the Board and the Membership in a timely fashion.

Upon motion duly made, seconded and voted by majority

VOTED: To accept the report of the Nominations, Elections and Appointments Committee.

Unfinished Business

Funder Breakfast

Mr. Wahl reported that although the Mailman Foundation had originally indicated interest in attending, their travel funds have been eliminated, therefore, they would not be in attendance. Mr. Wahl reported that Ms. Iris Krieg and another Director of the Pritzker Foundation Board have accepted the invitation to the Breakfast and Saturday meeting events. He also reported that a representative from the Ronald McDonald House Charities had accepted the invitation, however, she is ill and unable to attend and may send someone in her stead. Mr. Wahl stated that the McCormick Foundation is sending a representative

(an Assistant Program Manager). He also reported that he has a meeting scheduled with this group for Monday morning, October 5, 2009. He reported that there will be several representatives from the University of Chicago at Illinois Medical Center in attendance at the Breakfast. He will meet the guests in the lobby and walk them to the function room. The Breakfast will include introductory remarks and a slide show presentation by Dr. Als followed by the viewing of the video produced by Dr. Buehler.

There being no further business upon motion, duly made, seconded and carried, Dr. Als adjourned the meeting at 6:01 p.m. (CST) on Friday, October 2, 2009.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International



Sandra M. Kosta, BA
Assistant Secretary
NIDCAP Federation International