

Minutes

NFI Board of Directors (BOD) Conference Call Meeting Thursday 15 June 2017

Present: Jeff Alberts, Heidelise Als, Deborah Buehler, Jim Helm, gretchen Lawhon, Gloria McAnulty, Bjorn Westrup

Absent: Nikk Conneman, Rita Cummings, Mandy Daly, Kaye Spence

Staff: Sandra Kosta (minutes in absence of Rita Cummings)

Deborah opened the meeting at 4:05 PM EDT

1. Review/Accept Board Minutes

Deborah Buehler reported that the May meeting minutes are still in the editing phase. They are expected to be ready for acceptance at the July meeting.

Action: Deborah will send her edits to Rita Cummings and ask Rita to make them available to the Board for final edits through GoogleDocs.

2. Call for Other Agenda Items

Bjorn Westrup asked about board nominations and elections and it was decided that he and Jim Helm would meet immediately following this Board call to discuss.

3. NIDCAP Trainers Meeting Proposals

a) NIDCAP Trainers Meeting (NTM) Planning Guidelines – Jim helm reported differing opinions on the amount of detail to include in the guidelines - some Board members felt it lacked detail, while others advocated for a more generic document (i.e. removal of individual's names). All were in agreement that the document lacked clarity on who makes the final determination on program content. Specific suggested changes included: to modify wording from "Content and format determined by the NFI Board of Directors with input from the NFI professional membership" to "Content and format informed by feedback at prior meetings". There seemed to be agreement that it is the role of the NTM Planning Sub-Committee to review and digest the recommendations from the previous year's evaluations of the meeting, then make suggestions for program content to the Quality Assurance Advisory Council, who makes the final decisions on content. A suggestion was made to consider creating a policy instead of guidelines.

Gloria McAnulty led the discussion on the financial aspects of the planning guidelines. She explained that the \$5000 site support was intended to directly defray costs for the attendees. She proposed the speaker fee of \$5000 be budgeted with stipulation that its expenditure be at the discretion of the Program Committee, but not to exceed \$5000. Suggestions were made to place a cap on speaker fees and only if the meeting host can raise additional funds (above registration fees) may the speaker costs exceed \$5000. Gloria reminded the Board that there is also an additional line item reserved for this year's Trainers meeting to support family members who wish to attend, but there

is no chain of command associated with the expenditure of these funds. Jim Helm stated that this topic will be tabled for a budget discussion at another time.

Gloria reported that the NFI's current vendor exhibitor rate is \$1000 USD and thus this amount was added to the guidelines. Edmonton's rate for this year's Trainers Meeting is \$2000 CAD. The board agreed that the rate may depend on the location's market rate for exhibitors and therefore the wording in the guidelines should be less specific. The Board agreed that exhibitors shall contract with the NFI, and thus exhibitor fees shall be paid directly to the NFI.

Gloria raised the topic of profit and loss and what guidelines/policies shall be in place should a meeting experience either scenario. No decision was made. The topic will be discussed at a later date.

Action: Jim Helm will amend the guidelines to include more definitive statements and a clear chain of command. Gloria McAnulty will revise the financial component of the guidelines. Jim will send the revision to the Board by Friday, June 16, 2017. Once the Board agrees, the guidelines will be sent to the NTM Planning Sub-Committee for their review.

b) Complimentary Year's Membership for Non-NFI Members Speaking at NIDCAP Trainers Meeting
gretchen Lawhon asked the Board to approve a proposal to grant a complimentary one-year Professional or Family Membership to each of the speakers who are not currently NFI members. All Board members present approved of the proposal.

Action: gretchen Lawhon will inform the NTM Planning Sub-committee of the Board's decision.

5:03 PM EDT – Gloria McAnulty left the call.

4. Possible Draeger/NFI Collaborations

Jim Helm explained that the Board has to decide whether to pursue a collaboration with Draeger on the project they have proposed, as well as whether to agree to the copyright conditions proposed. Bjorn Westrup expressed reservation and recommended consulting with Silke Mader who has had a long working relationship with Draeger. In his opinion time would be better spent concentrating on the development of foundational education materials.

Action: Jim agreed to contact Silke Mader.

There being no further business upon motion, duly made, seconded and carried, Deborah Buehler adjourned the meeting at 5:11 PM EDT on Thursday, June 15, 2017.



Sandra M. Kosta
Financial Operations and Administration Director

June 15, 2017

The NEXT Board Conference Call is scheduled for: **Thursday, July 20, 2017** (1 pm PDT, 4 pm EDT, 9 pm IST, 10 pm CEST) / **Friday, July 21, 2017** (6 am AEST).