



NIDCAP Federation International
changing the future for infants in intensive care

**Official Board Conference Call FY 2008 - 2009
June 16, 2009**

A meeting of the NIDCAP Federation International (NFI) Board was called and held by telephone on Tuesday, June 16, 2009 from 3:00 p.m. to 3:57 p.m. E.S.T.

Board Members Present: *H. Als, D. Buehler, J. Helm, S. Kosta, G. McNulty, g. Lawhon, K. Smith, J. Sizun, Y. Voucha*

Staff Present: *D. Wahl, Executive Director*

Review and Approval of Full Board Minutes for Wednesday, April 22, 2009 and Conference Call Meeting Minutes from May 19, 2009

Dr. McNulty pointed out that there was an error on page 5 of her report. The total revenue appears twice. Dr. Buehler will revise before posting. There were no further comments.

Upon motion duly made, seconded and carried by majority

VOTED: To adopt the Full Meeting Minutes as presented and corrected from the NFI Board Meeting, Wednesday, April 22, 2009, Rockport, Massachusetts, U.S.A.

Upon motion duly made, seconded and carried by majority

VOTED: To adopt the telephone conference call minutes, May 19, 2009.

Membership Update

Dr. Helm reported that he received one new member nomination application (J. Mazzawi) and one application for student membership. Both applications have been accepted. He also reported that the invitations for the Trainers Meeting have been sent, and therefore, he will notify the Membership at large about the new guidelines for voting and the two Board seats that are open. Since Dr. Helm's seat is one of the open seats, Dr. Sheldon will inform the Membership about the election details. Dr. Sheldon asked if it was too late for the election guidelines to get published in the *Developmental Observer*. Dr. Lawhon asked for the copy to be sent to her by June 26, 2009.

NIDCAP Nursery Certification Award to The Children's Regional Hospital at Cooper University Hospital

Dr. Lawhon described the plan for the NIDCAP Nursery Certification Award ceremony at The Children's Regional Hospital at Cooper University Hospital. The festivities will begin with dinner on July 27, 2009 with Dr. Als and the hospital administration. The day of the award ceremony, July 28, will begin with breakfast and a scientific presentation and followed by the award ceremony. Lunch with the advisory board of Clare's Cupboard (a non-profit group that provides basic infant supplies to families served by Cooper University Hospital) is planned. The celebration will continue for two more

days with breakfast and lunch provided for families as well as each nursery caregiver shift and small activities geared around the NNCP certification. Twenty-five NICU families are expected to be in attendance at the award ceremony.

Trainers Meeting Update

Dr. Lawhon reported that the meeting program is very close to being finalized, however, she plans to reconfigure the agenda to add one more speaker.

Training Binders Source Update

Dr. Als reported that she received the box of binders sent by Ms. Smith for review. She reported that they will be reviewed within the next couple of weeks. Ms. Smith reported that she received a bid for the production of the binders. She verified that the prices she shared with the Board in April cover the costs of printing only and not the materials (binder, inserts, etc). She reported the total costs (including a St. Luke's Hospital discount) as follows: NIDCAP Training Binder \$25.91; APIB Training Binder \$26.11; and NIDCAP Training Center Development \$21.04.

OfficeMax will set up an account with the NFI and ordering will be set up as follows: Training Center representatives may order from OfficeMax, the NFI will be billed and then NFI will bill the center that ordered them. OfficeMax will also ship the binders to wherever the center needs them shipped.

Ms. Smith reported that she checked the sample binders thoroughly and the only issue was the color of the cover of the binder. Dr. Als stated that the Quality Assurance Committee should also approve them. Ms. Smith will inform the group once the binders are ready for purchase. Mr. Wahl asked Ms. Smith to forward the contact information for the accountant at OfficeMax. Ms. Smith will provide the accountant Mr. Wahl's address.

Apparel with NFI logo

Ms. Smith reported details on how to set up a Land's End account in order that customers are able to order garments with the NIDCAP logo on them. In order to set up an account the NFI must provide the logo and color choices to Land's End and also provide them with a \$100 set-up fee. The Board asked if the NFI would have to manage the account and Ms. Smith replied that once the logo is set up Land's End does the rest.

Upon motion duly made, seconded and unanimously

VOTED: To allocate \$100.00 from NFI funds to establish an account with Land's End and send the logo for individuals to be able to order NFI logo embroidered products.

Job Description for NNCP Director

Ms. Smith reported that she is in the process of gathering ingredients to create the NNCP job description. She stated that she would like input from the Board and the site review team members as to what is vital to the description. She would like to circulate a draft and put it on the agenda for the July call. Dr. Als suggested that the first draft be sent to the NNCP Steering Committee, however, it was decided, given time constraints that it be sent to the entire Board. Ms. Smith will send the draft to the whole Board. Dr. Als mentioned that she would need it by July 2nd for her review.

Fundraising Update

Mr. Wahl stated that he has targeted the foundations to invite to the Trainers Meeting. The final version of the invitation will go to Dr. Als the day of this call. There are two different invitations, one for the current funders and one for prospective funders. There are 35 different foundations on the invitee list. They include current funders and those who have been contacted in years past. He estimated that the invitations would be sent by the end of this week. He will send copies of the letters to the Board.

Dr. VandenBerg has been asked to conduct a Fundraising Committee session at the trainers meeting. She will use this as an opportunity to put together a PowerPoint fundraising presentation. She and Mr. Wahl are working on this presentation.

Mr. Wahl reported that he has been trying to reach out to the foundations that have declined funding recently and most encouraging is the Kellogg Foundation. Both he and Dr. VandenBerg have had contact with them. They are interested in projects involving South America so when he and Dr. VandenBerg approach them again they will emphasize the need for Spanish translation of training materials. A number of other organizations are being pursued. Mr. Wahl reported that he has been invited to revisit with McDonald House Charities and there is a possibility they will attend the Trainers Meeting. Robert Wood Johnson Foundation has invited the NFI to submit a Letter of Intent. The Heinz Corporation is open to maintaining a dialogue. He reported that he has also had contact with Liberty Mutual and TD Bank North. Mr. Wahl mentioned that the Kellogg foundation might be able to guide him in the direction of some European foundations for fundraising. Further, Mr. Wahl reported that there are signs that funding availability is loosening up a little. He and Dr. VandenBerg will be working over the next two weeks to progress further with fundraising efforts.

Mr. Wahl reported that he has just received a shipment of the NFI note cards.

Dr. Als stated that there are sites outside of the US that are considering producing brochures similar to the NFI brochure. She suggested that they translate the official brochure of the NFI, however, this translation will be restricted to certified Training Centers.

Other

Dr. Helm announced that the WakeMed nursery has agreed to participate as the third NIDCAP Nursery Certification Program pilot site.

There being no further business upon motion, duly made, seconded and carried, the Board conference call was adjourned at 3:57 p.m. EST.



Deborah Buehler, PhD
Secretary
NIDCAP Federation International