



**NFI Board of Directors Conference Call Meeting
November 8, 2017**

Present: H. Als, D.Buehler, N. Conneman, R.Cummings, J.Helm, G. McAnulty, J. Tyebkhan, D. Vittner, B. Westrup.

Excused: M.Daly

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

- The minutes from the Board Meetings in Edmonton have been circulated for board approval. Several board members have approved the minutes with minor changes. The final version will be updated in the NFI Dropbox.

- There was some discussion about outstanding minutes. The Secretary mentioned that all minutes have been approved and sent to Sandra Kosta. Offline discussion should be held to confirm that these minutes should be posted on the website.

Action: Board members to send Rita any additional comments and changes by November 9.

Action: Rita, Sandra and Deborah will set up a call to discuss exactly which outstanding minutes that Sandra does not have. Going forward, Dropbox will be used to allow Board members to work on drafts of minutes and perform edits. Once approved by the Board they will be sent to S. Kosta for web posting to allow access by all members.

(2) Follow up from Edmonton Trainers Meeting

- 2017 NIDCAP Trainers Meeting Evaluations (Nikk Conneman, gretchen Lawhon)

Evaluations are due within 30 days from the Trainers Meeting i.e. by end of November. Board members were encouraged to complete their evaluations of the Trainers Meetings as well in this timeframe.

- 2017 NIDCAP Trainers Meeting QAAC Workshop Session (Heidelise Als)

QAAC will summarize the survey work that was done at Trainers Meeting in Edmonton.

Heidi will send the results out to the full list of Trainers once the results are finalized and reviewed by the QAAC Committee. Goal is to get the results finalized by January 2018 and then circulated.

Actions:

- Jim Helm to follow up with Kaye Spence regarding transfer of Chair of the Governance Committee
- Rita Cummings to follow up with Jim Helm and Mandy Daly regarding Chair of Advancement Committee role and Communications.

(3) Board Development

- New Family Member Representative Update (Jim Helm, Mandy Daly)

Jim Helm has sent information to a prospective board member who was recommended by Mandy Daly. Together, they are in the early stages of the process of board recruitment.

There was discussion regarding World Prematurity Day and various ways to promote it in the US and Europe. Mandy Daly requested that the NIDCAP Facebook page focus on World Prematurity Day with photos, stories and updates. Deborah Buehler requested that Sandra Kosta share the content on the "Share Your Stories" regarding Prematurity Day on Facebook and other social media.

- Heidelise Als shared that she was attending a fundraising gala 'Tinis for Preemies NYC' where she will be acknowledged as a MIRACLES Award Honoree by Graham's Foundation.

(4) Committee Updates

- Program (Heidelise Als)
Two new trainers' applications were recently approved by the Board. These are: Stina Klemming and Laura Goldberg
- Governance (Jim Helm)
Membership renewal reminders have been sent out to all individual, family and professional members.
- Finance (Gloria McAnulty)
Financial Reports are scheduled to be posted on the NIDCAP website. These are located under Member Services. Financial records of the NFI such as the Form 990 are publicly available by law due to our status as a non-profit public charity (501c3). Members are expected to log in to get access to the Financial Statements. Financial records of the NFI such as the Form 990 are publicly available by law due to our status as a non-profit public charity (501c3). Members need to log in to get access to the Financial Statements. The Secretary also requested that financial statements be housed in Dropbox for easy access by Board Members.
- Advancement (Rita Cummings)
Rita Cummings has taken over the Chair. Rita has been working with Jim Helm and Jeff Alberts on a new corporate sponsorship introduction letter. Jim Helm reported that he and Jeff Alberts have drafted a prospective corporate sponsor letter to send out to a new potential sponsor. Jim and Jeff are considering a higher level sponsorship e.g. at the \$100k level. They are looking at what "benefits" might be associated to a higher level sponsor including higher visibility on the NIDCAP website.
- Communications (Mandy Daly)
- Family Advisory Council (Mandy Daly)
- Global Perspectives (Björn Westrup)

(5) Other Business

NEXT Board Video Conference Call is on Wednesday, December 13th 2017

Reminder regarding the Strategic Plan Update: Committees will report on their key priorities under Action Plans for the next 12 months at the Board Conference Call in December 2017. Priorities to be circulated in advance of the December call.

Respectfully submitted, Rita Cummings, Secretary, November 8, 2017