



NFI Board of Directors Meeting

**Chateau Lacombe Hotel
Edmonton, Alberta, Canada
Friday, October 20, 2017
08:15 – 17:46**

Directors of the Board: J. Alberts, H. Als, D. Buehler, N. Conneman, R. Cummings, M. Daly, J. Helm, g. Lawhon, G. McAnulty, K. Spence, and B. Westrup

Staff: S. Kosta

Agenda

1. 8:15 – 8:45 am

Reflection on each board member's intention for their role on the board led by Deborah Buehler. A similar reflective exercise will be shared at the Membership Meeting.

8:45 – 9:15am

Review and approval of Committee Reports/Consent Agenda – D. Buehler suggested that the Advancement Committee Report be considered separately (i.e. during the Advancement Committee part of the agenda) when the Global Perspectives Sub-Committee Report will be presented to the board.

Action: The Advancement Committee Report approval in the Consent Agenda was postponed to the afternoon session.

The following reports were considered for approval by consensus: Finance Committee Report FY2016-17; Governance Committee Report; Program Committee Report; President's Report

Action: The Finance Committee, Governance Committee, Program Committee and President's Reports were unanimously approved.



2. September Board Conference Call Minutes

Action: The September Board Conference Call Minutes were unanimously approved.

3. Board Minutes

Action: The Secretary will circulate the May Board meeting minutes for final approval in advance of the next board meeting in Edmonton.

Action: The Secretary proposed moving minutes and other board documents to Google Docs and Dropbox for approval of minutes and the storing of reports going forward.

5. 9:15 – 9:45 am Finance Committee Report – Gloria McAnulty

Gloria. McAnulty reviewed the Budget Proposal for FY 2017-2018 and there was general discussion about income and expense line items.

There was a motion to recognize the increased responsibilities of the Administrative Director and therefore change the title to Executive Director of Administration & Finance. For that reason, the role's job description will be revised, and the role moved to .75 FTE (by an increase of .25 FTE)

Moved by Rita Cummings and seconded by Björn Westrup.

Action: The motion was unanimously approved.

9:45am – 10:00am Break

6. 10:00 – 11:00 – Strategic Plan & Organizational Chart – Deborah Buehler

There was some discussion about revisions to the Vision Statement. The new statement will now read:

The NFI envisions a global society in which all hospitalized newborns and their families receive care in the evidence-based NIDCAP model. NIDCAP supports development, enhances strengths and minimizes stress for infants, family and staff who care for them. It is an individualized, relationship-based, family-integrated approach that yields measurable outcomes.

Action: Revisions to the statement were unanimously approved.

Action: Heidelise Als will make further minor edits to the text of the Strategic Plan to ensure that it is grammatically consistent before the November Board Conference Call.

Action: The board approved the Strategic Plan unanimously.



Action: 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.

12:00 – 13:30 Break for lunch

7. 13:30 – 14:30pm Governance Committee Report

NFI 2017 Membership Survey Summary and Recommendations - Kaye Spence

There were a total of 70 responses received from membership base. The Board would like to see an increase in responses from the membership base from future surveys. The 2017 NFI Survey was translated into several languages. These survey results will be shared with the membership including the main priorities recommended from the membership base.

A discussion was held regarding enhancing the NIDCAP presence on Facebook. There was interest in finding volunteer members to contribute regular posts to Facebook to build awareness of new research, including use of articles from the *Developmental Observer*.

Action: Mandy Daly will make a request for volunteers to join the Facebook Team at the Edmonton Membership Meeting.

8. Guidelines and Policies for Board Approval – Kaye Spence

Kaye Spence recommended that any email approvals or votes on new policies or other items should be reviewed at the beginning of each Board Conference Call. This was agreed by the Board.

Document Templates & Format – Kaye Spence reviewed the proposed format for new documents to include a Title/Document Number/Year Approved/Who Approved. These should also include the NIDCAP logo. Pages should show the name of the document at the bottom. This was also agreed by the Board, and will be assigned to the Governance Committee to implement.



9. Election Proceedings – Kaye Spence

Kaye Spence reviewed the policies and processes for the membership voting both online and on-site for the upcoming 2017 Board Member elections. Ballot papers will be distributed at the Membership Meeting for those who have not yet voted. We will have a list of those who have already voted. Ballots will be collected in a ballot box. Two independent members will tally the votes from on-site and online. The results will be announced at the end of the Membership Meeting.

10. 14:30 – 15:00 Program Committee Report

Program Committee NIDCAP Trainers Meeting (Future planning) - Nikk Conneman

Nick Conneman proposed a new structure for the Trainers Meetings going forward to shorten the meeting from three and a half days to three days.

Action: The Board recommended that the Trainers Meetings going forward be offered over three days. Nick Conneman will also explore this meeting format with the Porto Training Meeting Planning Group and if not possible for the 2018 meeting will work with future meeting hosts to develop a three-day Trainers Meeting structure.

15:30 – 15:45 – Advancement Committee

Family Advisory Council– Mandy Daly

Mandy Daly reported on recruiting new members to the Council. She also proposed a Facebook frame so that people can use it to promote World Premature Day. The Council would also like to prepare materials that would be helpful for families (e.g. what parents themselves can do in the NICU). These materials could be downloaded free from the NIDCAP website.

11. 15:45– 16:00 Global Perspectives Sub-Committee Kaye Spence, Björn Westrup, Mandy Daly, gretchen Lawhon.

Björn Westrup reported on the work on the Sub-Committee. The Board discussed changing this group from a Sub-Committee to an Advisory Council. Björn described the proposal to form a 12 month Task Force within this council to work to bridge the gap between the NFI and other related organizations. Members of this Task Force will be drawn from within the board, within the general membership and through our Facebook community.



Motion: It was moved and seconded to form a 12 month Task Force to enhance the NFI's global presence and increase partnerships.

Action: The Board voted unanimously on this motion.

Action: The Board voted unanimously to accept the Advancement Committee report as modified.

12. 16:30 – 17:00 Unfinished Business Deborah Buehler

Succession Planning: Deborah Buehler led the discussion regarding how to identify and cultivate new board members. Jim Helm developed a draft proposal to restructure the NFI board to include a new mix of directors and to increase the number of directors to include a mix of NIDCAP professionals, plus family members, and a larger number of appointed directors recruited from the business or philanthropic communities. There was further discussion about creating a President-Elect position to ensure effective succession planning.

Motion: That a Task Force of the Governance Committee be formed to review board composition and structure and to make recommendations to the Board for the April Board Meeting.

Action: The motion to form this new task force was passed unanimously.

The meeting closed at 5:45 pm.

Respectfully submitted, Rita Cummings, Secretary of the Board, October 20 2017.