

**NFI Board of Directors Meeting – Minutes October 24, 2017**

**Chateau Lacombe Hotel  
Edmonton, Alberta, Canada  
Tuesday, October 24, 2017**

**1400 – 1810**

**Directors of the Board: H. Als, N. Conneman, R. Cummings, M. Daly, J. Helm, g. Lawhon, J. Tybekhan, G. McAnulty, B. Westrup, D. Vittner (Absent/Excused)**

**Staff: S. Kosta**

**Agenda**

1400-1410 Welcome and Review of the Agenda

Deborah Buehler reviewed the agenda.

1410-1415 Election of Officers Jim Helm

President: Deborah Buehler

The nomination was moved by Jim Helm that Deborah Buehler continue as President; seconded by gretchen Lawhon. Deborah Buehler was duly elected unanimously.

Vice President: Jim Helm

The nomination was moved by gretchen Lawhon and seconded by Gloria McAnulty that Jim Helm be nominated as Vice President. Jim Helm was duly elected unanimously.

Treasurer: Gloria McAnulty

The nomination that Gloria McAnulty continues as Treasurer was moved by J. Helm and seconded by g. Lawhon. Gloria McAnulty was duly elected unanimously.

Secretary: Rita Cummings

Rita Cummings was unanimously elected.

Committee Chairs will continue as currently except that Jim Helm will return to Chair of Governance; Rita Cummings will take over Chair of Advancement; gretchen Lawhon will Chair the Foundational Education Sub-Committee with Juzer Tybekhan's participation. Nikk Conneman will Co-Chair the Planning Committee for the Trainers Meeting, with Jean Powlesland.

There was additional discussion of providing support for Jim Helm on tracking membership payments.

Nikk Conneman suggested that someone on his staff could take on this role. He will report back on this possibility at the next board conference call.

There was further discussion about encouraging NIDCAP Professionals to become NFI members.

#### **1430-1500 Establishment of Board Calendar 2017-2018 – Secretary**

NFI Board conference calls have been held on the third Thursday of each month.

Action: It was approved to move these calls to the second Wednesday every month at 1 pm PT, 2pm MT, 4 pm ET, 9 pm GMT, and 10 pm European time. The Secretary will email the board with conference call dates for the next six months.

There was further discussion about the Mid-Year Board Meeting which is usually on the East Coast in late April/early May in Boston.

Jim Helm proposed that this meeting be held in New Hampshire. Those from West Coast would still fly into Boston/Logan Airport. Dates proposed: May 3 and 4, 2018 in Portsmouth, New Hampshire.

Porto, Portugal 2018 Trainers Meeting – Board Meeting October 19<sup>th</sup> 2018 and then on the afternoon of October 23, 2018.

#### **15:30-1600 Review of 28th Annual NIDCAP Trainers Meeting: gretchen Lawhon, Nikk Conneman**

Deborah Buehler asked for feedback on the Edmonton Trainers Meeting (i.e. first impressions of how the Trainers Meeting went).

There was some discussion about increasing the balance of training and reflection. The format and presentation of the content may have been too fast – especially for non-native speakers.

There was also discussion about the parents' panel, and whether these sessions should be videotaped to be sensitive to the "triggers" for both parent and child regarding the NICU experience. For example,



should the child's issues be discussed in front of him/her? Would this panel be distressing or worrying to other parents of premies in the audience?

The overall experience of the meeting was warmth and connection. It was suggested that the participation of the vendors/exhibitors could be included in such activities as the gathering of stickers for the meeting participants' "passports". Board members appreciated the activities e.g. curling and participatory activities. There was some concern about making sure those who are unable to walk long distances can also participate. Board members appreciated the Edmonton planning team's attention to details.

16:00 – 16:15 - Break

#### **16:15: - 17:00 Review of NFI Membership Meeting - President**

The following comments and considerations were offered by the board.

The format of the Board Members dispersed throughout the room at tables with the membership was discussed. The general feedback was that this was successful and should be continued next year. Committee Chairs are welcome to be at the front of the room and use the lectern and/or slides. Meeting participants will be invited to move forward to fill up the tables closest to the front of the room.

It may not have been clear that non-members could attend the membership meeting. This should be clearly posted in the formal agenda, as well as being announced from the podium.

It was described as difficult to find the membership/board reports on the NIDCAP website. We will put a link on the home page of the website in advance of the Membership Meeting so it's clear where to find the information.

There was a lag while the ballots were being counted. Explorations of ways to expedite this process will be explored.

Considerations of the length of Committee Reports and their abbreviations were made.

During future Membership Meetings, a brief acknowledgment ceremony for certifications of Trainers, Centers and Nurseries will be made. We still allow time for an Open Forum for questions from the membership.

The NFI organizational chart should be handed out at every membership meeting.

17:00 – 17:45

1. Review of action items regarding key priorities for the Strategic Plan - President

Action: Board members recommended that the results of the Membership Survey and the results of Joy Browne's workshop could be shared in advance of the December board conference call where key priorities formulated will be shared by each committee.

2. Discussion of new possible Family Member of the Board.

Action: Jim Helm will invite the proposed new Family Member candidate to consider joining the board.

Action: Mandy Daly and Jim Helm will circulate the proposed new board member's resume to board members.

3. **There was further discussion regarding Succession Planning**, particularly for the officer positions. Rita Cummings and Kaye Spence have been tasked with proposing preliminary recommendations to the Board in December.

Deborah Buehler also suggested that we should consider longer terms for the chairs of the various committees, as well as our key officer positions.

The meeting ended at 18:00

**Respectfully submitted, Rita Cummings, Secretary of the Board.**

Rita Lummy