



NFI Program Committee – Quality Assurance Advisory Council

Minutes, QAAC in Person Meeting, Porto, Portugal, 23 October 2018

Present: Heidelise Als, Jim Helm, Graciela Basso, Nikk Conneman, Joy Browne, gretchen Lawhon, Dorothy Vittner, Melissa Johnson

Absent: Deborah Buehler, Karen Smith (both excused)

The meeting was called to order at 7 am.

Heidelise Als, Ph.D. welcomed the group to the annual in-person meeting, and noted that the two key issues for discussion were the identification of a new chair/secretary and of subsequent meeting dates.

H. Als thanked Karen Smith for her service delivered with great dedication for two consecutive one-year terms. H. Als suggested that the position is rotating and another member of the group is sought at this time. Given the multiple NIDCAP-related responsibilities handled by all other members, Melissa Johnson, Ph.D. was selected for this position for the next year. She accepted graciously and the members of the QAAC thanked her with a round of applause. M. Johnson will work with Sandra Kosta to continue the ZOOM meeting arrangements and will endeavor to provide prompt agenda and minutes, that will reflect ongoing work and projects to be completed.

The remainder of the meeting was devoted to the search for the next meeting time, a task made more complex by the upcoming holidays. It was decided that M. Johnson would select several alternative times and send a Doodle poll to the group members for the next meeting, which will not necessarily be at a permanent time/day of the month given the holiday season.

Also discussed briefly was the opportunity to contact several individuals, who have been confirmed as Senior Trainers in order to encourage their participation. The Chair accepted this task.

The Chair also agreed to contact other Trainers, who may be eligible to apply for Senior Trainer Certification and encourage them to review the criteria and consider submission of their applications.

The meeting was adjourned at 8:15 am.

Respectfully submitted,

Melissa Johnson, Chair/Secretary

28 October 2018

NOTE: Should NFI Members wish further detail or have questions related to these Minutes, please, feel free to write to any of the Members, who attended the Face-to-Face Meeting.