



## **Annual NFI Membership Meeting Minutes**

**October 21, 2018**

**Porto, Portugal**

**Board of Directors In Attendance:** Heidelise Als, PhD, Deborah Buehler, PhD, (President), Nikk Conneman, MD, Mandy Daly, ACII, DLDU, James Helm, PhD, (Vice-President), gretchen Lawhon, PhD, RN, CBC, FAAN, Gloria McAnulty, PhD, (Treasurer), Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE, (Secretary), Björn Westrup, MD, PhD

**Executive Director of Administration and Finance:** Sandra Kosta, BA

**Present:** Grace Abdul Nour, Immaculata Arenga, Natascia Bertoncelli, Johann Binter, Jessica Bowen, Natalie Broghammer Wetzell, Joy Browne, Anne Buckley, Samantha Butler, Fatima Camba Longueira, Lama Charafeddine, Fatima Clemente, Lisa Dion, Delphine Druart, Fabrizio Ferrari, Kathi Frankel, Estrella Gargallo Monforte, Laura Goldberg, Nadine Griffiths, Herciles Guimaraes, Ingrid Hanks Drielsma, Rodd Hedlund, Brigit Holzhueter, Ann-sofie Ingman, Eva Jochim, Melissa Johnson, Gillian Kennedy, Stina Klemming, Pierre Kuhn, Linda Lacina, Maria Lopez Maestro, Sylvie Minguy, Bonni Moyer, Mary O'Connor, Isabelle Olivard, Monique Oude Reimer, Debra Paul, Josep Perapoch Lopez, Veronique Pierrat, Jenifer Powell, Jean Powelsland, Celine Prout, Nathalie Ratynski, Madelena Ramos, Erin Ross, Federica Sabbioni, Dalia Silberstein, Natascia Simeone, Jacque Sizun, Laurie Slaughter, Kaye Spence, Unni Tomren, Susan Vaughan, Inga Warren

The NFI Membership Meeting was moderated by: Gillian Kennedy, SLP

The Meeting opened at 1339 (GMT) and was facilitated by Deborah Buehler.

NFI President D. Buehler welcomed the membership and introduced the NFI Board of Directors. She reported that the full NFI Program, Finance, Governance, Advancement (Committee and President's Reports have been posted on the NFI website ([www.nidcap.org](http://www.nidcap.org))).

## Agenda Items

### *President's Report*

NFI President, D. Buehler began with reading our NFI Mission Statement, which describes the guiding principles of the NFI:

*The NFI promotes the advancement of the philosophy and science of NIDCAP care and assures the quality of NIDCAP education, training, and certification for professionals and hospital systems.*

- D. Buehler described our non-profit membership organization. She reported that there currently are 228 members. She encouraged meeting participants who wish to become NFI members to contact James Helm, Chair of Membership. There are NIDCAP Trainers, NIDCAP Training Centers, and/or Certified NIDCAP Nursery Programs on five continents and in more than 28 countries around the world. With the aid of the NFI organizational chart, D. Buehler explained the structure, work efforts and leadership of the NFI's organization.
- D. Buehler reviewed the NFI's next steps, and stated that they are continually being re-evaluated to reflect the needs of the organization, including support for NIDCAP's development, awareness and practice efforts, trainers and training centers and quality of training, and future sustainability and development of the NFI.
- D. Buehler addressed a suggestion advanced during one of the presentations that members and trainers use the generic term Individualized Family Center Developmental Care (IFCDC) outside of our professional group to avoid the 'stigma' associated with using the name NIDCAP. D. Buehler countered that the Synactive Theory, and the NIDCAP program developed from this theoretical model, embraces the complexity of infants, families and hospital systems and their staff. It focuses on the individuality & voice of everyone in the system, especially the infant. NIDCAP's comprehensiveness, and the strong scientific evidence that supports it, makes it the most effective approach to use for hospitalized infants and their families. NIDCAP is the *voice of the newborn*. She suggested that our organization, including the Annual NIDCAP Trainers Meeting, is focused on the goal of global NIDCAP for all. As NFI members, championing and advocating the use of the NIDCAP model and acknowledging it by use of its proper name supports its dissemination. It is our responsibility and privilege.
- g. Lawhon reported that the *Developmental Observer* editorial staff is seeking a Senior Editor. Responsibilities include collaborating with the team of Associate Editors (J. Alberts, D. Ballweg, D. Buehler, S. Kosta, g. Lawhon), recruiting and communicating with authors, and editing article submissions including archiving. An annual \$5,000 stipend plus expenses related to attendance at the Annual NIDCAP Trainer's Meeting are offered for this work. All inquiries should be directed to g. Lawhon.
- The NFI Board of Directors expressed heartfelt appreciation for the work and contributions of the departing Board member and Past President g. Lawhon.

## Annual NFI Membership Meeting — 21 October 2018

- The NFI's Annual World Prematurity Day (WPD) poster was shown to the membership and the PDF file will be available for printing from the NIDCAP website. Purple NFI WPD awareness ribbons were made available to all meeting participants.
- The President's overview of the past year concluded with gratitude to the members for helping to realize *a global society in which all hospitalized newborns and their families receive care in the evidenced-based NIDCAP model*.
- For greater detail of the organizational activities from the NFI FY 2017-2018, please, refer to the posted President's Report on the NFI website.

### *Annual NFI Board of Director Elections*

The Annual Election for this year's two open NFI Board of Director seats was held by the Nominations, Elections and Appointments sub-committee, J Helm, chair. The ballot included: *Fabrizio Ferrari, MD, Linda Lacina, MSN, RN, HN-BC, Erica Moss, MS, OTR/L, NIDCAP Professional, Jean Powlesland, RN, MS, and Dalia Silberstein, RN, PhD*. Ms. Lisa Dion and Ms. Kathi Frankel tabulated the votes.

### *Program Committee*

*The Program Committee Report* was presented by Heidelise Als (Chair). Highlights of the achievements and activities for the period of 23 October 2017 – 20 October 2018 included:

- Dorothy Vittner has been identified as the Co-Chair of the Program Committee for 2018-2019.
- Melissa Johnson, PhD was appointed as Chair of the Quality Assurance Advisory Council (QAAC) for 2018-2019 which meets on a monthly basis. Appreciation was expressed to Ms. Karen Smith for her efforts and hard work as the previous year's Chair.
- Trainer accomplishments over the past year - NIDCAP Trainers (Laura Goldberg, PhD, Dalia Silberstein, PhD, RN Ita Litmanovitz, MD) Senior Trainer (Delphine Druart, RN ) and Senior Master NIDCAP Trainer (Joy Browne, PhD, RN) were recognized by H. Als with their reliability certificates and flower bouquets.
- The Chair announced certified NIDCAP Training Centers and Trainers, Training Center closures, Trainer re-affiliations and retirements, and NIDCAP Nursery Program highlights (including nursery certifications, applications for certification, renewal processes, documents and site reviewer certifications).
- D. Silberstein and I. Litmanovitz are the new Co-Chairs of the NIDCAP and Science Sub-Committee. Sub-committee members include L. Lacina, D. Abdelgadir, L. Hendson, S. Kosta, and J. Alberts. The purpose of this group is the facilitation of scientific knowledge and knowledge dissemination of NIDCAP.
- Monique Oude Reimer and D. Vittner joined the NIDCAP Nursery Program Steering Committee.
- The Sub-Committee on translating the Training Materials is working on updating and completing of existing materials: English, Spanish, and French. New translations of Norwegian, German, Italian, Swedish, Dutch, Hebrew, Japanese, Arabic, Farsi, etc. Seeking additional members (NIDCAP Trainers) to support the sub-committee's efforts.

## Annual NFI Membership Meeting — 21 October 2018

- S. Kosta continues to work on and maintain the standardization of all NFI Certificates - NIDCAP Nursery Certificates, Nursery Site Visitor Certificates, NIDCAP Professionals, NIDCAP Trainers, NIDCAP Master Trainers, Senior NIDCAP Master Trainers, Training Center Certificates, APIB Professionals, APIB Trainers, APIB Master Trainers, APIB Senior Master Trainers and APIB Training Center Certificates.
- Planning is underway, by Co-Chairs Jim and Karen Helm, for the 30<sup>th</sup> Annual NIDCAP Trainers Meeting. The meeting will be held October 5-7, 2019 in Portsmouth, New Hampshire USA. Nikk Conneman and Jean Powlesland will continue to Co-Chair the NIDCAP Trainers Meeting Planning Sub-Committee. Members of the committee include Linda Lacina (Chair of the Abstract Review Committee), Rodd Hedlund, Bonni Moyer, Andrea Nykipilo, Kaye Spence, D. Vittner and G. McAnulty and S. Kosta who provide financial management oversight. The programmatic management oversight is provided by the Program Committee and the QAAC.
- The NIDCAP Foundational Education Work Group (FEWG) Co-Chaired by Juzer Tyebkhan and D. Vittner with members of J. Helm, g Lawhon. J. Tyebkhan presented FEWG priorities to provide Synactively-based foundational education, requested by health care providers around the world, to meet individualized needs of learning about NIDCAP processes.
- The NFI has endorsed seven activities and programs - 6<sup>th</sup> Annual Midwest Developmental Care conference; 2019 Stockholm Conference on Ultra Early Intervention; 2018 European Association for Developmental Care Conference; Supporting Oral Feeding in Fragile Infants (SOFFI) 2018; Introductory & Advanced Courses on Family-Centered Care in the NIDCAP Model (D. Silberstein & I. Litmanovitz); European Standards of Care for Newborn Health (EFCNI); and Neonatal Oral Motor Assessment Scale (NOMAS) Certification 2018.

### *Governance Committee*

The *Governance Committee Report* was presented by James Helm (Chair) shared highlights from the previous year.

- One of the responsibilities each year is the financial oversight of Finance Committee.
- Our Annual NFI Membership Survey was conducted by Kaye Spence and J. Tyebkhan on Communication and Engagement. K. Spence provided results from the 23% of member respondents. Responses indicated that the Google Listserv, Webpage, and the *Developmental Observer* were the platforms that provided key information on NFI initiatives. The participants indicated they would like more scientific articles and research on NIDCAP.

### Election Results

L. Dion and K. Frankel tabulated and confirmed the votes, by re-counting the ballots three times to assure accuracy. The top two candidates and newest members for three year terms on the NFI Board of Directors were J. Powlesland and D. Silberstein. *Mandy Daly*, *ACII*, *DLDU* ran unopposed and elected by proclamation for the three-year term as a Family Representative Member of the Board.

### *Advancement Committee*



The *Advancement Committee Report* was presented by J. Helm (Chair). A summary of highlights for Development and Fundraising included:

- Efforts continue to secure NFI sponsorships.
- The NFI website, Google listserv, and social media platforms are maintained by S. Kosta. Content for the NFI's social media channels, Linked-In, Facebook and Twitter, are led by Mandy Daly.
- The Family Advisory Council is Co-Chaired by M. Daly and Samantha Butler, PhD. M. Daly reported on a priority to evaluate the ease of using NIDCAP Website. She asked the NFI community to share what each organization is using to support families, and specifically how access to information for families is facilitated.
- The Social Media Sub-Committee (Members: M. Daly, S. Butler, K. Spence, N. Griffiths, J. Degl) is looking to increase social media presence to raise the profile of organization. They are seeking feedback from membership regarding what content is needed. They proposed that each NIDCAP Training Center provide a blog post over the next year.

#### *Finance Committee*

The *Finance Committee Report* was presented by Gloria McAnulty (Treasurer). The report was compiled with assistance from Sandra Kosta, Executive Director of Administration and Finance. The *End of Year FY2018 Report* and the *FY18-19 Proposed Budget* were presented and distributed to members present. G. McAnulty made a motion to submit the budget for vote, which was seconded by N. Conneman.

- The following questions/topics were raised by the membership.
  - *Necessity to maintain a 10 member BOD:* The BOD continues to evaluate the needs of the organization which in the past has guided the BOD structure, although there are currently 10 members, in the past the BOD has been up to 13 members. The BOD will take this into consideration as next steps are defined.
  - *Likelihood that there will be a surge in NIDCAP Nursery Program requests and the financial prudence to sustain this initiative:* The BOD described that the NIDCAP Nursery Program, the initiative to realize NIDCAP's full hospital care expression, is the prime directive of the NFI.
  - *Opportunities to decrease administrative expenses of the NFI as an organization:* The President responded that the administrative costs support the programmatic needs of the organization and that training initiatives are the product of the organization.
  - *Adequacy of the allocated \$1600 for social media to meet the needs of the organization and the possibility to increase the budget for social media and NFI Website re-design:* The Treasurer stated that this is a proposed budget. The program initiatives drive budget line items organizational initiatives. If Social Media becomes a priority and requires funding the budget can be amended to allocate funds to those activities. In terms of raising funds for NFI needs, such as website redesign and social media development, because the NFI is a global

organization, it has been challenging to secure regional and/or local funding sources. The NFI is looking to increase collaborations with other organizations.

- *Clarification of the budget's Education section regarding the NFI One-Day Conferences and the suggestion that the Annual NIDCAP Trainers Meeting have its own budget:* The Treasurer discussed the difference between the Regional One-Day conferences and the Annual NIDCAP Trainers Meeting (NTM). The Regional One-Day conferences that have taken place in the past have been spearheaded by J. Helm and g. Lawhon. The "Open Conference Day" is part of the NTM is under the discretion of the host site. The NFI only guides the NTM budget with the directive to maintain a quality meeting for the members as cost effectively as possible. A new policy has been approved that any revenue beyond expenses from a NTM will be returned to the NFI for the express benefit of the membership. Benefit was not specifically defined yet was discussed as additional grant to host to reduce registration fee for member. It may also be at the Board's discretion to be allocated for hardship requests or student attendance support.
- *Accountability and use of success metrics for the NFI consultants:* The board responded that as consultants, not staff, there is no annual review requirement. Nonetheless it was reported that both the NIDCAP Nursery Program Director and the Executive Director of Administration and Finance receive annual formal feedback from the chairs and committees that benefit from their consultant services.
- *Concern was raised over the re-distribution of financial support for various projects/programs such as NNP:* The Board described that the NIDCAP Nursery Program is the prime initiative of the NFI and that it is an ongoing program need. The fact that the manual is available on the website does in no way suggest that the program's work is complete.
- *Consider seeking feedback from membership regarding defining priorities and opportunities for members to participate in identifying NFI priorities and distribution of finances, especially for educational initiatives:* The Board welcomes all feedback on program and spending priorities. There were several sessions where the breakout directly asked the membership to address the NFI's priorities. The survey is one vehicle where they can identify their priorities; and prior to the next budget proposal Finance will poll the member on specifics programs or activities that should have funding priority.
- *There is no dollar amount listed under the FEWG, educational initiatives:* Yes, there is funding identified within the budget proposal and it's a restricted fund item. The Finance Committee builds budgets around project priorities and available funds.
- *Clarification of Director & Officer Insurance was requested:* The *Director & Officer Insurance* administrative expense was explained as a liability insurance policy to cover the directors and officers of the NFI and/or to the NFI itself. It would cover reimbursement for the financial impact of legal defense costs in the event that a legal action (law suit) against them or the organization for actions performed in their capacity of Board Members. It also offers the same protection for Committee Chairs or Members if legal suite is brought against them for work they are performing for the NFI.
- *Support for non-English speaking members to understand the budget and the decisions that go*

## Annual NFI Membership Meeting — 21 October 2018

*into how it is developed:* G. McAnulty stated that the Finance Committee is seeking participation from the membership to determine what finance concepts are not self-evident. A call was made for members with this interest to join the Finance Committee.

- *Clarification of the financial characteristics of the NIDCAP Nursery Program:* The President responded that while it was initially hoped that the income and expenses from the program would be cost-neutral, the NFI's investment in the program is considered vital to the NFI's mission.

The Treasurer reported that the financial report for fiscal year 2017-2018 and the proposed fiscal year 2018-2019 will be available to members on the NFI website.

***Upon motion duly made, it was***

***Voted:*** to approve the NFI FY 2018-2019 Proposed Budget (*Majority YEAH; 11 NAY; 1 ABSTENTION*)

There was no further discussion and the meeting was adjourned at 1537 (GMT).

Respectfully submitted,



Dorothy Vittner, NFI Secretary

October 21, 2018