

**NFI Board of Directors  
Video Conference Call Minutes  
Monday, July 1, 2019**



**Present:** Heidelise Als, PhD, Deborah Buehler, PhD, Nikk Conneman, MD, Jennifer Degl, MS, James Helm, PhD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

**Absent:** Mandy Daly, ACII, DLDU

**Executive Director of Administration and Finance and Assistant Treasurer:** S. Kosta

**Time Keeper:** J. Helm

***NFI Mission***

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

***NFI Vision***

*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 individualized and uses a relationship-based, family-integrated approach that yields measurable outcomes.*

**Highlights of the meeting:**

- The NFI mission statement was slightly revised to include the concept of “mentoring” as a key component of our work.
  - A review of the vision statement will occur at our in-person meeting in October.
  - D. Silberstein and J. Powlesland have asked that the Board of Directors (BOD) help prioritize the list of possible projects generated from the conversations between the BOD and Trainers and Center Directors. The goal is to examine each project for feasibility and impact, so that we can focus on those projects that gain the most and are feasible to do.
  - The development of the next budget will take into consideration the estimated costs of our priority projects, and members will be encouraged to help out with development of the projects at the next NIDCAP Trainers Meeting (NTM).
  - J. Helm is stepping down from his special one-year appointed seat and is in the process of identifying the future chairs/co-chairs of the Advancement and Governance committees. The co-chair may be a member but not necessarily a Board Director.
  - J. Helm has a corporate sponsor for the NIDCAP Trainers meeting; this helps defray the costs to the attendees.
  - The NFI is working to develop a series of family resource videos sponsored by a corporation; the contract is being developed.
  - The Foundational Education Work Group (FEWG) is working on a parallel on-line educational series for professionals.
  - A call for nominations to the BOD went out recently. Please consider nominating yourself or a colleague. Please email your nominations to Jim Helm at Jimhelm27@gmail.com
  - The NTM planning sub committee will be looking at venues for 2021 and asks for help from members, who have some experience with special event planning. Please contact J. Powlesland for more details at jpowlesl@uic.edu
  - The monthly NIDCAP blog has a few gaps in the schedule and is looking for volunteers to write. Please contact Mandy Daly to volunteer or for question at mandy.day@yahoo.co.uk.
- 

D. Buehler called the meeting to order at 12:03 CDT. We acknowledged **Canada Day** and appreciated the presence of our Canadian colleague, J. Tyebkhan, who joined us at this meeting during this holiday.

**1. Minutes**

- 2019 June Board of Director Mid-Year Minutes are not ready for distribution. J. Powlesland states she will distribute those by mid-July.

**2. Board Business**

- Updates

- Review of Mid-Year Meeting: J. Tyebkhan attended the entire meeting remotely and stated that it worked quite well as long as each speaker used a microphone so that the audio could be picked up by the computer. J. Powlesland suggested that we take a moment at the end of each agenda section to recap any decisions made or follow up needed. D. Buehler suggested that J. Powlesland help to identify a substitute minute taker for the October Board meetings, as was requested due to the workload of the NTM.
- NFI Mission & Vision: (Statements below: the Mission's text in red are suggested revisions)

*NFI Mission*

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

There was a discussion about the challenges of “assures the quality of society” and so the “society” wording was removed. The BOD came to a consensus that mentoring is different than education and training and is indeed a hallmark of the NIDCAP model.

- **Upon motion duly made by J. Tyebkhan to accept the modified mission statement, seconded by H. Als, it was unanimously voted: to modify the current mission statement to:**

*NFI Mission*

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

- The Discussion of potential changes to the Vision statement will be deferred until more time is available to discuss, most likely the October in person meeting.
- Board/Member Conversations: D. Silberstein and J. Powlesland took the themes generated through the conversations between BOD and Trainers and Center Directors and created a format whereby the BOD can assign to each their perception of the project's feasibility and impact. D. Silberstein and J. Powlesland will then collate that information to bring back to the BOD for discussion and identification of next projects at the August meeting. Each BOD member should return their completed form by July 11.

### 3. Program Committee Updates and Discussions

- H. Als and D. Vittner stated that several of the action items from the Mid-Year Board meeting (QAT revision, outreach to FINE leadership) have no new updates.

- J. Powlesland asked for clarification on the decision to form a task force to look at venues and professional planning for the 2021 NTM meeting. It was decided that the NTM Planning Subcommittee would discuss a process and report back to the Board.
- It was clarified that the BOD meeting that takes place after the NTM will occur on Tuesday in the morning, from 9 am to 12 noon. The BOD may make travel plans for Tuesday afternoon October 8.
- Ongoing Initiatives (FEWG, NASCENT, etc.: No new updates.)

#### 4. Advancement Committee Updates and Discussions

- Chair Transition Plans: Still under discussion, recommended that should be more than one person in this role.
- Fundraising Updates: J. Helm announced that we have a corporate sponsor (Babybe Medical) for our Friday night welcome reception. Other outreach efforts for donations have some interest but no commitments at this point.
- Ongoing Initiatives (NIDCAP Video Series Plans, Blog Submissions, etc.). As part of the “**NFI Video Collection**” a series of family resource videos have garnered interest from Draeger and the contract is being drafted. J. Helm will send out some suggestions for the name of this series for the BOD to approve. **NIDCAP blog:** D. Silberstein will fill in the August blog slot. The subcommittee is looking for “back up” blogs for gaps for the posting schedule and to recruit members to for a higher participation and posting rate.
- Family Advisory Council: J. Helm reporting for M. Daly. The Council Members are very enthusiastic about the NFI work; report on specific activities not available.
- Global Perspectives: J. Helm for M. Daly no report was available.

#### 5. Governance Committee Updates and Discussions

- Chair Transition Plans are progressing.
- Emeritus Status Proposed for K. Vandenberg, PhD: Emeritus members receive a life-long membership in honor of their contributions to the organization. The individual will have the rights and privileges of the membership without paying annual dues. Considering the contributions K. Vandenberg has made, J. Helm requested that the BOD grant her Emerita status.
  - ***Upon motion duly made by J. Helm to grant K. Vandenberg NFI emerita status, seconded by H. Als, it was unanimously voted: to grant emerita status to K. Vandenberg.***
- BOD Elections: A call for nominations has been sent to the membership last week. J. Helm, J. Powlesland and D. Silberstein serve as the Nominations, Elections and Appointments Committee and are willing to discuss individually or in groups any questions or suggestions concerning the nomination process.
- Development of Format for Tracking BOD Time: A few BOD members are required to track hours spent on NFI work while others are not. This information was thought useful to provide the membership a sense of the extent of work being done by the BOD. J. Helm may contact a

few people, who have created a tracking system to see if we can adapt their system for our use.

- French Chapter. J. Sizun has requested that the French Chapter of the NFI change their name to the French Speaking Chapter in recognition of their close relationships with the francophones in Belgium. J. Helm thought this would have minimal impact on the NFI, as the chapter agreement specifies the minimum number of members and Trainers that are required to be members of the NFI. The discussion was largely in favor; J. Helm said he would ask for a formal request for the name change from J. Sizun so that the BOD can review the specifics and then vote on this request.
- Update of BOD manual/readings: J. Helm has been asking new BOD members what documents are most useful to new members. When finalized, S. Kosta will place it on the members section of the webpage.

#### 6. Finance Committee Updates and Discussions

- G. McAnulty and S. Kosta will connect with E. Ross in the coming weeks to discuss how best to present the budget to the membership in October. G. McAnulty is hopeful that the feedback from the Trainers will provide some guidance on priority projects that will be placed into the budget.

#### 7. Other Business

- D. Buehler asked that J. Powlesland update the table at the end of the meetings detailing the progress of various projects. J. Powlesland agreed and said that the future projects suggested by the Trainers and Center Directors will also be included when identified as a priority project.

The next meeting will be on August 5<sup>th</sup> 2019 at 12 noon CDT. The September meeting will be shifted to September 9, 2019 to avoid the US Labor Day holiday.

The meeting was adjourned at 1:30 pm CDT.

*Respectfully submitted,*



**Jean Powlesland**

**July 1, 2019**

Meeting in September to be the second Monday of the month, and will be a 90 minute call.

**Current Projects with next steps and time frame**

Lead	Project	Next Step	Time Frame
J. Powlesland/N. Conneman	2019 NTM	Finalize program	1-2 months
J. Tyebkhan, D. Vittner/J. Helm/ g. Lawhon	NIDCAP Foundational Education Work Group	Two lectures completed and in design review.  Three more lectures in development as of July 1.	Completed 4/1/2019  Branding TBD  Upload TBD
J. Tyebkhan	NASCENT	Reviewers contacted and Team formed.  Next step, set meeting time for planning of review process.	TBD
D. Silberstein/J. Powlesland	BOD/Trainers conversations	Collect BOD assessment of feasibility and impact of projects	Collection: July11  Summary to be presented to BOD: August 5.
J. Helm/D. Vittner	Family Resource Videos	Finalize Contract and Plan Filming for August	June-July; contract development in progress