



NFI Mid-Year Board Meeting FY 2019 – 2020
Video Conference Call Minutes
Monday, July 20, 2020
1300- 1500 pm EDT

Members of the Board attending: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, M. López Maestro, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Dorothy Vittner, PhD, RN, CHPE

Absent: Jennifer Degl, MS, Juzer Tyebkhan, MBBS, FRCPC

Executive Director of Administration and Finance: S. Kosta, BA

Timekeeper (Rotating Role): S. Kosta, BA

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

- *Revised minutes from June 15 were approved.*
- *Board meeting dates for the rest of the NFI's fiscal year were confirmed.*

- *Updates on the virtual NIDCAP Trainers Meeting included: Dates have been shifted to October 21-23. Deadlines for abstracts and journal club articles have passed, with sufficient submissions. Formal meeting invitation is planned to be sent out before the end of the month.*
 - *The NFI statement “NFI BOD Guidance Around the COVID-19 Pandemic” (from March 31, 2020) was considered for an update and/or revision. A revised statement that incorporates data from the NFI survey on family/newborn practice in the time of the pandemic is planned. In the interim, alignment with the GLANCE campaign on “zero separation” will be explored with links to GLANCE resources.*
 - *The full Finance Committee has reviewed the proposed budget.*
 - *A process for electronic voting for the upcoming Board of Director elections was reviewed and finalized.*
 - *The Board of Directors began to review Specific, Measurable, Achievable, Realistic and Timely (SMART) goals that will guide NFI action plans for the upcoming year.*
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D. Buehler called the meeting to order at 1305, welcomed the Board of Directors and reviewed the agenda. She shared a graphic which prompted a brief reflective discussion.

Minutes

J. Powlesland stated that a revised version of the June 15th Board of Directors Video Conference Call Minutes had been recently circulated. The first draft of the June 29th Minutes had been sent the prior weekend. She called for a two step process; edits and revisions to be sent to J. Powlesland by July 29th, and the revised version to be sent to the Board for electronic approval.

J. Powlesland motioned to accept the Minutes from June 15th as revised. M. Maestro seconded. There was no further discussion.

Upon motion duly made, it was

Voted: To approve the June 15th Board of Directors Video Conference Call Minutes as revised. (7 ayes, nays and 1 abstention)

Future meeting dates

D. Buehler reviewed the list of dates for future Board of Director video conference call meetings through the first meeting of the next fiscal year (FY 2020-2021). Two dates (Aug 17 and Sept 23) will be reserved as two hour meetings, though may be shortened or cancelled depending on determination of need. J. Powlesland stated that she will be unable to attend the September 9th meeting. She asked a Secretary for Minute-taking be appointed for the meeting.

Annual NIDCAP Trainers Meeting

The NIDCAP Trainers Meeting Planning Subcommittee suggested, and the Board of Directors agreed to, a change in dates of the virtual 2020 NIDCAP Trainers Meeting to October 21-23. This permits the NFI to take advantage of Zoom's conference support service which is available weekdays only. A letter describing the change in dates, virtual format and preliminary program have been sent to the NIDCAP Trainers and NIDCAP Training Center Directors. D. Silberstein reported that the NIDCAP and Science Subcommittee has received nine abstracts. J. Tyebkhan had earlier stated that two articles were submitted for the Journal Club. There are currently six available times for abstracts, and potentially seven if the Journal Club only requires 15 minutes. The formal invitation with registration costs is planned to be sent to invitees before the end of the July. Zoom support is reasonably priced, so modest revenue from the meeting is anticipated.

D. Buehler discussed the NFI's statement *NFI BOD Guidance Around the COVID-19 Pandemic*, from March 31, 2020. She asked the Board for their thoughts on whether it should be updated, and if so, how to best include current understandings for support for families' care of their infants. D. Silberstein said that she has seen many published statements by other organizations (courtesy of F. Clemente's social media posts). Further, D. Silberstein reminded the Board that she is a part of collaborative research team that has focused on practices concerning newborn/family care and COVID-19. The data or evidence generated from this study may provide useful information that may be helpful to guide the NFI's revised statement. M. Daly suggested that the NFI endorse statements from other organizations, such as from the European Foundation for the Care of Newborn Infants (EFCNI). The EFCNI's Global Alliance for Newborn Care (GLANCE) initiative started a year-long campaign for "zero separation" between parents and their infants that has been endorsed by many organizations. M. Daly reported that few organizations in the U.S. are endorsing this effort due to the language around "zero separation." This campaign has developed a number of resources that the NFI could share. D. Vittner stated that the NFI should use this opportunity to focus on the evidence of the critical importance of parental presence and participation in the care of their infant(s). She also asserted that the the NFI should be an international leader during this time of the pandemic declaring the values of the organization. The Board agreed that M. Daly should contact the EFCNI to confirm the ability to share the resources from the GLANCE campaign. M. Daly agreed to revise the NFI statement on COVID-19 including the GLANCE information and links. She will send a draft to D. Vittner and D. Buehler for

review. The Board of Directors will review before the revised statement prior to dissemination. A future revision is planned in the coming months that will include data from the NFI's COVID-19 survey.

Finance

G. McAnulty and S. Kosta met with Finance Committee member Erin Ross for her review and input on the proposed budget for the upcoming NFI fiscal year. E. Ross will continue to serve on the committee to support the budget's development and process. J. Tyebkan had written to the Board regarding the possibility of the NFI applying for funding authorized by the U.S. Congress for pandemic relief. That was explored, however, the NFI does not qualify for various reasons.

Governance

Elections

D. Silberstein will send out a revised timeline for the upcoming electronic election for the four open Board of Director seats. Currently, the NFI's nomination period for elections is open. At this time, no nominations have been submitted. Membership reminders will be sent out early August, and again a week before the nominations close.

J. Powlesland is working to ensure that ballots received for the election are anonymous. To address this issue, she has recruited a colleague, not affiliated with the NFI, to set up the election using Qualtrics. J. Powlesland and D. Silberstein will only be given the summary data without any type of identifiers regarding ballot submissions. The Board decided that two weeks was an adequate period of time for voting. J. Powlesland suggested that candidate profiles be sent a week prior to the start of the elections for NFI members to have the opportunity to review in advance of casting their votes. Voting reminders will be sent one week and again one day prior to the close of the election period.

Membership

J. Powlesland asked to defer the Membership discussion to a later time. The Governance Committee plans to meet to develop a proposal later in the week. Proposed changes will be brought to the Board for consideration. D. Buehler asked that the website design taskforce be kept apprised of suggested changes in membership categories because of its potential impacts on website accessibility.

NFI Organizational Plans

D. Buehler shared a spreadsheet that included the two overarching goals for the organization previously identified: (1) to improve sustainability of the NFI; and (2) in support of the model of the NIDCAP Nursery, to enhance the visibility and accessibility of NIDCAP/APIB education. The *Specific, Measurable, Achievable, Realistic and Timely* (SMART) strategy is being applied to these goals. A number of specific SMART goals were created as examples. D. Buehler asked for the Board for their recommendations on how to proceed. There was agreement that the two main organizational goals were appropriate. J. Powlesland suggested that the Board review the examples of the SMART goals offered. The Board was asked to determine whether those specific SMART goals should be adopted and/or additional ones should be created. The Board was also asked to prioritize goals that should be

furthered at this time. There was discussion on how the more specific SMART goals fit into the overarching goals and how this concept is new and unclear to a number of the Board members. D. Buehler suggested that each Board member review the current list of specific goals, add additional ones, and highlight ones to be prioritized. Goals may be written as succinctly and do not have to be in a SMART format. *These should be sent to D. Buehler by July 30th* . She will send the full list of suggested specific goals to the Board for discussion during the Board’s conference call on August 3. J. Powlesland will send an email describing this activity to the Board.

The next Board of Directors Video Conference Call will be held on 3 August at 1200 CDT.

The Board of Directors Video Conference Call was adjourned at 1358 CDT.

Submitted by Secretary Jean Powlesland

