



NFI Board of Directors Meeting FY 2017-2018
Sheraton Porto Hotel
Porto, Portugal
Friday, October 19, 2018
0900-1730

Present: H. Als, PhD, D. Buehler, PhD, N. Conneman, MD, M. Daly, ACII, DLDU, J. Helm, PhD, g. Lawhon, PhD, RN, CBC, FAAN, G. McAnulty, PhD, J. Tyebkhan, MBBS, FRCPC, D. Vittner, PhD, RN, CHPE, B. Westrup, MD, PhD

Executive Director of Administration and Finance: S. Kosta, BA
Time Keeper (Rotating Role): S. Kosta

Meeting called to order at 9:05 am

Agenda
0900-1730

Welcome and Review of the Agenda (D. Buehler)

Reflective Exercise (D. Buehler)

- NFI President, Deborah Buehler, led a reflective exercise around the concepts of engagement and NFI next steps.

Consent Agenda (D. Buehler)

- NFI President, D. Buehler, requested to defer consent of the Global Perspectives Report until the appointed discussion time later within the meeting. H. Als requested two modifications to the Program Committee Report; D. Buehler stated that the President's Report will be modified to state the correct day of the week. The Advancement Committee, Governance Committee, Program Committee, and President's Reports were considered for acceptance.

Upon motion duly made by J. Helm, and seconded by H. Als, it was unanimously

Voted: To approve the Advancement, Governance, Program and President's Reports with minor edits as requested.

Upon motion duly made by D. Vittner, and seconded H. Als, it was unanimously

Voted: To approve the Board of Director (BOD) Conference Call Meeting Minutes from October 3, 2018

Action: D. Vittner will send the October 3, 2018 BOD Conference Call meeting minutes to Sandra Kosta to be posted on the NFI website.

Organizational/ Program Priorities (D. Buehler, H. Als)

- The *Developmental Observer's* former Senior Editor, requested compensation to support resuming some of the role's responsibilities. Discussion ensued regarding financial feasibility of compensation for the Senior Editor of the Developmental Observer.
- Discussion about BOD composition and the leadership needs of the NFI ensued. The Board considered how best to engage the membership to support the development of future leaders. Concern was expressed over future generation's ability to cover the expenses of attending the NIDCAP Trainers Meetings.
- The BOD discussed conducting its meetings as efficiently as possible. Currently the meetings consist of a combination of bi-annual in-person meetings and one hour monthly video conference calls. Regarding the video conference calls, one thought was to have two-hour monthly video conference meetings, and another would be quarterly four-hour video conference calls. During the upcoming Tuesday Board Meeting, the meeting schedule will be discussed and decided upon. Clarifications regarding the Mid-Year Meeting expenses were made. This meeting did not cost the proposed budget line item of \$27,000; the expenses will be revised to reflect the actual lower cost.
- D. Buehler requested to move Governance topics to the afternoon agenda so that Finance Committee discussions would continue.

Break 9:42 – 10:05

Finance Committee (G. McAnulty)

- It is important to continually monitor the financial sustainability and accountability of the NFI.
- The Board requested that S. Kosta leave the meeting until 11:45 am so that finances could be discussed freely.
- D. Buehler distributed documents for a review of the role of the Senior Editor of the *Developmental Observer*. The Board recommended yearly compensation of \$5000, with an additional approximately \$3000 to cover costs of attendance at the NIDCAP Trainers Meeting. The recommendation was made to offer this position to the Membership at large with the associated nominal compensation. The Board will share this job opening with NFI Membership, at the NFI Membership Meeting and within the monthly President's Membership email. The 2018 NFI Membership Survey indicated that more than two issues of the Developmental Observer per year are desired. This will be explored and decided according to the resources available.

- A Board discussion ensued regarding the NIDCAP Nursery Program, its Director, and the allocation of the NFI's limited resources. It has been calculated that 1,000 hours/year is allotted for the directorship role. Full integration of the NIDCAP approach is expressed within the NIDCAP Nursery Program. The real value and potential of the NIDCAP Nursery Program is in building resources for nursery self-evaluation and the development and integration of nurseries' NIDCAP philosophies and care practices. Engagement of NIDCAP Trainers, health care providers and organizations to fully utilize the NIDCAP Nursery Program is the next step to be realized. The NIDCAP Nursery Program is a valuable tool for systems change as a very first step that may eventually lead to certification. The work of the NIDCAP Nursery Program Director is to increase awareness and use of the program's resources to advance NIDCAP's use. The NIDCAP Nursery Program Steering Committee will identify goals and work to be accomplished and will report to the BOD. A suggestion was made to create timelines of NIDCAP Nursery Program goals and accomplishments.
- The Salary of Executive Director of Administration and Finance was discussed. D. Buehler distributed an outline of the position's description and responsibilities. This is currently a .75 FTE consultant position. A suggestion was made to share this position's description with the Membership in order to illustrate the scope, breadth and value of this role. The Board discussed that such public sharing of job descriptions is not a usual or sound practice. The Board also reviewed the position's annual evaluation process by each Committee Chair. The administrative costs category within the NFI 2018-2019 Proposed Budget was reviewed for how best to move forward. Explorations were made of NFI budget priorities, including the need to establish additional North American NIDCAP Trainers and NIDCAP Training Centers and to grow the NFI. The Executive Council will propose ways to communicate the Executive Director of Administration and Finance's responsibilities and evaluation process.
- The FY 2018-19 Budget will be revised to include BOD discussions.

Lunch Break 12:22-13:52

Advancement Committee (J. Helm)

- Family Council Update: M. Daly requested that information to post on Twitter and/or other social media platforms should be forward directly to her. Nadine Griffith and Kaye Spence will re-tweet posts received. Comments to others' posts are helpful. The intention is to share information and invite others to visit the NFI's Facebook and Twitter pages. There is a private Facebook post forum that M. Daly and N. Griffith manage and use to send messages internally within the council. They express that they would like to support and stimulate foundational education efforts.
- *Developmental Observer*: g. Lawhon reported on the need for the Senior Editor position to be filled for the *Developmental Observer*. The archiving effort with Indiana University has been stalled. Jeffrey Alberts, PhD plans to work with the new Senior Editor on this effort.
- Global Perspectives Council: B. Westrup stated that the goal of this council is to bridge the gap between the NFI and other related international organizations. Ms. Debra Paul

has joined the group. The Council Chair, B. Westrup, is working on policy and research for World Health Organization trials. B. Westrup and Pierre Kuhn, MD, PhD are co-chairs of the EFCNI Standards initiative on infant-family-centered developmentally supportive care. These standards will be published and made public during the November 28, 2018 launch meeting in Brussels. The Board discussed the stance of broadly writing on the topic of developmental care versus NIDCAP. B. Westrup described that when the report was written the goal was to provide information to increase the awareness of Infant & Family Developmental Care (IFCDC) in general and NIDCAP in particular. The EFCNI uses the term IFCDC because it believes that it is less controversial than NIDCAP in assuring best health and development. It was noted that NIDCAP is not mentioned within any of the content. A NIDCAP and IFCDC discussion ensued. The Board described the focus of the NFI and Global Perspectives Council to advance NIDCAP. B. Westrup suggested that he and M. Daly will explore whether an addendum describing NIDCAP could be included in the EFCNI's Standards. J. Helm offered to edit the wording of the EFCNI Standards.

Break 1515-1528

Finance Committee (G. McAnulty)

- G. McAnulty distributed the FY 2017-2018 End of Year Report. g Lawhon motioned to approve and H Als seconded this motion. The Financial Oversight Committee plans to complete a review of the FY 2017-18 finances later in the day.

Upon motion duly made, it was unanimously

Voted: to approve to accept the Finance Report of FY 2017-2018.

- G. McAnulty distributed an updated NFI Proposed Budget for FY 2018-2019. A discussion ensued regarding line items. J. Helm motioned the budget should be distributed to NFI membership at the Annual NFI Membership Meeting scheduled for October 21, 2018.

Upon motion duly made, seconded and carried it was unanimously Voted: to approve the updated NFI FY 2018-2019 Proposed Budget (9 yes, 1 abstention)

Break: 1557-1602

Program Committee (H. Als)

- Foundational Educational Work Group (FEWG, J. Tyebkhan, D. Vittner, Co-Chairs): g Lawhon provided an outline of the history of Foundational Education (see attached FEWG handout). This effort is working in parallel with the NIDCAP Nursery Program to create online learning opportunities. The intention of the FEWG is to create online availability of training modules for continuing education (CE) credit. J. Tyebkhan reiterated the request that each BOD member should provide lectures on various topics in the voiced over PowerPoint presentation format. The Board discussed the use of proper branding of the lectures. The FEWG leadership is looking to BOD for support to move this initiative forward. Discussion ensued. The BOD encouraged more structure in

terms of what topics should be included and who should be approached/invited for which particular topic. Suggestions were made for future Foundations curriculum components to include: guided vignettes with facilitation of observing behavior, and components of the Introductory NIDCAP Lecture (brain development, etc.). B. Westrup motioned to accept the FEWG bulleted content in the report page 3, 4, & 5 that was distributed; N. Conneman, seconded. Discussion ensued regarding building on strengths of the Board and Membership and also regarding giving the background for each of the individual speakers prior to their presentations.

Upon motion duly made seconded and carried it was unanimously

Voted: to approve the FEWG bulleted content in the report page 3, 4, & 5, that was distributed.

Governance

- NFI 2018 Survey Summary and Recommendations: J. Tyebkhan distributed the presentation that will be shared during the 2018 NFI Membership Meeting.

Due to time constraints, the following agenda items were held over to be discussed during the upcoming Tuesday Board Meeting:

Program:

- NIDCAP Trainers Meeting vs. NFI Meeting (N. Conneman)
- Involvement of US Neonatologists (N. Conneman)

NFI Next Steps

- Succession (Committee Chairs, Officers)
- Strategic Plan Initiatives

Summary & Review Strategic Plan Priorities

The President D. Buehler shared with the BOD the 2018 World Prematurity Day poster and purple ribbons.

The next BOD meeting will be held on **Tuesday, October 23, 2018, 1300-1730.**

The meeting was adjourned at 1746 (GMT).

Respectfully submitted,



Dorothy Vittner, Secretary

October 19, 2018

***Addendum to motion to approve FEWG report from October 19, 2018 meeting minutes:
Approved by BOD on December 3, 2018 to clarify intention of accepted motion:***

“the FEWG encourages individual BOD members to provide an educational presentation to add to the collection of Foundational Educational Materials that support the NIDCAP work to the level of their experience and knowledge”

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'D. Vittner', with a stylized flourish at the end.

Dorothy Vittner, previous Secretary

December 3, 2018