



**NFI Board of Directors Meeting FY 2018-2019**  
**Sheraton Porto Hotel**  
**Porto, Portugal**  
**Tuesday, October 23, 2018**  
**1430-1800**

**Present:** Heidelise Als, PhD, Deborah Buehler, PhD, Nikk Conneman, MD, Mandy Daly, ACII, DLDU, James Helm, PhD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

**Absent:** Dalia Silberstein, PhD, RN, Björn Westrup, MD, PhD

**Executive Director of Administration and Finance:** Sandra Kosta, BA  
**Time Keeper (Rotating Role):** J. Tyebkhan

**Meeting called to order at 1430**

**Agenda**

Welcome and Review of the Agenda (D. Buehler)

- D. Buehler, NFI President, welcomed J. Powlesland to the Board of Directors (BOD).
- The Board Agenda was distributed and reviewed by the BOD.

Board of Directors:

- B. Westrup decided to step down from his BOD responsibilities due to time constraints. The current by-laws allow the BOD to appoint an individual, leave the position open, or leave the position open until the next election. Discussion ensued to consider these options.
- The BOD discussed including more parents on the BOD. J. Helm will follow-up with a potential Board Parent Representative. He is exploring their interest and availability to serve on the Board. J. Helm will report what he learns to the BOD.
- The BOD election process was discussed. A statement will be released to the membership to outline the current and future voting process, Board members' roles and responsibilities, and the election results. A revised BOD Manual will be distributed to new BOD members. J. Helm stated that he is available as a resource for new BOD members.

### Election of Officers (J. Helm)

- J. Helm, Chair of Governance Committee, indicated that D. Buehler has been nominated for President, G. McAnulty has been nominated for Treasurer, D. Vittner has been nominated for Vice-President. At this time, the role of Secretary is open. J. Helm motioned to accept nominations for BOD officers which was seconded by J. Powlesland.

#### ***Upon motion duly made by, it was unanimously***

**Voted:** to approve D. Buehler, President, D. Vittner, Vice-President, and G. McAnulty, Treasurer as the NFI FY 2018-19 Officers of the Board.

- The Board will continue discussions to fill the office of Secretary. J. Helm volunteered to take notes for the remainder of this meeting.

### Unfinished Business (D. Buehler)

- NIDCAP Trainers Meeting or NFI Meeting: N. Conneman began a Board discussion of the relative advantages of the annual meeting focusing on Trainers and training versus a broader emphasis for the NIDCAP community. Further discussion is needed.
- American Neonatologists and NIDCAP: N. Conneman led a discussion to explore opportunities to include American Neonatologists in promoting and practicing NIDCAP. N. Conneman described the wide range of neonatology models within the U.S. that may limit physicians from extended, daily care and interactions with infants and their families such as research requirements, private/contracted services, and/or use of practitioners for 24 hour in-hospital support. The Board reviewed past efforts, including the goal of publishing a solid review article about NIDCAP care. It was suggested the Board revisit preparing a publication with the NIDCAP and Science Sub-Committee. D. Vittner indicated she's been exploring the possibility of setting-up a visit to WakeMed, North Carolina by several European physicians to build new relationships. g. Lawhon's help will be sought to explore the development of physician relationships. J. Tyebkhan suggested brain development and/or neuro-protection might be important focus for physician involvement. A question arose about nominating physicians to become NFI members. J. Helm, had reviewed this process, and suggested reminding and encouraging all training centers nominate physicians, particularly in the U.S. There was also a discussion of connecting professionals outside NICUs such as insurance representatives and/or those with business skills to the NFI. The Board agreed, once specific goals are established, to develop a task force to review ideas and take next steps.

### Annual NIDCAP Trainers Meeting

- Review of the 2018 NIDCAP Trainers Meeting: N. Conneman reported that the meeting evaluations have not been reviewed as the deadline for submission is November 30. Anecdotal feedback from meeting participants included: appreciation for the abstracts in small groupings, skills training and discussion time for integrations; and Journal Club discussion; and some participants reported being overwhelmed by fullness of each day. There was an overriding structure to the topics presented at this meeting that may not have been clear to participants, particularly since overall training aspects were “interrupted” by open day. The BOD reviewed the conference’s Open Day, including its benefit to the meeting’s hosts and the local community and to the NFI, raising awareness and possibly funds. The Board discussed the similarities and differences between conference days and the best ways to structure them to encourage participant interactions. H. Als reiterated the importance for all trainers to attend the annual meeting to advance training in both content and process. A brief discussion was held to discuss the pros and cons of attendance by both Trainers/Training Center Directors and “others” and how far from training those “others” should be. M. Daly asked about simultaneous translations to help with ease of understanding for those not fluent in English. Discussion continued about NTM’s “open day” both the informational side and the revenue side. D. Vittner indicated we needed careful planning around logistics to make it most comfortable for all. N. Conneman indicated planning group will think about balance of days considering one or two “trainer days” and one or two “open days” recognizing that half a day or several hours need to include Membership Meeting. Training days would emphasize training topics whereas open day might emphasize science topics. The BOD discussed costs of rooms in terms of future considerations regarding using a central hotel with less expensive room options nearby. J. Helm mentioned need to fill hotel to certain level to get free/complementary conference rooms. These discussions were very preliminary since next year is planned but hosts/sites for future years are not yet identified. A full review of the NIDCAP Trainers and the NFI Membership Meetings will be made after a review of participant evaluations.
- Planning for the 2019 NIDCAP Trainers Meeting: “Gut feeling” is a possible theme for next year’s meeting. Gut and brain/development/behavior connections may be explored. Also for next year, several individuals suggested that we have lower registration rates for NFI members than for non-members. H. Als suggested we reconsider the continuity of memberships, from students to professionals for a smoother transition.
- Feedback from the Membership Meeting Open Form: Members requested clarification around the budget and NIDCAP Nursery Program. It was suggested that short and long term goals and timelines for the NIDCAP Nursery Program would be helpful. Posting evaluations, while being mindful of confidentiality, might be considered. More explanation of Board decision-making was requested. Some members report seeking products rather than emphasis on processes. The Board described the need to articulate and explore the role that the NIDCAP Nursery Program plays in integrating NIDCAP into

hospital systems and to create support for trainers to build this framework and resource into their training. The Board reviewed ways to survey trainers and NIDCAP Professionals to understand how they are using and integrating the NIDCAP Nursery Program into both their training and hospital systems. A request was made for NFI website refinements for an easier, more differentiated search capacity. The Board became aware that the NFI website is now listed (or a warning pops up) as a non-secure site. The problem will be addressed with the NFI's web management company. A question regarding NFI administrative costs relative to other budget items was asked. J. Tyebkhan proposed that each NFI Board Member estimate their total hours/week or month devoted to the NFI so that the percent of NFI administrative time is realistic. The NFI continues to seek volunteers and funds to advance NFI efforts. D. Buehler suggested that the Board continue to review the 2018 NIDCAP Trainers Meeting during the December Board Conference Call.

- NIDCAP Trainers Meeting evaluations: D. Buehler encouraged all to complete the on-line forms (note: there is a separate evaluation for each day of the conference).
- J. Helm will review the voting and election process, including the reporting of the actual vote totals.

#### NFI Organization

- A detailing of NFI responsibilities and tasks will be made for tasks held by J. Helm for transitions to new leaders.

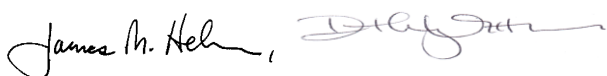
#### Establishment of a BOD calendar 2018-2019

- Monthly BOD video conference calls: calls will be held on the first Monday of each month, at 1:00 pm eastern time (10 am PAC, 11 am MTN, 1 pm EST, 6pm UK, 7 pm EU, 8 pm Tel Aviv): November 5, December 3, January 7, February 4, March 4, April 1, May 6, June 3, July 1, August 5, September 2. On Monday January 7, 2019, will be a two-hour video conference call from 1-3 pm EST.
- Mid-Year BOD meeting: Jean Powlesland will send Board Members a survey to identify their preferred date for the BOD's mid-year two-day meeting. The proposed dates being considered are April 11-12, 2019; May 16-17; June 6-7, 2019.

The next BOD meeting will be held via video conference call on **Monday, November 5, 2018, 1300-1400 (EST).**

The meeting adjourned at 17:05 (GMT).

*Respectfully submitted,*



**James Helm, PhD and Dorothy Vittner, PhD, RN, CHPE**

**October 23, 2018**