



NIDCAP Federation International (NFI)

Board Conference Call Minutes: March 4, 2019

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

Absent: Björn Westrup, MD, PhD, Mandy Daly, ACII, DLDU

Executive Director of Administration and Finance: Sandra Kosta, BA

Time Keeper (Rotating Role): J. Tyebkhan

NFI Mission

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.

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.

Agenda

Meeting called to order at 12:02 pm Central Standard Time

Topics

(1) Finance Committee Updates and Discussions

- G. McAnulty announced that, effective today, she is taking a medical leave of absence for a few months from her responsibilities as NFI Treasurer. It was proposed that S. Kosta, as the NFI's Executive Director of Administration and Finance, cover the duties of the Treasurer in G. McAnulty's absence. S. Kosta manages the day-to-day accounting of the NFI finances and is familiar with all of the other duties of the Treasurer, making it a logical temporary transfer of duties. J. Helm stated that in accordance with the NFI bylaws the Board can appoint S. Kosta to the position of Assistant Treasurer, an officer role designated to take on the duties of

Treasurer if the Treasurer is unable. The office of Assistant Treasurer in this instance would be non-voting. J. Tyebkhan reminded the Board that Erin Ross joined the Finance Committee, in response to the request made to the membership at the Members meeting in Porto. He asked why she would not be the logical person to assist Sandra in the financial work. S. Kosta stated that she will meet with E. Ross to see if she can support the finance committee to prepare the financial reports.

Upon motion duly made by J. Helm to appoint S. Kosta as Assistant Treasurer to the Board of Directors (BOD), seconded by J. Tyebkhan, unanimously voted: to appoint S. Kosta as Assistant Treasurer to the BOD for the remainder of this fiscal year.

(2) Minutes

- J. Powlesland mentioned that a minor edit was made to the 2019 February Board of Director Conference Call Minutes and motioned to approve the minutes as revised.

Upon motion duly made to approve the BOD meeting minutes for February 4, 2019, seconded by H. Als, the vote was 6 ayes and 1 abstention: The meeting minutes for the BOD Meeting February 4, 2019 were approved.

Action: J. Powlesland will send S. Kosta the approved February 2019 BOD Meeting Minutes to be posted on the NFI website.

(3) Board Business (Deborah) (40 minutes)

➤ Updates

➤ Board Family Representative

J. Helm has identified a potential US-based family representative, and contributing member of the Advancement Committee, who he believes would be an asset as a member of the Board. This candidate is interested though has work and family obligations which may limit abilities to attend Board calls and in-person meetings. Those on the Board who have worked with her praised her contributions and thought that she would make a significant contribution even with the meeting participation challenges. J. Helm was asked to encourage her to fill out the application to the BOD.

➤ World NIDCAP Day

D. Buehler wished all a Happy World NIDCAP Month and Day and encouraged all Board members to write a post to be shared on social media. The World NIDCAP Day ribbons are in the mail to the various centers. S. Kosta shared that a bridge in Boston and another in Worcester, MA will be lit in the color teal, the color of the NFI. D. Buehler and H. Als will be speaking at ***The 2019 Stockholm Conference on Ultra-Early Intervention: Circadian rhythms and sleep in the developing brain - NIDCAP, neuroglia and future research*** where the World NIDCAP Month and Day celebration will be highlighted. D. Silberstein reported that she is in the process of translating the World NIDCAP Month and Day resources into Hebrew, which led to the realization that the BOD should collect various translations from centers to post for the following years.

Action item: S. Kosta and D. Buehler will contact centers to obtain translated World NIDCAP Day materials for posting on the NIDCAP website.

- Mid-Year Board of Director Meeting Facilitation
D. Buehler has approached an NFI member and experienced facilitator, Melissa Johnson, PhD to inquire if she might help structure the Mid-year Board meeting. M. Johnson agreed to help plan the meeting in advance, and if her schedule permits will facilitate the June BOD meeting in person.
- Board/Member Conversations
D. Silberstein had emailed a revised “conversation guideline” for use by the Directors in discussions with NIDCAP Trainers and Training Center Directors. Included is a roster of Trainers and Center Directors that would be a shared document for individual Board members to sign up to contact specific individuals. The information gathered through the planned conversations will be collated by D. Silberstein and J. Powlesland to be discussed at the mid-year BOD meeting.

Upon motion duly made by J. Tyebkhan to begin the process outline by D. Silberstein, and seconded by J. Helm with an extension of one week requested by D. Buehler to allow all to review the information, it was approved with a vote of 6 ayes and 1 abstention.

Action item: D. Silberstein and J. Powlesland to put the Trainer/Center Director roster onto a shared drive for Board Members to sign up with specific Trainers and/or Center Directors.

(4) Program Committee Updates and Discussions

- Chair Transition Updates
H. Als shared that she has been transferring various documents to D. Vittner and will support her to develop the mid-year Program Committee report and then develop the end of year report independently.
- Foundational Education Workgroup (FEWG)
The FEWG has reinvigorated the efforts to develop a web based learning forum. The currently available five lectures will be sent to D. Buehler and S. Kosta for appropriate NFI branding. The next decision is to find an appropriate webspace to house the lectures, as they will require a fair amount of storage space. The FEWG plans to have the lectures completed by the mid-year meeting in June and ready to post on the website by August. The group will also explore how to use the videos from the one-day open meeting that was recorded in Porto. A long term goal is to develop the introductory NIDCAP training lecture content into web-based lectures.
- NIDCAP APIB Supplement Created by the Edmonton NIDCAP Training Center (NASCENT) was discussed as part of the FEWG discussion. H. Als said that she has recruited D. Vittner, N. Conneman, D. Buehler and herself to be the APIB material reviewers. This was felt to represent both senior and newer APIB Trainers. The next step is to decide on a ZOOM Meeting time for the group and J. Tyebkhan to outline and decide on next steps.
- NIDCAP Nursery Program

A request was made to the Board to discuss further the NIDCAP Nursery Program letter that was sent from the Program Committee and the President. Two of the Board Members felt that the letter did not adequately address concerns brought forward by various NFI members. More discussion with NFI members was thought to be indicated in order to understand better their perspectives. One possibility would be at the 2019 NIDCAP Trainers Meeting’s NIDCAP Nursery Program Workshop. J. Helm thought that the plan to reach out to Trainers and Center Directors with informal discussions might be a good forum to explore this issue. The Board agreed that the NIDCAP Nursery Program is an important resource and that it should be discussed further in balance with other NFI priorities. ,.

Action item: D. Silberstein to add a question related to the NIDCAP Nursery Program onto the conversation guideline.

- NIDCAP Trainers Meeting **tabled**

(5) Advancement Committee Updates and Discussions

- Chair Transition Plans **tabled**
- Sponsorship - Dr. Browns **tabled**
- Family Advisory Council **tabled**
- Global Perspectives **tabled**

(6) Governance Committee Updates and Discussions

- Chair Transition Plans **tabled**

Current Projects with next steps and time frame

Lead	Project	Next Step	Time Frame
J. Powlesland/N. Conneman	2019 NTM	Three-day format finalized; speakers invited	March 4, 2019 April 1, 2019
J. Tyebkhan, D. Vittner/J. Helm/ g. Lawhon	NIDCAP Foundational Education Work Group	Initial lectures to completed. One day Porto lectures	Completed 4/1/2019 Branding 6/1/2019 Upload 8/1/2019
J. Tyebkhan	NASCENT	✓ Reviewers contacted and Team formed. Next step, set meeting time for	When J. Tyebkhan will return to the US and will offer possible times to

		planning of review process.	the Reviewer Group.
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The next BOD meeting will be held on **Monday, April 1, 2019, 1200 CST.**

Meeting was adjourned at 13:38 Central Standard Time.

Respectfully submitted,



Jean Powlesland

March 4, 2019

