



**NFI Board of Directors  
Video Conference Call Minutes  
Monday, September 9, 2019**

**Members of the Board attending:** Heidelise Als, PhD, Deborah Buehler, PhD, Jennifer Degl, MS, James Helm, PhD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Dorothy Vittner, PhD, RN, CHPE

**Absent:** Nikk Conneman, MD (excused), Juzer Tyebkhan, MBBS, FRCPC (excused), Mandy Daly, ACII, DLDU

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

**Timekeeper (Rotating Role):** 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.*

---

***Board Meeting Highlights:***

- Minutes from the August Board of Directors (BOD) video meeting were accepted.

Potential agenda items for the final BOD meeting of the fiscal year (October 4), the NFI Membership Meeting (October 6) and the first BOD meeting of the new fiscal year (October 6) were discussed and revised.

- There was discussion of how to conduct Board elections and to publicize results in such a way that balances transparency and sensitivity; this discussion continues.
- It was suggested that the BOD inform the membership about the process for filling Board seats that are vacated before their term ends. An explanation of this process may accompany the upcoming October voting instructions.
- There is concern that many student NIDCAP trainees do not continue their NFI membership once they are certified. A suggestion was made to pair NIDCAP Professional membership sign-ups with the mailing of their reliability certificates. This led to a short discussion of other issues in motivating members to renew their membership. Some of this may be discussed in the small groups at the NTM, and some of this will be examined more fully by the Governance and Membership committees. *Input from members welcomed and encouraged.*
- There has been a revision of QATs 001, 003 and 008 which outline the application process of NIDCAP Professionals, Trainers, and Master Trainers to include the respective NIDCAP Nursery Site Assessments. The Board approved all three QATs.
- The President of the BOD has reached out to the FINE leadership to discuss a more formal alignment beyond endorsement of the NFI and FINE programs; at this point no meetings are scheduled.
- The *Focus on the Brain* video series is with a video specialist to be digitized and to add the NFI logo and copyright as this now owned by the NFI. However, there has been no recent contact to find out how this project is progressing.
- Elections to the Board will start soon with remote? electronic voting. Profiles of the candidates will be sent out next week.

---

## Detailed Minutes

### 1) Minutes

- 2019 August Board of Director Conference Call Minutes: J. Powlesland reported that a minor edit was made to include J. Degl on the Family Resource Video project list.  
***Upon motion duly made by H. Als to approve the BOD meeting minutes for August 5, 2019, seconded by D. Buehler, H. Als, the vote was 9 ayes. The meeting minutes for the BOD Meeting August 5, 2019 were approved.***
- J. Powlesland had requested that a substitute secretary be found for the BOD meeting on October 5, 2019 due to multiple responsibilities with the NIDCAP Trainers Meeting (NTM). She recruited Debra Paul, OT, who will come a day early and will be compensated for the additional night hotel. J. Powlesland will also inquire if she is willing to serve as secretary for the NFI Membership Meeting on Sunday.

### (2) Board Business

- October BOD Agenda Items

- D. Buehler had sent draft of agendas for the October 6<sup>th</sup> Membership Meeting and the October 8<sup>th</sup> BOD Meeting.
- NFI Membership Meeting
  1. The Program Committee has time on the agenda to acknowledge those who have achieved Trainer or Training-in-Training status. The Program Committee will work with J. Helm to obtain tokens of acknowledgement.
  2. The suggestion was made and accepted to have the election results announced at the end of the meeting. There ensued a discussion of how to most appropriately announce the results of the elections to balance transparency of the process with considerations for the sensitivities of the candidates.
    - a. J. Helm made a motion to continue the BOD election process as it has been done up to this point, however there was some disagreement on whether there had been some variation in that process. J. Powlesland made a motion to table the motion, which G. McAnulty seconded. J. Helm and the upcoming Governance Committee Co-chairs, D. Silberstein and J. Powlesland will write a few options to bring back to the BOD to be decided quickly as electronic voting should begin in a week.
- D. Buehler requested that additional agenda items for the NFI Membership and October 8<sup>th</sup> BOD Meetings be sent to her.
- The agenda is being developed for the October 4<sup>th</sup> BOD Meeting (Friday). D. Buehler suggested guidelines for the length of time each committee might have to present based on prior meetings. She asked that the Committee Chairs respond with an agenda and any alteration in time needed.
- Board of Directors: Composition and Resignation. D. Vittner asked for clarification of the process when a BOD member resigns before their term is completed. The By-Laws state that the BOD has discretion over whether to appoint someone to fulfill the term or to leave it vacant. This has happened several times in the past, and the prior election results have not been used as a source for candidates. H. Als suggested that the BOD inform the membership of how resignation and empty BOD seats are handled as part of the next election process to increase transparency of the process.

### (3) Program Committee Updates and Discussions

- Certification Process: H. Als brought up the issue that many trainees do not transition from Student to Professional Members of the NFI once they achieve Professional status. She suggested that certificates be given to the Trainees once they have become full Professional Members. The Board then discussed some of the issues related to membership (access to training materials on the website, difficulty of knowing who has begun training as a student and who has now completed, etc.). J. Powlesland reminded the group that one of the suggestions from the Trainers was to have a more sophisticated database that would send out automatic membership renewals and could efficiently track trainees. This topic was deferred back to the Governance and Membership committees. D.

Vittner has some Information Technology (IT) contacts that may be willing to help out with this project.

- Quality Assurance Training Polices (QATs): H. Als previously circulated revised QATs for the application process of NIDCAP Professionals, -Trainers, and Master Trainers. The revised QATs update the previously used Site Assessment with the use of the NIDCAP Nursery Program's Site Assessment. H. Als asked for BOD approval of the revised policies.

***Upon motion duly made by D. Vittner to accept the revised QATs 001, 003 and 008, seconded by H. Als, the vote was 7 ayes and 1 abstention. The QATS 001, 003 and 008 were accepted as revised.***

- NFI/FINE Program Email Correspondence: There has been strong interest in exploring possible alliances between the FINE and the NFI programs. D. Buehler reached out to I. Warren, M. Oude Reimer and N. Conneman and requested a conference call to discuss. At this time, the FINE program is not planning any changes in their organizational approach and there is no meeting scheduled. The BOD is well aware of the expressed discomfort of many NIDCAP Trainers with the unclear relationship of NIDCAP and FINE. At this time, the FINE Program remains an independent program endorsed by the NFI.
- Status of the *Focus on the Brain* Project. The video had been assigned to a video specialist to revise with NIDCAP logo and copyright and some work has been completed. There have been no updates from the video specialist despite repeated emails. J. Degl will reach out to see if she can get information of next steps.
- Educational Efforts (FEWG, NASCENT, Family Resource Video Project, etc.) *tabled due to lack of time.*

(4) Governance Committee Updates and Discussions

- Chair Transition Plans: Jim has begun to orient J. Powlesland and D. Silberstein to the chair duties.
- BOD Elections: There are 5 candidates for 2 open seats. The candidate statements will be sent out next week and electronic voting will begin.
- Development of Format for Tracking BOD Time *tabled due to lack of time.*

(5) Advancement Committee Updates and Discussions *tabled due to lack of time.*

- Chair Transition Plans
- Fundraising Updates
- Family Advisory Council (Mandy)

(6) Finance Committee Updates and Discussions *tabled due to lack of time.*

The Meeting was adjourned at 13:50 Central Daylight Time.

Respectfully submitted,



**Jean Powlesland**

**September 9, 2019**

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

Lead	Project	Next Step	Time Frame
J. Powlesland/N. Conneman	2019 NTM	Identifying facilitators/deciding specifics on talks/creating evaluation process.	Program “tweaks” almost complete; requesting handouts and materials from presenters.
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.	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	Summary sent to board. Decide on 1) topics to pursue this year. 2) topics to invite membership involvement.	BOD to give feedback to proposal within two weeks of sending out (projected August 28)
J. Helm/D. Vittner/J. Degl	Family Resource Videos	Legal is reviewing the contract.	
G. McAnulty/S. Kosta/J. Degl	Focus on the Brain videos		

Please add J. Degl to contact Video specialist re Focus on the Brain videos.

