



**NFI Board of Directors
Video Conference Call Agenda
Monday, February 3, 2020**

Present: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Maria López Maestro, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

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

Timekeeper (Rotating Role): J. Tyebkhan, MBBS, FRCPC

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:

- NFI Board of Directors and Annual Membership Minutes from October 2019 and Board Minutes from January 2020 were approved.
- NIDCAP Nursery Program Director's contract continuation is under review.
- All members are encouraged to submit short statements on "what does NIDCAP mean to me" to be shared on the NFI's social media platforms for World NIDCAP Day.
- Summaries of the NFI's 2019 Annual NIDCAP Trainers Meeting session entitled "NFI next steps: Membership input on initiatives" small workgroup sessions are being drafted and will be sent to the participants when available.

Meeting was called to order by D. Vittner at 1206 EST.

(1) Minutes

Outstanding Board Minutes (Friday October 4, 2019 and Monday, January 6, 2020) and the NFI Annual Membership Minutes (October 6, 2019) were discussed. A motion was made to approve the minutes of October 4, 2019 and seconded by D. Silberstein. There was no discussion.

Upon motion duly made, it was

Voted: to approve the Board of Directors Minutes of October 4, 2019 (8 ayes, 0 nays, 2 abstentions).

A motion was made by J. Powlesland to approve the NFI Membership Meeting Minutes of October 6, 2019 and seconded by G. McAnulty. There was no discussion.

Upon motion duly made, it was unanimously

Voted: to approve the NFI Annual Membership Minutes of October 6, 2019.

A motion was made by J. Powlesland to approve the minutes of January 6, 2020 and seconded by G. McAnulty. There was no discussion.

Upon motion duly made, it was

Voted: to approve the Board of Directors Minutes of January 6, 2020 (9 ayes, 0 nays, 1 abstention).

(2) Program Committee

- **Committee reports for Mid-Year Meeting. Reports** are to be submitted to the Board of Directors by March 16th. Subcommittee reports should be sent to Committee chair two weeks prior.
- **NIDCAP Nursery Program Director's Role, Efforts and Contract.** The proposed NFI budget for FY 19-20 included a 12-month contract for the NIDCAP Nursery Program Director. Information regarding the Neurobehavioral Infant and Child Research Laboratory's (Children's Hospital Boston) 2020 funding status (and implications for the NFI) led the Board to reconsider this budget line item during the October 8th 2019 meeting. At that time, a vote was held to offer the contract for six months. Since then the NFI's Finance Committee Chair has verified that there are sufficient funds for this fiscal year. The Board discussed: the feasibility of offering an additional six-month contract; the likelihood the NFI will have insufficient funds for the position in FY 20-21 at the current funding level; the prioritization of tasks to complete while consultancy funding is available; and a review of tasks and responsibilities, with estimations of time spent on them, by the Director for clearer understandings of the NIDCAP Nursery Program's accomplishments.

- **NIDCAP Trainers Meeting.**
 - **Feedback to 2019 NIDCAP Trainers Meeting Participants:** D. Silberstein, J. Powlesland and J. Tyebkhan sent a document from one of the four workgroups from the session entitled “NFI Next Steps: Membership input on initiatives” for review by D. Vittner and D. Buehler. D. Buehler and D. Vittner requested that the document be rewritten into two documents: a letter summarizing themes discussed and a list of action items forwarded to the appropriate committees for consideration and planning. J. Powlesland and J. Tyebkhan requested that this decision of splitting the feedback be reconsidered and that the complete set of feedback be sent to meeting participants as well as to the appropriate committees for operationalization of action steps. The importance of timely communication with meeting participants was stated to support member participation. D. Buehler suggested that D. Vittner, D. Silberstein, J. Powlesland and J. Tyebkhan have a follow-up discussion with her on this topic.
 - **2020 NIDCAP Trainers Meeting:** Due to time constraints, J. Tyebkhan will send an email with a speaker suggestion for this year’s NIDCAP Trainers Meeting.
- **Foundations in Education Workgroup.** J. Tyebkhan will communicate an update for a proposed On-Line Learning Platform via email.

(3) Advancement Committee

- **World NIDCAP Day/Month:** M. Daly stated that she has received some contributions to her recent email asking members to share in a few words “what NIDCAP means to (them).” She encouraged all Board Members to contribute. March 20th is World NIDCAP Day. M. Maestro mentioned that their new unit will open that day, making that a grand celebration!

Meeting was adjourned at 1343 EST.

Current Projects with next steps and time frame

D. Silberstein, J. Powlesland, J. Tyebkhan	Action plans from NFI goals small work group	Finalize method/document to request information from Trainers	Exact format in discussion.
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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 Branding TBD Upload TBD
J. Tyebkhan	NASCENT	1 - Review Team (H Als, D Buehler, D Vittner, N Conneman, J Tyebkhan) met via ZOOM Feb 4 th . 2 - Full APIB Video will be placed on NASCENT website. 3 - Reviewers will provide Track Changes to suggested text boxes for this video.	Time Frame: 1 - Track Changes to Juzer by end Feb 2020. 2 - Next ZOOM 21 April 2020.
D. Vittner, J. Degl with J. Helm	Family Resource Videos	Legal is reviewing the contract.	Next steps??
J. Powlesland with J. Helm	Venue for NTM 2021	Initial research and RFP submission	March to have update.
D. Vittner/S. Kosta/ D. Buehler	Database research	D. Vittner will attempt to set up meeting with contact	