



**NFI Board of Directors  
Video Conference Call Minutes  
Monday, May 6, 2019**

**Present:** Deborah Buehler, PhD, Nikk Conneman, MD, Jennifer Degl, MS, James Helm, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

**Absent:** Heidelise Als, PhD, Mandy Daly, ACII, DLDU, Gloria McAnulty, PhD, Björn Westrup, MD PhD

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

**Time Keeper (Rotating Role):** D. Silberstein

***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.*

**Meeting called to order at 12:05 pm Central Daylight Time**

**Topics**

(1) Minutes

- 2019 March Board of Director Conference Call Minutes

***Upon motion duly made to approve the Board of Director (BOD) meeting minutes for April 1, 2019 with revisions discussed and reviewed, seconded by J. Helm, the vote was unanimous: The meeting minutes for the BOD Meeting April 1, 2019 were approved as revised.***

(2) Board Business

- (1) Mid-Year BOD Meeting Plans. There were no new updates. Most of the BOD have arranged their trip logistics. S. Kosta will explore arranging a conference line or Zoom presence for remote attendance.

*Mentoring caregivers. Changing hospitals. Improving the future for newborns and their families.*

- (2) Mid-Year Committee Reports (Due May 31) Each committee chair will submit a report to the Board May 31. Subcommittees are requested to provide information to their Committee chair at an earlier date.
  - (3) Strategic Plan Review & Revision Plans. D. Buehler has sent two documents related to BOD strategic plan and goals for review. This will be discussed at the Mid-Year BOD Meeting. Some work may need to be done in advance to maximize our productivity at the meeting, and D. Buehler will follow up with Board members.
  - (4) Board/Member Conversations. Most of the BOD members have started to have discussions with Trainers. General feedback showed appreciation for this outreach of personal connection with Trainers and Center Directors. Both email and personal or online conversations have been held. D. Silberstein and J. Powlesland request that the debriefing forms with anonymized comments be sent to them by May 31 for an initial overview and to extract themes. There will be a full discussion and analysis at the Mid-Year BOD Meeting. To date, the experience has been positive, and it may be worthwhile to explore how this can be extended to the general membership.
- (3) Advancement Committee Updates and Discussions
- (1) Chair Transition Plans. Ongoing. J. Helm is actively seeking a successor.
  - (2) Ongoing Initiatives (NIDCAP Video Series Plans, Blog Submissions, etc.) The Advancement Committee plans to develop family resource videos, two to three minutes in length, filmed at WakeMed. J. Helm has received a couple of bids for the filming and editing of the series. J. Helm will review these bids and develop a proposal to be submitted to Dräger for possible funding. If funding happens quickly, the goal is to have the videos online by October. Closed Captioning would be available so as to facilitate translation into various languages.
  - (3) Family Advisory Council (Mandy) tabled
  - (4) Global Perspectives (Björn) tabled
- (4) Governance Committee Updates and Discussions
- (1) Chair Transition Plans. Ongoing. J. Helm is actively seeking a successor. This position includes handling financial oversight, which happens at the mid-year and end of year BOD meetings. Another responsibility concerns the BOD elections; this process usually begins after the Mid-Year BOD Meeting.
  - (2) Update of BOD manual/readings. Ongoing. J. Helm would like to develop a resource manual for the orientation of new Board members. He is seeking thoughts from the newer members and has received some input already. A summary of major BOD decisions and activities since its inception has been discussed for new and existing Board members.
- (5) Program Committee Updates and Discussions
- (1) Science Subcommittee: tabled due to time constraints

(2) NIDCAP Trainers Meeting

A preliminary NIDCAP Trainers Meeting (NTM) Program has been prepared. Two NFI workshops, the NIDCAP Nursery Program and Quality Assurance Advisory Council workshops are under development. Celebratory plans for the 30-year anniversary are also underway. Budget, registration and invitation are close to being finalized.

Tübingen 2020. The NTM Co-chairs have had one meeting with the 2020 German hosts. They are planning on a three-day meeting beginning on Saturday and including an Open Day for outside of the NFI participants. There are several themes being developed, with the main focus on how NIDCAP differs from other family centered care interventions.

There was a follow up question about the corporate sponsor speaker that was discussed last month. The company had identified a speaker, but that speaker was not available, and they have not offered a second speaker. They have been offered an exhibit table at the 2019 NTM.

Finances: Jim would like to propose a discussion at the Mid-Year BOD Meeting about NTM budgeting. Planned for this year are two different registration fees, one for members and one for non-members. There was a request to put on the agenda for the Mid-Year BOD Meeting a discussion about hiring a professional conference planner for the North American meetings.

(3) Training Center Applications

D. Vittner will be sending an email with paperwork from a site in Japan applying to become a NIDCAP Training Center. She will be looking for BOD approval.

(4) Ongoing Initiatives (FEWG, NASCENT, etc.)

The Foundational Education Workgroup (FEWG) will collaborate with the Program Committee on the content of the family resource series. Three lectures have been submitted for online posting, and they now are ready to be reviewed for appropriate NFI design and messaging.

The NTM has not discussed videotaping the Portsmouth meeting; J. Helm will? can? plans to? get some estimates of what it would cost to videotape the Monday lectures and the lecture on Saturday afternoon.

NASCENT: tabled due to time constraints

(6) Finance Committee Updates and Discussions

- S. Kosta with J. Helm will determine the fees for the NTM. S. Kosta is developing the mid-year financial reports. The NFI's income to date is less than expected due to outstanding membership fees. Reminders for payment will be sent soon.

(7) Other Business

The BOD will not meet again until the Mid-Year BOD Meeting. (We will set up Zoom for those who cannot attend in person.)

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

Lead	Project	Next Step	Time Frame
J. Powlesland/N. Conneman	2019 NTM	Draft of program for invitation	This month
J. Tyebkhan, D. Vittner/J. Helm/ g. Lawhon	NIDCAP Foundational Education Work Group	Initial lectures to complete  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 planning of review process.	When J. Tyebkhan will return to the US and will offer possible times to the Reviewer Group.
D. Silberstein/J. Powlesland	BOD/Trainers conversations	Each Director is encouraged to reach out and have these conversations	May 31, 2019  Please send your anonymous notes to D. Silberstein and J. Powlesland  Review information at Mid-Year BOD Meeting.
J. Helm/D. Vittner	Family Resource Videos	Received 2 bids.	Proposal to be developed for sending to sponsors.

The next BOD meeting will be held in person on **Thursday and Friday June 13-14, 2019.**

Meeting was adjourned at 13:31 Central Daylight Time.

*Respectfully submitted,*



**Jean Powlesland**

**May 6, 2019**

