



**NFI Board of Directors  
Video Conference Call Minutes  
Monday, August 5, 2019**

**Members of the Board attending:** Deborah Buehler, PhD, Nikk Conneman, MD, Mandy Daly, ACII, DLDU, James Helm, PhD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

**Absent:** Heidelise Als, PhD (excused), Jennifer Degl, MS, James Helm, PhD

**Executive Director of Administration and Finance:** Sandra Kosta, BA

**Time Keeper (Rotating Role):** M. Daly

***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**

There was a request for the NFI to endorse a position paper on parenteral nutrition, authored by the EFCNI and to be published in September; the BOD agreed to endorse.

The specific projects/action items suggested by various Trainers and Center Directors in conversation with the Board of Directors have been reviewed by the BOD both for feasibility and potential impact. All of them relate to our 2018 strategic plan. The Board hopes to invite the attendees of the upcoming NTM to become involved in helping operationalize a few of these projects at a designated session. In the next weeks, the BOD will decide which projects would benefit the most from membership input.

There have been three nominations for the BOD; the Board is looking for more. Please, send your nominations to Jim Helm at [jimhelm27@gmail.com](mailto:jimhelm27@gmail.com).

The French NIDCAP chapter's name change has been approved to be **NIDCAP Federation International French-speaking Chapter** to reflect their growing collaboration with French speaking countries, including Belgium.

The BOD agreed that there should be a future session looking at the general structure of the organization's Board, the relationship to the current and possibly future Chapters, and examine the possible benefits of having more geographically oriented representation.

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## DETAILED MEETING MINUTES

**The meeting was called to order at 12:03 central daylight time.**

### Topics

- (1) Meeting Minutes: J. Powlesland had emailed three sets of minutes (June 13, June 14 and July 1) in the last two weeks. Several of the Directors still wish to review these minutes. The Board of Directors (BOD) decided to grant five more days for review. J. Powlesland will integrate any further suggested revisions, send out the revised documents next Monday and ask for approval via email.
- (2) Board Business
  - EFCNI Request for Support of Position Paper on Parenteral Nutrition. The EFCNI had reached out to the NFI to endorse their position paper on parenteral nutrition. M. Daly, who has participated in other EFCNI position paper development, outlined the process involved in the creation of these position papers, which includes the input of many recognized experts. D. Vittner had reviewed the paper and recommended endorsement. Other Directors, who had reviewed it concurred. The BOD came to a consensus that the document be endorsed.
  - Board/Member Conversations
    1. Review of Prioritization Table: Eight of the Directors had submitted a document created by D. Silberstein and J. Powlesland that aimed to determine which projects suggested by Trainers/Center Directors was most feasible and most impactful. Some of the data were not usable, and not all projects were rated by everyone as some were very complex and difficult to rate. In general, many of the "high impact/high feasibility" projects were items that we have discussed in recent months: Developing a mentorship program, updating the website and database, revising training materials, etc. J. Powlesland also mentioned that

all projects suggested are relevant to our 2018 strategic plan, and so it should be straightforward to choose a few that the BOD feel will most beneficial to the organization.

2. Discussion of NIDCAP Trainers Meeting (NTM) Session: During the NTM, attendees will be invited, during an hour-long session, to participate in planning, operationalizing and joining the efforts of some of these projects related to our strategic plan. Depending on the topic, some of this may be in the form of brainstorming specific actions plans within a larger umbrella topic and some may be developing processes for more specific activities. Individual projects and a short “scope” of activity will be developed by next month in order to circulate to the NTM attendees in advance of the meeting. Next steps: J. Powlesland to send the documents to the BOD; one document contains the data offered by the BOD regarding impact and feasibility, while the other integrates the projects into our strategic plan. J. Powlesland and D. Silberstein will propose to D. Buehler and D. Vittner the topics that might best lend themselves to membership involvement. After their review, the suggested topics will be forwarded to the BOD for additional suggestions and identification of topics.

### (3) Program Committee Updates and Discussions

- NIDCAP Trainers Meeting: J. Powlesland stated that the program is complete and all sessions have an identified lead person; some details on sessions are still being developed.
- Membership Meeting: tabled
- Board Meeting: There will not be a group dinner for the BOD on Friday before the NTM. All BOD members are encouraged to participate in the sponsored reception Friday night to greet the attendees and meet the NFI sponsors’ company representatives.

### (4) Governance Committee Updates and Discussions

- Chair Transition Plans: tabled
- BOD Elections: To date, three nominations have been received; one has been accepted thus far. The nomination period closes September 1<sup>st</sup>.
- French Chapter Request for Name Change: The request is to change the Chapter name **from NIDCAP Federation International French Chapter to NIDCAP Federation International French-Speaking Chapter** with the chapter boundaries including France and Belgium (why boundaries? There are many other French speaking regions and countries. Why limit is now?).  
*Upon motion duly made by D. Buehler to approve the name change of the French chapter from NIDCAP Federation International French Chapter to NIDCAP Federation International French-speaking Chapter, seconded by G. McAnulty, the vote was unanimous: The name change was approved.*
- N. Conneman brought up the question of connection and oversight between the NFI and chapter organizations. D. Vittner suggested that the BOD more intentionally include the French chapter activities into the BOD’s reports and discussions. A discussion ensued regarding the relative merits of restructuring the BOD membership based on geographic representation. Exploring BOD structure is planned for a longer session within the next year.  
*The rest of the agenda was tabled due to time constraints.*

**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.	1month
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	Review of APIB sections “systems” and “package 1” in October.	Review of APIB section by August 2020.
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	Family Resource Videos	Legal is reviewing the contract.	

The next BOD meeting will be held by video call on **Monday, September 9 at 12 noon CDT.**

The Meeting was adjourned at 13:34 Central Daylight Time.

*Respectfully submitted,*



**Jean Powlesland**

**August 5, 2019**

