



NIDCAP Federation International (NFI)

Board Conference Call Minutes: February 4, 2019

Present: Heidelise Als, PhD, Deborah Buehler, PhD, Nikk Conneman, MD, Mandy Daly, ACII, DLDU, James Helm, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE.

Absent: Gloria McAnulty, PhD, Björn Westrup, MD, PhD

Executive Director of Administration and Finance: Sandra Kosta, BA

Time Keeper (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 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 12:05 pm Central Standard Time

Since Secretary Jean Powlesland was not yet present at the meeting, Sandra Kosta agreed to take minutes.

Topics

(1) Minutes

- 2019 January Board of Director (BOD) Conference Call Minutes

Upon motion duly made to approve the BOD meeting minutes for January 7, 2019, it was unanimously voted: to approve the meeting minutes for the BOD Meeting January 7, 2019

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

(2) Board Business

Deborah Buehler asked if there were any additional topics to be added to the agenda.

- Response to NFI member who had contacted the BOD with suggestions for improvement.
- Draft of the response was reviewed.

Upon motion duly made to accept the letter to be sent on behalf of the BOD, it was unanimously voted: to accept the letter to be sent by D. Buehler on behalf of the BOD.

- D. Buehler indicated there was a suggestion to share the letter with the membership. The Board discussed this idea and most felt that the letter as is should not be shared because it was written in response to specific questions from a member. Instead, the Board suggested that much of the content could be shared via the President's monthly note to the membership or through separate message(s) to the trainers.
- Effectiveness
 - D. Buehler shared an article from Google's "People Operations" (Human Resources) describing qualities of effective work teams. She suggested that we consider ways to understand and strive to cultivate our Board's effectiveness.
- Updates
 - NIDCAP Annual Day and Awareness Month
 - NIDCAP Annual Day to be hence referred to as "World NIDCAP Day" will occur annually on March 20th. The month of March will be "World NIDCAP Month". Mandy Daly and Nadine Griffiths, of the Australasian NIDCAP Training Center, have created documents intended for the lay person to learn about NIDCAP. After BOD approvals, these materials are proposed to be available on the NFI website for centers and members to download and to use for their center's celebrations. There will also be a poster, modeled after our World Prematurity Day posters, with a section where each center may enter their own text to personalize it for local use.
 - M. Daly and N. Griffiths will work on a press release and daily social media content to be released throughout the month of March. Each Training Center will be invited to provide a message. Parents/Families will be invited to contribute social media content.
 - D. Buehler will order teal colored ribbons, similar to the World Prematurity Awareness ribbons to be distributed to the Training Centers.

Action item: The BOD will review the documents provided by N. Griffiths and M. Daly and provide feedback regarding revisions within 5 days of receipt.

➤ Website

- D. Buehler noted that several sections of the NFI website needed updating. These include the composition and photos of the current BOD, a description of the FINE program and of the FEWG sub-committee.

Action Item: Nikk Conneman and Juzer Tyebkhan will provide information for the website updates.

➤ BOD and Member Communications

- Dalia Silberstein presented a document that she and J. Powlesland created. Their draft outlined a format for one on one or small focus groups with the goal to create effective and inclusive channels of communication between the Board and the membership. A suggestion was made to shift the document from an explanation to the receiver to a Board Member guide for discussion.

Action item: D. Silberstein will revise the communication document. J. Powlesland and D. Silberstein will create a spreadsheet of current Trainers, Training Center Directors for the individual Board members to sign up for whom they will contact. This is to be completed, with collation of information by the individual Board members, to discuss at the June mid-year Board meeting.

➤ Timelines & Next Steps

- D. Buehler shared the Strategic Plan Action Plans and Timelines document and a spreadsheet of input from members regarding the NFI's next steps (obtained at a session at the last NIDCAP Trainers Meeting [NTM]). She noted that the Strategic Plan requires updating and asked that the chairs of the various committees review and update the relevant sections. At future meetings, the BOD will further delve into membership input.

(3) Program Committee Updates and Discussions

- NIDCAP APIB Supplement Created by the Edmonton NIDCAP Training Center Canada (NASCENT) Online APIB & NIDCAP Resource. H. Als briefly reviewed the origins of NASCENT, which J. Tyebkhan stated was a response to a request put to the membership in Bologna, Oct 2016, to submit videos and photos for a NIDCAP / ABIP library, and to supplement the sparse resources for APIB education. The availability of a university student with the required technical skills during summer 2018 led to the ultra-short time frame from planning to production to presentation. H Als noted that J. Tyebkhan had devoted much effort into creating this very promising resource. She noted that many members were surprised when it was presented at the NTM because there had been no prior notice to Program or the Foundational Education Work Group (FEWG). H. Als stated that there was a longstanding request by the Program Committee to develop specific audiovisual training vignettes for NIDCAP and APB training. J. Tyebkhan described NASCENT as a pilot project, presented to the Porto NTM attendees as a way to stimulate interest in the availability of this tool and that it was clearly stated in the presentation that the Edmonton group were asking for help for its further development. H. Als expressed her commitment to support this resource as an NFI

program. J. Tyebkhan stated that the relative lack of security of the NFI website prevents NASCENT from housed on the NFI website at this time. The link to the NFI website is prominently displayed on the home page of NASCENT, so the two websites are somewhat 'linked' already. J. Tyebkhan informed the Board that there has been positive feedback and interest from several NIDCAP Trainers, a few of whom have used parts of NASCENT in their training already. Some have expressed an interest in helping to review the NIDCAP section. He expressed disappointment that when he invited APIB Trainers and Trainers in Training to give feedback in November 2018, as advised by D. Buehler, he has yet to receive any response. At this time, he has not moved forward with this project but is using this as part of the training done at the Edmonton NIDCAP Training Centre Canada. H. Als stated that she would contact and encourage APIB Trainers to provide expert feedback to this project.

Action item: H. Als to contact all APIB Trainers to solicit assistance with the NASCENT project as part of the NFI's educational program and offerings.

- Foundational Education Work Group (FEWG) (Juzer, Dorothy)
 - Dorothy Vittner asked the question whether NASCENT belonged under the FEWG umbrella. J. Tyebkhan opined no, as he understood FEWG to be addressing foundational education while NASCENT is being developed as a supplement for formal training. However, this may eventually be part of the overall goal of developing online introductory training materials.
 - The FEWG will meet later this week and reevaluate their next steps. Update to be given at the next BOD meeting.
- NIDCAP and Science Sub-Committee
 - H. Als and D. Vittner have received a proposal from the NIDCAP and Science Sub-Committee Chairpersons Ita Litmanovitz and D. Silberstein. This plan is under review with details to be discussed at a later date.

(4) Advancement Committee Updates and Discussions

- Identification of New Chair
 - There is no change in status, though the BOD should to remain mindful of this task.
- Sponsorships
 - There has not been a renewal from Dr. Brown's. The Advancement Committee is looking for new corporate sponsorships.
 - J. Helm said that the Committee has been discussing the possibilities of producing short videos that explain NIDCAP to families in the NICU. These would be available on the NFI website. North Carolina staff has expressed interest in being the locale of filming. They plan to contact a local videographer for details soon. Some companies have expressed interest in sponsoring the video production.
- Family Advisory Council
 - The Family Advisory Council will help advertise the World NIDCAP Day and Month.

- There are monies in the budget to invite a Family Advisory representative to the next NTM. The Preemie Parent Alliance (PPA) in the U.S. is interested in modelling themselves after the EFCNI in Europe. It would be beneficial for the NFI to partner closely with them.
- Global Perspectives
 - This topic has been tabled for a later date.

(5) Governance Committee Updates and Discussions

- Identification of New Chair
 - There is no change in status of this topic though the BOD should remain mindful of this task.

(6) Finance Committee Updates and Discussions

- This topic has been tabled for a later date.

(7) Other Business

- Increasing efficiency of NTM invitation and attendance
 - J. Tyebkhan suggested that we consider a more traditional method of inviting people to the NTM. Rather than invitations by Training Center, he proposed that we send an invitation to all NFI members and have Training Centers personally send invitation/brochure to relevant non-members. Discussion ensued about the challenge of anticipating the numbers of meeting participants attending for budgetary and space reasons. This is related to previous debate of whether the goal of our meeting is as a developmental conference or a Trainer's meeting. A suggestion was made that at minimum all members should be invited to the Open Conference Day, since we plan for larger capacity on that day.
- Next meeting
 - D. Buehler asked for feedback on the two-hour meeting format. While productive, it was noted that for those with clinical responsibilities it is hard to be away that long. One suggestion was to trial a 90-minute meeting. J. Powlesland volunteered to send out a poll to see how many people would attend a 90-minute meeting in March or whether it will be a 60-minute meeting.

Action item: J. Powlesland will send out a poll by February 8 to ascertain whether a one hour or 90-minute meeting will suit the majority of the BOD.

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	February 7 March 1
J. Tyebkhan, D. Vittner/J. Helm/ g.Lawhon	NIDCAP Foundational Education Work Group	TBD after February meeting	
J. Tyebkhan	NASCENT	H. Als will contact APiB Trainers to help review and support NASCENT	March BOD meeting.

The next BOD meeting will be held on **Monday, March 4, 2019, 1200 CST.**

Meeting was adjourned at 14:03 Central Standard Time.

Respectfully submitted,



Jean Powlesland

February 4, 2019