



**NFI Board of Directors  
Video Conference Call Minutes  
Monday, November 4, 2019**

**Members of the Board attending:** 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:** Sandra Kosta, BA

**Timekeeper (Rotating Role):** Dalia Silberstein, PhD, RN

***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.*

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***Board meeting highlights:***

- The October meeting minutes (before and after the Trainers meeting and including the Membership meeting) are delayed.
  - Sandra Kosta was elected as the NFI Board of Directors' Assistant Treasurer.
  - The contract for the NIDCAP Nursery Program Director is to be offered for a six-month term as future finances and program goals are evaluated.
  - The Quality Assurance Training (QAT) document regarding the certification of inaugural NIDCAP and APIB professionals was discussed and approved.
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- The Advancement Committee is exploring ways to present the NFI for public awareness and fundraising efforts.
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The NFI Board of Director's (BOD) November video conference call was called to order at 12:05 pm Central Standard Time.

#### Minutes

Jean Powlesland stated that the *2019 October Board of Director Meeting and Membership Minutes* will be available for review prior to the December Board video conference call meeting.

J. Powlesland reminded the BOD that we had intended to share a summary of the minutes directly to the membership via the president's monthly membership email. D. Buehler stated that meeting highlights will be included. It was noted that this may lead to an additional delay of a month in distributing this Board information. This was considered to be the preferred method for distribution to consolidate membership communications in an effort to reduce the overall number of emails sent.

#### Board Business

- Deborah Buehler stated that during the Officer elections held at the previous Board meeting in October, the Board had neglected to consider the *reappointment of Sandra Kosta to serve as the NFI's Assistant Treasurer*, an officer role. J. Powlesland motioned to appoint S. Kosta as Assistant Treasurer of the BOD and it was seconded by Dalia Silberstein.

#### ***Upon motion duly made, it was unanimously***

***Voted:*** to appoint Sandra Kosta to the NFI BOD officer role of NFI Assistant Treasurer.

- In an effort to finalize the *Mid-Year BOD Meeting Dates*, J. Powlesland had collected the availability of Board members for the annual spring meeting. She reported that no one date suited all. The BOD discussed whether the benefits of being together justified the expense and challenge for those traveling from afar. The BOD clarified that physical attendance for the two day meeting is preferred, and joining remotely was described as acceptable for directors unable to travel. Three meeting dates were proposed, with two of those dates working for nine of the directors. The final decision of meeting dates is still pending.

#### Finance Committee

- Gloria McAnulty reintroduced the topic of the *NIDCAP Nursery Program Consultant Contract*. The NFI Membership had voted on a budget that included a 12-month consultancy contract for the NIDCAP Nursery Program Director for this fiscal year. However, there was a subsequent discussion during the October 8<sup>th</sup> Board Meeting regarding the examination of the overall

goals of the organization and planning for an unknown NFI financial future. At that BOD meeting, the decision was made to shorten the term of the contract to six months. G. McAnulty stated that the previous decision to offer a six-month contract was based on projections of additional funds that may have been needed to support the organization. Yet in fact, these funds would not be required for this year's NFI FY19-20 budget. Therefore, G. McAnulty motioned that the Board to reconsider the contract to be offered for a 12-month period of time, which was seconded by D. Buehler.

***Upon motion duly made, it was***

***NOT Carried:*** to offer a 12-month consultancy contract to the NIDCAP Nursery Program Director (2- Ayes; 3- NAYS; 5- ABSTENTIONS).

The topic of the NIDCAP Nursery Program's Consultancy Contract will be included on the agenda for the BOD's January meeting. At that time, D. Buehler and Dorothy Vittner will present information about the current goals, expectations and deliverables for this position for the Board's review.

Program Committee

- D. Vittner circulated to the BOD the revisions to the *Certification of Inaugural NIDCAP and APIB Professionals (QAT-CINAP)* and stated that she had received some feedback. She motioned to approve the revised QAT-CINAP which was seconded by D. Silberstein.

***Upon motion duly made, it was***

***Voted:*** to approve the Quality Assurance Training Policy - Certification of Inaugural NIDCAP and APIB Professionals (QAT-CINAP) (9- AYES; 0- NAY; 1- ABSTENTION)

- D. Vittner asked for clarification of when the *2019 and 2020 NIDCAP Trainers Meetings* would be discussed. J. Powlesland and D. Silberstein suggested that this topic will be added to the December conference call agenda when the review of all the evaluations will have been completed.

The leadership of the NIDCAP Trainers Meeting Planning Sub-Committee includes Nikk Conneman and Fatima Clemente serving as Co-Chairs and J. Powlesland serving as outgoing Co-Chair for support.

Advancement Committee

- D. Buehler reported that she and G. McAnulty have begun exploring possible Board Member recruitments with a representative from Price Waterhouse Cooper.
- D. Buehler shared that "NFI Positioning Work" is ongoing. An NFI task force group (D. Buehler, G. McAnulty, S. Kosta, M. Daly and J. Degl) has been working with consultant Sandra Miley.

This collaboration has yielded useful information and feedback. The committee is working on a document to help define and describe the NFI which will be shared with the Board when it is available.

- Updates from the Family Advisory Council were tabled due to lack of time.

Governance Committee updates and discussions were tabled due to lack of time.

Next meeting will be Monday December 2 at 11am Central Standard Time. **(note change in time)**

The BOD November video conference call was adjourned at 13: 30 Central Standard Time.

*Respectfully submitted,*



**Jean Powlesland**

**November 4, 2019**



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

Lead	Project	Next Step	Time Frame
J. Powlesland with N. Conneman	2019 NTM	Summarizing NTM Evaluations	1 month
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. Vittner with J. Helm	Family Resource Videos	Legal is reviewing the contract.	Completed (?)