



NFI Board of Directors Video Conference Call Minutes Monday, December 2, 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): Fatima Clemente

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:

- Minutes from October and November meetings will be circulated and approved remotely in December.
- The NFI Board of Directors Mid-Year Meeting will be held March 30-31 in Portsmouth, New Hampshire USA.
- PricewaterhouseCoopers supports their employees to participate on non-profit boards. Their placement representative offered to help match potential individuals with the NFI Board of Directors for our board recruitment process.

- Discussions with Sandra Miley, Management Consultant, have helped the BOD focus on creating a sustainable future through more effective strategic positioning to support fundraising and marketing efforts.
 - A summary of the NTM evaluations were shared and planned to be discussed during the January conference call.
 - Plans are underway for the 2020 World NIDCAP Day (and month). A survey will be developed and distributed for NIDCAP Trainers' ideas and experiences from last year event(s).
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The Board of Directors video conference meeting was called to order by D. Buehler at: 11:05 am EST.

Minutes

Jean Powlesland submitted drafts of minutes for the 2019 October & November Board of Director (BOD) and Membership Minutes to Deborah Buehler. Once available, the Minutes will be circulated to the Board for review and electronic approval.

Board Business

- Sandra Kosta reviewed the plans for the Mid-Year Board of Directors Meeting. She reported that she received confirmation that the dates of March 30-31 2020 are reserved at the Sheraton Hotel in Portsmouth, New Hampshire (USA).
- The Board has been reviewing the usefulness and necessity of documenting time spent on NFI Board activities. Dalia Silberstein had proposed a template for tracking BOD time. Some Board Members found this tool to document hours spent at work on volunteer activities useful though others expressed that it may be too cumbersome. Mandy Daly and Jennifer Degl suggested documenting accomplishments rather than time spent on Board activities. Dorothy Vittner wished to understand the purpose of collecting this information. One use is for foundation grant applications that request documentation of Board Member contributions. Time spent volunteering may be described as "in kind" donations to the organization. D. Buehler and D. Vittner suggested that detailed individual Board Member accomplishments could be built into the semiannual committee reports reporting on accomplishments as well as the contributors. J. Powlesland and D. Silberstein offered to develop a document that is based on "Specific, Measurable, Achievable, Realistic, and Timely" (SMART) goals and their relationships to our Strategic Plan.
- G. McNulty and D. Buehler had conversation with Melissa Dawson of PricewaterhouseCoopers (PwC). PwC has a program to support their employees to join non-profit boards. They asked the NFI to develop a job description so that they could possibly match one of their employees to serve on our BOD.

Advancement Committee

D. Buehler officially welcomed J. Degl as Co-Chair of the Advancement Committee.

- NFI Positioning Work with Sandra Miley (D. Buehler, G. McNulty, S. Kosta, M. Daly and J. Degl). D. Buehler shared drafts of documents created to sharpen our message for awareness and fundraising efforts. S. Miley also provided insights into how the Board of Directors could be restructured similar to other non-profits where there is a governing board, that include fundraising professionals responsible for financial sustainability, and a working advisory council that addresses the programmatic mission of the organization. Other suggestions included the hiring of grant writers and development officer. The Advancement Committee found having an outside perspective on Board functioning extremely useful.

As a component of this work, plans are underway to reach out to organizations to request their endorsement of the NFI and NIDCAP. D. Buehler asked for the Board's review of drafts of a letter introducing ourselves to organization representatives, a letter for their consent and signature and a list of potential organizations and to make additions. The organizations, to be vetted by the Advancement Committee, will to be professional and parent-related ones. D. Buehler asked for feedback of the letter, form and organizational list within the week.

- No updates were available from the Family Advisory Council at this time.
- Plans for World NIDCAP Day/Month were discussed. For last year's inaugural celebration, the NFI had a six week lead time. This year, the Advancement Committee has materials already developed from 2019 and now has more time develop additional materials and plans. M. Daly suggested that we prepare and submit a survey of to NIDCAP Trainers and Training Center Directors to learn how they celebrated 2019 World NIDCAP Day and Month and suggestions they may have for this year.

Program Committee

- J. Powlesland shared a draft of a review of the NIDCAP Trainers Meeting's evaluations. D. Vittner had concerns about the response rate which seemed lower than in the past (actual numbers varied from 38 to 73). J. Tyebkhan figured that at minimum (n=86) there was 40% return. J. Powlesland said this is similar to prior years, however we can always look at how to improve. Suggestions to improve response rate were offered and included: to make sure that the evaluation is translated into the major languages; to offer time at the end of the day before dismissal to fill out that day's evaluation; and to offer a raffle of prizes eligible for attendees who submit their evaluations.

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

Next meeting will be Monday January 6 at 12 noon Central Standard Time.

The Meeting was adjourned at 12: 37 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 (?)

