



## **NFI Board of Directors Video Conference Call Minutes Monday, March 2, 2020**

**Present:** Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, (joined at **12:25**) 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):** F. 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.*

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### Highlights of the Meeting:

- Recognized World NIDCAP month and discussed plans for celebration.
  - Minutes from the February BOD meeting will be approved electronically.
  - Discussed the potential impact of the coronavirus infection on the Board's Mid-Year meeting.
  - Discussed ways to solicit more feedback from Trainers on information gained from the small group sessions at the 2019 NTM.
  - The NFI website is currently in the design phase for an improve, more functional version.
  - Voted to extend a reduced contract to the NIDCAP Nursery Program Director for the remainder of the fiscal year.
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The meeting was called to order by D. Buehler at 1203 CST wishing everyone a happy World NIDCAP Month.

## Topics:

### (1) Minutes

J. Powlesland apologized for not distributing the February minutes earlier; they were distributed along with the agenda. Due to lack of time to review it was decided that feedback on the minutes would be gathered this week, and a revised version to be circulated the week of March 9 and electronically approved.

D. Buehler stated that she had included the highlights from the minutes in her monthly message before acceptance of the minutes due to the timing of the meeting in relation to her message. There was no concern expressed at this being the process in the future.

### (2) Board Business

- Mid-Year Board Planning  
Travel by directors may be more complicated due to the current situation of the coronavirus. Currently none of the countries represented have limitations of travel to the U.S., but this may change. The Board agreed to continue to plan to hold the meeting in person and to monitor the situation. The backup plan is to have the affected directors attend the meeting remotely. Other logistics for the in person meeting was discussed.
- Agenda for the Mid-Year meeting suggestions:
  - Follow up on the results of the small group work from the NTM meeting. There is considerable information to discuss from the original groups, but the BOD would like to personally reach out to Trainers to get more ideas. M. Maestro and F. Clemente can reach out to Trainers in Spain, Portugal, France and Italy.
  - The summaries from these groups will be shared in more detail at the Mid-Year meeting. As the next NTM program now stands we do have a work session to follow up on these themes or others in a similar format.
  - J. Powlesland suggested we spend some time reviewing the organizational chart of the various committees and the purview of each, as we make decisions as to which committee will be assigned to develop the suggestions emanating from the small group work.
  - Any additional ideas for the Mid-Year meeting should be sent to D. Vittner and D. Buehler.
- Website Development  
D. Buehler and S. Kosta have been working closely with Agency Orange to create a new website design. S. Kosta stated that this will be very modern and fresh looking. There will be

individual passwords and improved search function. In the second phase of development, it will be able to house online learning modules/videos.

(3) Program Committee Updates and Discussions  
NIDCAP Nursery Program Director's Contract

D. Vittner started the conversation by acknowledging the paramount importance of the NNP Director's role. She also noted the many complexities including financial limitations, how the role is actualized, how do we sustain and maintain the role so it supports the work. This all would take more discussion and time and she asked that we focus this conversation specifically on how best to move forward in the next six months until the end of this fiscal year.

J. Tyebkhan and J. Powlesland appreciated the information provided on the time spent in various activities. This may be helpful in the future to best decide which are essential duties and which may be delegated to others or omitted. This led to a discussion of the ability of the NNP steering committee to pick up some of the duties, and the recognition that the NNP steering committee is comprised primarily of people who are already BOD members and have extensive time constraints. J. Tyebkhan and J. Powlesland recommended that the steering committee engage a representative from each of the nurseries who have gone through the process in the last few years to join the steering committee. Not only would that provide a useful perspective of those who have utilized the process, but they can be encouraged to contribute by helping out with some of the tasks.

D. Vittner motioned to extend a contract to the NNP director reduced from 20 hours to 12 hours a week, through the end of this fiscal year. The motion was seconded.

Discussion: J. Powlesland wanted clarify on whose role is it to determine how that time is spent. D. Buehler said that should be the steering committee.

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

***Voted:*** The BOD will offer a six-month contract at 12 hours a week from April through September. The motion was unanimously carried.

(4) Advancement Committee Updates and Discussions

- World NIDCAP Day/Month
  - J. Degl and M. Daly encouraged all the training centers to celebrate, utilize the updated materials on the website.
  - Consider fundraising through amazon smile, Facebook fundraisers. D. Buehler asked that we create a NIDCAP Instagram account.
  - M. Daly reminded everyone that she is asking for short statements of "what NIDCAP means to me" to be able to utilize on social media.

- New Initiatives - NFI Podcasts & Webinars
  - J. Degl is looking into creating podcasts with Trainers and families and well as creating webinars.

Explorations of Partnerships with Family Organizations - NPN, EFCNI **deferred due to lack of time.**

(5) Other Business (as time allows)

Meeting was adjourned at 13:33pm CST. Next meeting will be at the in person Mid-Year meeting on March 30.

Submitted by Secretary Jean Powlesland



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

D. Silberstein, J. Powlesland, J. Tyebkhan	Action plans from NFI goals small work group	Finalize method/document to request information from Trainers	<i>Will present at Mid Year Meeting</i>
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 Branding TBD Upload TBD
J. Tyebkhan	NASCENT	1 - Review Team (H Als, D Buehler, D Vittner, N Conneman, J Tyebkhan) met via ZOOM Feb 4 <sup>th</sup> . 2 - Full APIB Video will be placed on NASCENT website. 3 - Reviewers will provide Track Changes to suggested text boxes for this video.	Time Frame: 1 - Track Changes to Juzer by end Feb 2020. 2 - Next ZOOM 21 April 2020.
D. Vittner, J. Degl with J. Helm	Family Resource Videos	Legal is reviewing the contract.	
J. Powlesland with J. Helm	Venue for NTM 2021	Initial research and RFP submission	Will present at Mid Year meeting
D. Vittner/S. Kosta/ D. Buehler	Database research	D. Vittner will attempt to set up meeting with contact	