



**NFI Board Meeting FY 2018 – 2019  
Portsmouth, New Hampshire, U.S.A.  
Thursday, June 13, 2019**

**Present:** Heidelise Als, PhD, Deborah Buehler, PhD, Nikk Conneman, MD, James Helm, PhD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, (remote attendance), Dorothy Vittner, PhD, RN, CHPE

**Absent:** Jennifer Degl, MS (excused)

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

**Facilitator:** Melissa Johnson, PhD

***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 system*

***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:**

- This first day of the Mid-Year Board meeting was dedicated to development of the Board. Melissa Johnson PhD acted as facilitator through a reflective exercise to help us focus on what each BOD member envisions for the Board, as well as presenting qualities of successful processes of small non-profit Boards.

- This led to discussions about improving how the Board makes decisions as well as the benefits of educational opportunities for trainers on topics such as facilitating team process to make change in NICUs.
  - Jean Powlesland and Dalia Silberstein presented a list of themes that had arisen from conversations held between various members of the Board and Trainers and Center Directors. Generally, the themes centered around revising the Training process to reflect current trends in adult learning, improving resources for Trainers, formal mentoring of Trainers, improved communication avenues between the organization and the membership. Also seen as a critical strategy was the need to enhance marketing of NIDCAP and alliance with parent organizations.
  - One initiative is to provide membership with increased access to understand the Board of Directors (BOD) projects through an adaptation of the meeting minutes. Starting immediately, the minutes will be emailed to the membership once approved and will include a summary of key points (as this section is doing) that will be in both the body of the email and the top of the document.
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The meeting was called to order at 8:38am EDT. D. Buehler reviewed the agenda for the day.

M. Johnson led the BOD through a reflective exercise to help identify individual contributions to the BOD, and vision for the work, our own personal joys and challenges, in order to facilitate teamwork and articulating a shared vision.

M. Johnson then gave a presentation on “Effective Characteristics of Non-Profit Boards”. Some of the key points to consider: There should be trust within the group, an ability to explore divergent views respectfully, be able to take risks and be vulnerable without embarrassment, and for individuals to feel heard and understood even if there is disagreement. Different communication styles and roles should be valued and individuals may take different roles at different times. There is the importance of clarifying any unclear communication, especially if it is uncomfortable, and any potential disagreement should be brought into the open and discussed.

M. Johnson used “appreciative inquiry” as an example of being deliberate in choosing how to discuss and arrive at a decision. Appreciative inquiry helps identify what is working well, what could be better and facilitate innovation to make that happen.

Discussion after the presentation led to other thoughts for future action, such as the development of educational modules as part of NIDCAP Training on facilitating teams to better make change, as well as having a project list for potential funding on the website for easy review by potential donors.

The BOD broke for lunch.

After the break, J.Powlesland and D. Silberstein presented a summary of the themes from conversations the BOD had with Trainers and Training Center Directors. The information provided was the result of 39 conversations (out of 54 people contacted). A full list of themes/comments was distributed to the BOD earlier in the week. This presentation focused on the opportunities the Trainers and Center Directors would like to see addressed to better enhance the work of the NFI.

Generally, the Trainers/Center Directors were very appreciative of this effort to individually obtain feedback from them. Many had specific requests for supports to enhance their training and many of these were items identified earlier by the BOD. There is an awareness from Board members of the need to find time and money resources to address these themes in a timely manner. One idea was to add a workshop to the 2019 NTM to engage and recruit the membership into action plans on some of these ideas.

M. Johnson led a session to have the BOD review the current mission and vision statement to gain an assent that these still adequately state our guiding principles. There were suggestions from D. Vittner and N. Conneman for amendments. The BOD discussed adding the concept of “mentorship” to the NFI Mission Statement. They agreed that a thorough discussion of both statements should be done during a longer Board session at a later time.

M. Johnson led a session on identifying broad themes of potential action items that had arisen from discussions earlier in the day. Four categories emerged: mentoring, marketing, engaging parent organizations and adult learning.

- Mentoring: Formal mentoring for Trainers by Senior Trainers for skill development.
- Marketing: Enhancing NIDCAP visibility; actively discussing the benefits of NIDCAP with NICU leadership; and recruiting the membership to create training opportunities.
- Parent Organizations: Creating and building relationships with Parent Groups, a huge driver in integrating NIDCAP care into NICU’s as well as funding opportunities.
- Adult learning: Analyzing and updating NIDCAP Training based on adult learning principles and strategies, as well as upgrading resources with newer technologies.

In addition, the topic of enhancing communication between the members of the Board and the general membership was discussed. While the minutes are available on the website, members may access them infrequently. Additionally, for non-English speaking members, the minutes may be too formally written to understand the discussion. The BOD agreed that to pilot the following for a few months and obtain feedback:

- Minutes would be emailed to the membership after acceptance by the BOD as well as posted onto the website.

- Key points of the minutes would be written out as bullet points so that members could quickly read and understand the topics of conversation.
  - These would be included both in the body of an email as well as on the first page of the minutes.
- A follow up survey will be done to see how effective this is in increasing awareness of BOD activities, and well as interest from the membership in assisting with any of these activities.

M. Johnson closed the day by leading a reflection on the day’s discussions. Members of the Board shared impressions of the the most productive aspects of the meeting and their individual participation and whether there were any further comments they wished to make.

The meeting was adjourned at 5:12pm EDT.

*Respectfully submitted,*



**Jean Powlesland**

**June 26, 2019**

