



NFI Mid-Year Board Meeting FY 2019 – 2020
Video Conference Call Minutes
Monday, June 29, 2020
1300- 1500 pm EDT

Present: Deborah Buehler, PhD, Fatima Clemente, MD (arrived at 1159 CDT) , Jennifer Degl, MS, Maria López Maestro, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Dorothy Vittner, PhD, RN, CHPE

Absent: Mandy Daly, ACII, DLDU, Juzer Tyebkhan, MBBS, FRCPC

Executive Director of Administration and Finance: S. Kosta, BA

Timekeeper (Rotating Role): D. 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.

Highlights of the meeting

- *Treasurer G. McAnulty reviewed the NFI’s proposed budget for FY 2020-2021 with the opportunity for questions and discussion.*
- *The NFI Board of Directors voted to approve the NFI Budget Proposal FY 2020-2021, including the inclusion of the two contracted positions, Executive Director of Administration and Finance and NIDCAP Nursery Program Director, with terms as detailed.*
- *The NFI Board of Directors considered dedicating one of the Board seats for a Chair of the Finance Committee. After considering the ramifications of setting aside a seat for a specific committee, it was decided to continue to have all seats open for election to be unencumbered.*

Meeting Minutes

D. Buehler called the meeting to order at 1109 MDT.

Minutes

J. Powlesland received additional edits for the June 15th Minutes and will circulate the revised version for approval electronically. D. Buehler also suggested that the Minutes from the present meeting be reviewed and approved electronically.

NFI Budget Proposal FY20-21

G. McAnulty reminded the Board that it is the membership who approves the annual budget, rather than the Board of Directors. The Board drafts and approves the proposed budget that is presented to the membership. The budget includes estimates of the monies expected to be received and expenses expected to be incurred. NFI members vote on the budget in its entirety and not by specific line items. G. McAnulty continued the review of the budget from the previous Board meeting’s discussion.

G. McAnulty explained the terms, including the costs of salary and fringe benefits, of the Executive Director of Administration and Finance position, based at Boston Children’s Hospital (BCH). In the past due to available financial support from Neurobehavioral Infant and Child Studies (within BCH), the NFI paid 75% of straight salary for this position. The proposed budget for the coming year includes 90% salary and all fringe benefits. J. Powlesland shared that similar positions at University of Illinois at Chicago would cost the NFI considerably more, and that it would be difficult to fund a similar position at lesser costs. Various Directors agreed that Executive Director of Administration and Finance role provides great value. They also shared concerns about financial sustainability in future years. The consensus was to fund this position for this upcoming year.

G. McAnulty continued to review the proposed budget. A line item of \$7500 was added for foundation education expenses to support the production of various online educational modules. Questions and

feedback on other line items were addressed. Projected carryover residual is approximately \$4600. G. McAnulty emphasized that this is a conservative budget and underestimates possible revenue and sponsorships. The Board discussed the possibility of a reserve of monies to carry forward from year to year to weather potential revenue fluctuations. It was also suggested that an additional way to communicate the overall financial status of the organization may be to provide a narrative of how the budget supports the NFI's accomplishment of its organizational goals.

J. Powlesland motioned that the terms of the two contracted positions as outlined in the budget proposal be accepted. G. McAnulty seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To approve the terms of the two contracted positions, Executive Director of Administration and Finance and NIDCAP Nursery Program Director, as outlined in the budget proposal.

Governance Committee: Elections of Directors

D. Buehler asked that each Director share their thoughts on the proposal to set aside one Board seat to be dedicated as the Chair of Finance. One of the considerations offered included: Each of the four major committees should have a chair and co-chair or two equal co-chairs in order to ensure stability. G. McAnulty stated her willingness to help mentor a Finance Committee Co-chair. She also described her strong belief that the Treasurer, an Officer position, should be someone who was elected by the membership and therefore has their confidence. There was concern expressed about finding candidates with the aptitude and interest to serve in the role.

It was motioned that at the start of FY 2020-2021, two Directors serve on the Finance Committee as a Chair and a Co-chair or as two Co-chairs). D. Silberstein seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To designate two Directors to serve as on the Finance Committee (as a Chair and a Co-chair or as two Co-chairs) for the Finance Committee.

There was no decision made to dedicate a specific Board seat for Finance Chair. It was determined that for the upcoming Board of Directors' election, the process will remain the same with all seats being unencumbered.

The NFI Board of Directors Video Conference Call Meeting was adjourned at 1318 CDT.

Next Board Meeting is scheduled to be held on July 20 at 1200 CDT.

Submitted by Secretary Jean Powlesland

