



**NFI Mid-Year Board Meeting FY 2019 – 2020**  
**Video Conference Call Minutes**  
**Monday, May 4, 2020**  
**1300- 1500 pm EDT**

**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, RNC, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

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

**Consultant:** Sandra Miley, BA (Strategic Advisor)

**Timekeeper (Rotating Role):** G. McAnulty, PhD

***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***

- *Program Committee recognized the achievements of Stina Klemming, MD (NIDCAP Trainer Certification), Jannie Haaber (Trainer-in-Training status approval), Copenhagen University Hospital (Training Center in Development granted).*
- *Governance Committee presented an example of how the NFI Board of Directors might utilize cascading criteria to set and achieve “Specific, Measurable Achievable, Relevant and Timely,” SMART, organizational goals.*

- *Tentative dates were identified for a series of two hour virtual meetings for the End of the NFI Fiscal Year Board of Directors Meeting, as well as one virtual meeting for the first NFI Board meeting of the new fiscal year.*
  - *Sandra Miley led a discussion on structure and functions of typical nonprofit board of directors and offered recommendations for the NFI. The Board plans to consider this information during the next Board conference call on May 18<sup>th</sup>.*
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The third video conference call Mid-Year Board of Directors Meeting was called to order by D. Buehler at 12:04 CDT

### **Reflection**

D. Buehler invited Board Members to reflect on “(w)hat have we learned about ourselves during the coronavirus pandemic and how that might impact our professional work.”

### **Program Committee Updates**

D. Vittner reported on a number of Program Committee recent highlights: (1) She offered congratulations to Stina Klemming, MD in achieving NIDCAP Trainer status. She also acknowledged Agneta Kleberg, PhD RN and D. Buehler as S. Klemming’s Master NIDCAP and APIB Trainers. (2) D. Vittner congratulated Janne Haaber, RN, who was approved to become a NIDCAP Trainer-in-Training at the Training Center in Development at Copenhagen University Hospital in Denmark. (3) The Quality Assurance Advisory Council (QAAC) received a FINE Program document describing FINE and its relationship to the NFI, which will be posted on the NFI website. (4) D.Vittner also mentioned that description of the QAAC, included in the Program Committee Report at the Mid Year meeting, has since been reformatted and will be re-presented to the Board.

### **Minutes**

J. Powlesland stated that the only revision to the April 20 Board of Director Minutes was for a spelling correction. She motioned to approve the Minutes. G. McNulty seconded the motion and there was no further discussion.

***Upon motion duly made, it was voted:*** to accept the minutes of the April 20<sup>th</sup> Board of Directors Video Conference Call. ***(9 ayes, 0 nays and 1 abstention)***

### **Current NFI Board Process and Plans**

J. Powlesland had distributed a document that provided an example of how to create “cascading” “*Specific, Measurable Achievable, Relevant and Timely,*” SMART, organizational goals for the NFI. The goal of this strategy is to ensure that all of the committees, and their respective subcommittees, advisory councils and task forces, are focused together on the advancement of the NFI’s organizational goals with available resources. Considerations of the application of this approach will be further discussed at a later meeting. D. Buehler encouraged Board Members to send questions and comments to the entire Board for consideration.

## Meetings

### 2020/2021 Annual NIDCAP Trainers and Membership Meetings

- 2020 Annual NIDCAP Trainers Meeting (NTM): F. Clemente shared that the NTM Planning Subcommittee and a small sub-group (D. Buehler, D. Vittner, F. Clemente, J. Powlesland) had considered several program format options. They determined that there will likely be a three and a half hour meeting for each of the original three days set aside for the NTM. The meeting will most likely be hosted on the Zoom video conference platform. Zoom is the service that members may have the experience using and the cost is reasonable. NTM organizers plan to contact the company to get more details on how to optimize the NFI's virtual conference experience. The program on the second day will be organized to best meet the needs of all NFI members (i.e. NFI Annual Membership Meeting, next steps for the NFI, abstracts). The first and third days are planned to include NIDCAP Trainers, Training Center Directors and attendees who have made the commitment to participate at NTMs over the years.
- 2021 Annual NIDCAP Trainers Meeting (NTM): F. Clemente plans to contact the Tübingen team for confirmation of the conference hotel and dates.

### NFI FY2019-20 End of Year Board of Directors Meeting/ NFI FY2020-21 First Board of Directors Meeting

- Typically the last and first Board Meetings of the NFI fiscal years book end the Annual NTM. Since this year's meeting will be a virtual one, other dates may be chosen. The suggestion was to hold three two hour meetings to substitute for the eight hour End of Year Board Meeting. Three Wednesdays (Sept 23, Sept 30 and Oct 7) were suggested for 1-3 p.m. EDT. These dates may be revised in late summer as the Directors' work schedules become known.
- One two hour meeting was suggested to substitute for the first meeting of the new fiscal year. This plan will be communicated to the candidates who run for election to the Board. The proposed day is Wednesday, October 28 from 1-3 pm EDT.

A meeting break was taken from 1300 to 1310.

### Advancement Committee Updates

Reports from the Advancement Committee including Website Development and Family Council topics were postponed due to time issues.

At 1315 Sandra Miley, a strategic consultant, shared her insights on the NFI's Board/organization versus typical non-profit board structure and function. S. Miley has previously supported the development of an NFI Positioning Statement with Advancement Committee Members. During this Board call, she identified core questions to address as decisions are made for evolving the NFI. The Board decided to reserve our next meeting, on May 18, for in-depth discussion of points raised.

The meeting was adjourned at 1421 CDT.



Submitted by Secretary Jean Powlesland