



NFI Mid-Year Board Meeting FY 2019 – 2020
Video Conference Call Minutes
Monday, May 18, 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: 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:

- *An NFI survey on care practices for hospitalized infants and families during the coronavirus pandemic will be sent to health care professionals, including to NFI members through the NFI Google Listserv.*

- The *Pearls of NIDCAP Wisdom* document that was created by the NFI for parents and shared with the membership are being translated into various languages. NFI Members who are available to make translations are invited to contact Dorothy Vittner at dvitt8@gmail.com
 - The dates for the next in-person NIDCAP Trainers Meeting, in Germany, are September 24-26, 2021.
 - The May 4th Board of Directors Conference Call Meeting Minutes were approved.
 - A discussion of Board structure and process included: A review of the document that listed the various accountabilities of the various committees and councils; and a recommendation that Specific, Measurable, Achievable, Realistic, and Timely (SMART) goals be developed with a one to two year timeframe. The focus of these overriding goals will be on the NFI's online presence due to the pandemic's impact and a focus on strengthening the NFI organization. A draft of SMART goals will be developed and submitted to the Board. After Board review and approval, the NFI committees will develop interrelated SMART goals of their own to support these processes.
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D. Buehler called the meeting to order at 12:04 CDT and stated that this is the fourth of five Mid-Year NFI Board Meetings. The agenda plans to follow up on several conversations begun in earlier meetings.

D. Buehler asked the Board to engage in a reflective exercise on the ways in which their work changed or expanded during this time of the coronavirus pandemic. Specific words submitted yielded a word cloud that led to discussion.

Program Committee Updates

D. Vittner shared that NFI and Science Subcommittee is working on a healthcare team survey about NICU care practices for infants and families during this pandemic. This survey will be shared with NFI Members via the Google Listserv. D. Vittner also shared that the *Pearls of NIDCAP Wisdom for Parents* has been translated into five languages, these documents will be uploaded onto the NIDCAP website. She encouraged NFI members that may be interested in translating the document into different languages to contact her at dvitt8@gmail.com. This effort has been shared with various Parent Groups and has received favorable responses. D. Vittner announced that the dates for 2021 Annual NIDCAP Trainers Meeting in Germany have been confirmed. The meeting will take place on September 24-26, 2021. The venue will be the Seminaris Bad Boll Hotel.

May 4th Meeting Minutes

J. Powlesland thanked the Board for their quick review of the May 4th NFI Board of Directors Conference Call Minutes. She stated that there were no suggested edits to the content.

Upon motion duly made by J. Powlesland, seconded by D. Silberstein, it was

Voted unanimously: to accept the May 4th NFI Board of Directors Video Conference Call Minutes.

Current NFI Board Process and Plans

D. Buehler reviewed the materials she sent on NFI structure and committee membership and a proposal for discussing goal development. She also reviewed J. Powlesland's research on examples of non-profit board structures and J. Tyebkhan's correspondence for consideration. To begin the discussion of organizational structure, D. Buehler shared the document that outlined the purpose and responsibilities of the NFI Board and its four committees. J. Tyebkhan noted that one of the Board's stated responsibilities is to ensure adequate resources to fulfill the NFI's mission. He offered that the Board may want to further discuss Board Strategist Sandra Miley's recommendations that Board Members be actively involved in fundraising. J. Powlesland noted that the NFI's Mission is currently being realized and that the NFI's Vision is an ambitious statement that would require great financial and human resources. D. Vittner stated that the document describing the NFI's roles and responsibilities offers a helpful framework to support the develop of *Specific, Measurable, Achievable, Realistic, and Timely (SMART)* goals to accomplish next organizational steps in a cohesive manner.

D. Buehler shared a document she developed from J. Powlesland's proposal of the development of "cascading" (interwoven) SMART goals. She suggested that the Board consider using our NFI Vision of NIDCAP care for all hospitalized newborns and infants and their families, with the NIDCAP Nursery Program as the ultimate realization of this goal. Each NFI committee could develop a goal(s) from perspective. M. Maestro shared that the current reality of the coronavirus pandemic may limit in person NIDCAP training and education for the foreseeable future due to social distancing and lack of funds. She urged us to consider ways we can promote NIDCAP education and support using computer online strategies. J. Powlesland agreed that the NFI should be proactive and work towards increased online accessibility of preliminary educational support materials. The topic of modifying NIDCAP Training processes to online modalities were discussed at length. D. Vittner reported that she and gretchen Lawhon, PhD, RN, FAAN are developing the NIDCAP Introductory didactic lecture to be available in eight online modules that are approximately thirty-minutes in length as a part of the FEWG efforts to create online learning modules. She also shared the recent successful experience she and D. Buehler had using video conferencing to introduce NIDCAP to a large audience at the University of California San Francisco as well as to meet with NIDCAP Trainees and the hospital Leadership Team. Plans are underway to offer virtual training and mentorship supports until in-person training is possible. G. McAnulty asked for clarification if NIDCAP implementation versus NIDCAP Training are being explored for online facilitation. J. Tyebkhan noted NIDCAP implementation may need to be explored in creative ways due to the pandemic and funding restrictions. This may be due to limits in the number of people in NICU's, including those dedicated to NIDCAP work.

The Board's consensus for moving forward involved the further development of an overall organizational SMART goal to be achieved within 12 to 24 months. The first goal will focus on the increasing accessibility of leaning about the NIDCAP philosophy by further development and dissemination of online materials. D. Buehler asked that the Board develop a second broad organizational SMART goal to addresses NFI organizational development. J. Powlesland offered to draft

these two goals for the Board to review. D. Silberstein reminded the Board of the current initiative of developing a mentoring program for Trainers for important support during this time of virtual meetings.

D. Buehler asked the Board to consider how to best identify and highlight what NIDCAP offers to NICU care that is unique. She envisioned that this might be part of a Membership Survey, or some other invitation for membership contributions. J. Tyebkhan suggested that the NFI might consider sending the recently shared *Pearls of NIDCAP Wisdom* to our members as a prompt to invite their additional thoughts and recommendations.

As the meeting closed, D. Buehler reminded everyone that June 1st would be the last meeting of the series of Mid-Year NFI Board of Directors Conference Calls and the last two hour meeting. The following meeting on July 6th is planned for 90 minutes.

The meeting was adjourned at 1205 CDT.

Submitted by Secretary Jean Powlesland

