



**NFI Board of Directors Meeting  
Sheraton Portsmouth Harborside Hotel  
Portsmouth, New Hampshire, U.S.A.  
Tuesday, October 8, 2019  
0900-1200**

**Members of the Board attending:** Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly ACII, DLDU, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE.

**Absent:** Maria Maestro, MD (excused), Jennifer Degl, MS (excused)

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

***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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***Board of Director Meeting Highlights:***

- Board Officers D. Buehler, D. Vittner, G. McAnulty, and J. Powlesland were reelected to serve for FY 2019-2020.
  - A six-month consultancy contract for the NIDCAP Nursery Program Director was approved. Continued funding for this position will be evaluated in terms of available finances and programmatic goals.
  - The 2019 election results for the Board of Directors was announced.
  - Initial reviews of the NIDCAP Trainers Meeting and the NFI Membership Meeting were made.
  - The Board of Directors reviewed NFI organizational priorities for future discussion.
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**The Meeting was called to order at 9:04 am EST by Deborah Buehler**

*Welcome and Review of the Agenda*

An additional agenda item was presented by Gloria McAnulty regarding the *NFI Board of Directors (BOD) Conflict of Interest Statement* to be annually reviewed and signed. After an explanation, the form was passed around and signed by all of the Directors present.

*Election of Officers*

Dalia Silberstein led the election process for the annual election of NFI Officers. She stated that all current officers (D. Buehler, D. Vittner, G. McAnulty, and J. Powlesland) agreed to run for their offices for the upcoming year. After a call for additional nominations, and none were made, D. Silberstein motioned that the BOD accept the slate of officers. D. Vittner seconded the motion.

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

***Voted:*** to accept the NFI FY19-20 Officers to be Deborah Buehler (President), Dorothy Vittner (Vice President), Gloria McAnulty (Treasurer), and Jean Powlesland (Secretary).

*Unfinished Business*

A number of topics carried over from the previous Board meeting were discussed, including:

- ❖ The results of the 2019 NIDCAP Trainers Meeting's small work groups will be discussed at a future date.
- ❖ The current and future financial situation was addressed. The uncertainty of how the future closing of Neurobehavioral Infant and Child Studies at Boston Children's Hospital will impact the organization and its finances was discussed.
- ❖ The Board discussed the competing NFI priorities for financial resources. Given the current NFI budgetary uncertainties, it was suggested that the NIDCAP Nursery Program Consultant's contract be offered for a six-month period and reviewed for its continuance with additional information within a few months. G. McAnulty made a motion to offer the NIDCAP Nursery Program Director a six-month contract. D. Vittner seconded the motion.

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

***Voted:*** to accept offering the NIDCAP Nursery Program Director a six-month consultancy contract.

*Establishment of Board Calendar 2018-2019*

NFI Secretary, J. Powlesland canvassed the BOD to determine the monthly video conference call schedule. It was determined that calls will continue to be held the first Monday of the calendar month at 1-2:30pm Eastern time. J. Powlesland will send out a survey to determine the Mid-Year Board Meeting date.

*Review of NFI Membership Meeting*

D. Buehler invited Board Members to offer their feedback and impressions of the 2019 NFI Membership Meeting. The Board discussed possible reasons why the Membership Meeting finished early. In the Open Forum, members offered minimal feedback and questions. This may have been due to the (well-received) NIDCAP Trainers Meeting small group session where Members had opportunities to express their ideas and suggestions

in advance. Acknowledgements of members that have accomplished training milestones were appreciated, and it was suggested that they also be included in social media and in monthly membership communications.

The Board of Directors election results of total votes received were announced as follows: Maria Maestro 41; Fatima Clemente 37; Nikk Conneman 35; Debra Paul 30; and Jessica Bowen 5.

#### Review of the 2019 NIDCAP Trainers Meeting

J. Powlesland plans to transition from her role as the Co-Chair of the NIDCAP Trainers Meeting Planning Subcommittee. Nikk Conneman will continue to serve as Co-Chair. Fatima Clemente agreed to serve as the new Co-Chair. As Outgoing Co-Chair, J. Powlesland will support F. Clemente's transition.

The Board reviewed the new format of the three-day meeting. Early feedback suggested that was that there was not enough downtime or networking time. Although some stated that they appreciated the more efficient schedule.

The Board discussed one of the small group work sessions that explored membership benefits. A number of parent representatives advocated for an examination and development of NFI membership benefits for family members. Family Members explored ways to increase the members within their membership category. The development of materials, such as brochures with specific ideas of how to incorporate NIDCAP into parenting within the NICU, as well as encouraging family participation in the organization was suggested. Opportunities to reach out to connect with Parent Groups should also be explored. Specifically, in the United States, the NFI could offer to present family membership opportunities at the NICU Parent Network's annual meeting.

#### *NFI Organizational Priorities for Review*

A number of the NFI's organizational priorities will be discussed in future, including: Continued review the NFI budget; Identification of ways to further integrate families into the NFI; Outreach for NIDCAP Training to underserved and underutilized geographical areas; and updates and translations for the NIDCAP Nursery Program materials.

The first NFI FY19-20 Board of Directors Meeting was adjourned by D. Buehler at 12:03 pm EDT.

Minutes submitted by Secretary J. Powlesland

