



**Annual NFI Membership Meeting
Sheraton Portsmouth Harborside Hotel
Portsmouth, New Hampshire, U.S.A.
Sunday, October 6, 2019
1420-1620**

Members of the Board attending: Heidelise Als, PhD, Deborah Buehler, PhD, Nikk Conneman, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, James Helm, PhD, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, MD Dorothy Vittner, PhD, RN, CHPE

Executive Director of Administration and Finance: Sandra Kosta, BA

Scribe: Debra Paul, OTR/L

Moderator: Gillian Kennedy, MSc, OBE

Facilitator: D. Buehler

Membership meeting called to order by D. Buehler at 2:26 pm EDT.

NFI President, Deborah Buehler welcomed the membership and introduced the NFI Board of Directors. She reported that the Program, Finance, Governance and Advancement Reports will be posted on the NFI website (www.nidcap.org).

Agenda Items

President's Report

NFI President, Deborah Buehler read our revised NFI Mission Statement.

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. (Adopted by the NFI Board, July 5, 2019)

- ❖ D. Buehler described the use of the NFI's various Social Media channels over the year.
- ❖ D. Buehler reviewed NFI accomplishments, including celebrations of World Prematurity Day and First Annual World NIDCAP Day.

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- ❖ D. Buehler reported the ways in which our organization has expanded, including three new NIDCAP Trainers that are currently undergoing training. She also recognized the milestones of trainers and training centers, recent ones as well as ones that have celebrated 10, 20 and 30 year anniversaries.
- ❖ D. Buehler shared the updated Four Decades of Training and Mentoring poster.
- ❖ D. Buehler expressed gratitude, on behalf of the NFI, for all former directors of the NFI Board.
- ❖ D. Buehler recognized the 2018-2019 NFI Board of Directors.
- ❖ D. Buehler described our organization's structure as depicted on the NFI Organizational Chart.
- ❖ D. Buehler reviewed the NFI goals planned for the coming year.
- ❖ On behalf of the NFI, D. Buehler expressed enormous gratitude to Drs. Helm and Als, founding members of the NFI Board of Directors who will step down from Board service following this meeting.
- ❖ D. Buehler presented members with "The History of NIDCAP" handouts, a graphic presentation of the evolution of NIDCAP and the NFI story.

Annual NFI Board of Director Elections

The Annual Election for this year's two open NFI Board of Director seats was held by the Nominations, Elections and Appointments Sub-Committee Chair, James Helm. The ballot included: *Jessica Bowen, LCSW, Fatima Clemente, MD, Nikk Conneman, MD (incumbent), Maria Lopez, MD, and Debra Paul OTR/L*. The ballots were tabulated by *J. Helm, Melissa Johnson and Ita Litanowitz*. Members had opportunity to vote on-line before meeting or during this meeting if in attendance. J. Helm announced that final vote count will be posted on the Membership page at later date.

Program Committee

The Program Committee Report was presented by Dorothy Vittner (Co-Chair) on behalf of herself and Chair, Heidelise Als.

- ❖ D. Vittner recognized a number of training accomplishments from the year: N. Conneman achieved APIB Trainer Status and NIDCAP Trainer-in Training status; g. Lawhon trained several NIDCAP Trainers-in-Training; and there are three new NIDCAP Training Centers-in-Development (Austria, Japan, and Lund, Sweden).
- ❖ D. Vittner reported that a detailed Quality Assurance Advisory Council (QAAC) report is available for review on the NFI website. She highlighted key efforts over past year, including the current Educational Resource project, NIDCAP Nursery Program efforts and mentorship

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opportunities with Master NIDCAP Trainers. D. Vittner requested that members who are interested in participating on any Program Committee working groups should reach out to her for information.

Governance Committee

The Governance Committee Report was presented by J. Helm. He announced that D. Silberstein and J. Powlesland will serve as the new Co-Chairs of Governance for the coming fiscal year. J. Helm reviewed the structure of the Board, including that it was founded with nine Directors. He stated that the NFI By-laws afford flexibility to increase or decrease the size of the board. As examples, he stated that the Board of Directors can decide to: reduce the size of the board and the length of terms; hold special elections; and/or appoint individuals to fill specific roles (family perspective, fundraising expertise).

Advancement Committee

The Advancement Committee Report was presented by J. Helm (Chair). Highlights from Advancement efforts included continued: efforts to secure sponsorships; development of the Family Advisory Council (Co-Chairs Mandy Daly and Samantha Butler); and bi-yearly publishing of the Developmental Observer under the new leadership of Senior Editor Kaye Spence with Associate Editors (Diane Ballweg, Deborah Buehler, Sandra Kosta, gretchen Lawhon) and a Scientific Editor (Jeffrey Alberts). K. Spence explained the archival access for the newsletter's on Indiana University's website.

Finance Committee

The Finance Committee Report was presented by G. McAnulty. She recognized Sandra Kosta's leadership on this committee, especially during her medical absence this past year. Additionally, G. McAnulty acknowledged Erin Ross's participation the development of the NFI budget proposal. The bi-annual audit of the NFI's finances will be conducted by J. Helm following this meeting. An increase in membership dues, the first in at least ten years, was proposed. G. McAnulty submitted the End of Year FY2018-2019 Report and the FY2019-2020 Proposed Budget to the members. J. Helm made a motion accept the proposed budget, which was seconded by J. Tyebkhan.

The following questions and topics were raised by the members:

- ❖ Clarification from the Advancement Committee's Chair was sought regarding the proposed Drager corporate sponsorship. J. Helm reported that an agreement is under negotiation with Drager. This would be a restricted sponsorship to fund the production of a series of videos geared to support education for parents and families of infants cared for in the NICU.

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- ❖ One NIDCAP member requested that the Program Committee examine the use of advertising to defray the costs associated to create the *Developmental Observer*. A policy for accepting advertisements would need to be developed.
- ❖ A question arose regarding clarification of a former sponsor.
- ❖ G. McNulty proposed a change in seed money provided to upcoming NIDCAP Training Center Hosts to cover initial meeting costs. Subsequent NIDCAP Trainers Meeting Hosts will be offered monies as a loan to be reimbursed to the NFI from meeting registration fees. One stated goal is for the NIDCAP Trainers Meeting to be revenue producing (e.g. sponsors, exhibitors, non-member participants).

Upon motion duly made, it was by majority

Voted: to adopt the NFI FY 2019-2020 Proposed Budget

Other Business/New Business

- ❖ Open Forum:
 - D. Buehler acknowledged the ongoing efforts of the NIDCAP Nursery Director, Rodd Hedlund.
 - D. Buehler also acknowledged S. Kosta and her incredible support to the NFI as well as her additional service as the Assistant Treasurer.
 - On the topic of recertification, H. Als communicated that documents are completed and approved.
 - J. Helm communicated that one of the goals of Governance Committee is to improve the use of the database. He and the team plan to meet with database experts to guide improvements on the database system for the coming year.
 - On the topic of fundraising, J. Degl spoke about Facebook's social media fundraisers for non-profit organizations. She also described Amazon Smile for raising NFI monies from goods purchased from Amazon, an on-line merchant.
 - Positive feedback was received for the ease of reading monthly membership message from the President. It was suggested that accomplishments be highlighted in the President's email rather than on the listserv in order to reduce the number of emails received via the listserv.
 - On the topic of Google searches of the term "NIDCAP", it was noted that it would be helpful to highlight recent articles so that current supportive NIDCAP articles appear, rather than the older Olsson the meta-analysis.
 - M. Daly requested feedback from the Membership for the NFI's First Annual World NIDCAP Day. She described the plan to individually survey NIDCAP Training Centers'

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Trainers and Directors. Specific feedback included: In Australia, support provided by the NFI was appreciated. One member suggested that having so many images on the NIDCAP Around the World poster makes them small and difficult to see. M. Daly described an organization that uses an interactive map, where one may click on aspects of the map that will open to other webpages of content. A Toolkit is helpful for NIDCAP Training Centers.

Election Results and Board Service Acknowledgement

- ❖ In her capacity as President of the NFI, D. Buehler announced election results. **Maria Lopez, MD and Fatima Clemente, MD** received the highest number of membership votes and were elected to the 2019-2020 NFI Board of Directors.
- ❖ D. Buehler also acknowledged the extraordinary contribution of Nikk Conneman, MD to the Board of Directors over the past several years.

The 2019 Annual Membership Meeting adjourned by D. Buehler at 4:17 pm EDT.

With special acknowledgement to Debra Paul for serving as scribe during this meeting.

Submitted by Secretary Jean Powlesland

