



NFI Mid-Year Board Meeting FY 2019 – 2020
Video Conference Call Minutes
Monday, April 20, 2020
1200- 1400 pm CDT

Present: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Maria López Maestro, MD (until 1:14), 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

Timekeeper (Rotating Role): F. Clemente

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:

- *NFI Board of Director Meeting Minutes from March 2, March 31st and April 6 were approved.*
- *The Board reviewed and discussed the NFI committee organizational structure. D. Buehler shared an overview of the committees leading 2017 Strategic Plan initiatives. The Governance*

Committee will apply SMART (which stands for Specific, Measurable, Attainable, Relevant and Time-Based Goals) criteria to this overview. This strategy offers a process for identifying and achieving goals for each committee and will be reviewed at the next NFI Board Meeting.

- *The NFI’s Governance and Finance Committee’s will develop a formal process for developing the NFI annual budget for review at the next Board meeting.*
 - *The NFI Program Committee and the NIDCAP Trainers Meeting (NTM) Planning Subcommittee are discussing the format and invitation list for the virtual 2020 NTM. To accommodate the wide range of time zones, the meeting will likely be three hours or less over the three days and may be focused specifically on training issues and support.*
 - *The Governance Committee discussed how elections to the Board and for Officers of the Board might be conducted virtually.*
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D. Buehler called the meeting to order at 1203. For an opening reflective exercise, she shared the use of Google Jamboard for each Board Member to share visually *what is essential* for them during this time of the coronavirus pandemic (Categories included: safety and physical distancing, sunshine and nature, family and community, and/or hope, kindness).

1) Minutes

J. Powlesland stated that she had circulated several sets of Board of Director Video Conference Call Minutes. February had been approved by email. March 2nd, March 31st and April 6th were still being reviewed. D. Buehler asked and confirmed that Board Members had reviewed these three sets of minutes.

J. Tyebkhan motioned to approve the March 2nd Board of Director Minutes. M. Maestro seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: The March 2nd Board of Director Video Conference Call Minutes were approved.

J. Powlesland motioned to approve the minutes from March 31st. D. Silberstein seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: The March 31st Board of Director Video Conference Call Minutes were approved.

D. Silberstein motioned to approve the Minutes from the April 6th meeting, F. Clemente seconded. There was no further discussion.

Upon motion duly made, it was

Voted: The April 6th Board of Director Video Conference Call Minutes were approved (10 ayes and 1 abstention). The motion was carried.

2) Current NFI Board Process and Plans

The NFI’s Organization Chart discussion was carried over from the April 6th Board of Directors Meeting.

D. Buehler had distributed a revised NFI Organization Chart with committee members listed.

J. Powlesland noted that there is a robust list of Family Advisory Council members. She wondered if family representatives might be added to each of the NFI committee and subcommittees to ensure that family perspectives are included in the NFI’s operations and programs. There was general consensus that this would be worthwhile.

J. Powlesland asked about the structural relationship between NFI committees and their respective subcommittees. Specifically, whether the chairs of the subcommittees are automatically part of committees or if a different structure is currently used. D. Buehler and D. Vittner shared that the current structure requires that the four primary committees (Program, Finance, Governance and Advancement) are chaired by a Board member, though co-chairs and members may include individuals from the membership at large. D. Vittner noted that a number of prior non-board committee chairs have become members of the Board, further evolving the committee composition. However, the NFI Bylaws do not outline the relationship of membership of subcommittees to their respective Committee. J. Powlesland suggested that articulating this structure may ensure effective communication between the subcommittees and enhance effectiveness in realizing goals set by the NFI Strategic Plan.

D. Buehler shared a Strategic Plan document where she had merged the 2017 Strategic Plan goals, with the 2020 committees and subcommittees that are responsible for oversight and implementation. J. Powlesland suggested that these general goals should be operationalized into Specific, Measurable, Attainable, Relevant and Time-Based (SMART) goals and/or aims. D. Buehler suggested that the Governance Committee develop a process to share with the Board for how to develop relevant SMART goals. J. Powlesland and D. Silberstein agreed and will present a draft at the next Board meeting.

G. McAnulty shared the process for developing the NFI'S budget. She reported that the Executive Council had discussed this topic in detail. J. Powlesland asked that the process be formalized and available as a Policy Statement. Specifically, she proposed that all requests for use of discretionary funds be discussed by the Board at one time with projects prioritized to be included into the development of the proposed budget. The Governance and Finance Committees will work together to draft a statement for discussion at the next Board meeting.

There was a short break and the meeting resumed at 1324 CDT.

3) NIDCAP Trainers Meetings: 2020/2021

F. Clemente reported that S. Klemming will join the upcoming NTM Planning Subcommittee conference call to discuss how the Ultra-Early Intervention Conference in March was held as a virtual one. Learning from their experiences will be beneficial for the NFI's NTM 2020 planning.

The NTM Planning Subcommittee informed the German hosts that the September NTM 2021 dates are preferred.

Co-chairs F. Clemente and J. Powlesland reported that the Program Committee and NTM Planning Subcommittee had discussed that the three-day annual meeting may be restricted to NIDCAP Trainers (and Trainer in Training), NIDCAP Training Center Directors and long time supporters to enhance group interaction. Therefore, official NTM invitations may extended to a limited group this year. The Board discussed opportunities to generate revenue by opening up the meeting to a wider audience and charging a nominal fee. Considerations were made to offer an open invitation educational session (likely the Abstract Session and Journal Club) on the day of the NFI Membership Meeting. Since thte Membership Meeting is open to all members in good standing, the educational offering might provide an incentive to participate. This suggestion will be further explored by the NTM Planning Subcommittee.

In this unusual year of holding meetings virtually, the Board also discussed how to best plan for Board meetings which typically occur surrounding the Annual NTM. These meetings have

traditionally been held the day before the NTM, the last meeting of the NFI fiscal year, and just after the NTM, the first meeting of the new NFI fiscal year. The Board determined that it is unlikely that an in person meeting would be possible, especially if for members who would be required to have a period of mandated isolation after travel. This would present an undue burden on the Directors. The Board discussed the benefits from holding the last meeting of the NFI fiscal year earlier than the day before the virtual NTM. D. Buehler suggested several two hour meetings to cover agenda items. J. Tyebkhan thought people might be willing to participate for longer periods of time, despite the challenges of meeting across a wide range of time zones. The Board agreed to keep this item on the agenda for future discussion to determine the best plan and corresponding dates.

4) NFI Board and Officer Elections

J. Powlesland has piloted Qualtrics software as a strategy for the NFI membership to vote online. This platform can be set up to prevent individuals from voting multiple times. J. Powlesland asked the Board to participate in an election pilot.

Board Officer elections will be held during the first meeting of the new fiscal year either by voice or anonymous vote. It was suggested that it be done anonymously. J. Powlesland suggested that nominations be made by the beginning of the meeting, the electronic election can be circulated, and the results ascertained before the end of the meeting.

D. Silberstein reminded all that the Financial Oversight Committee needs to review NFI finances. In the past, this activity has been done in person. S. Kosta said that she will provide the financial documents electronically. D. Silberstein verified that four months of financial statements will be reviewed over the course of the year.

J. Powlesland suggested that a short Membership Survey be developed to ask the membership how the NFI can support them during and after the COVID-19 pandemic. This topic correlates to the potential 2020 NTM theme of *developmental care in the midst of a pandemic*, and might assist strategic planning. Program, Governance and Advancement Committees will collaborate on the survey.

The meeting was adjourned at 1401 CDT

Next meeting to be at May 4 at 1200 CDT

Submitted by Secretary Jean Powlesland

