



**Annual Report of the President
NFI Board Meeting FY 2017 – 2018
Porto, Portugal
October 1, 2018**

Directors of the Board: H. Als, D. Buehler, N. Conneman, M. Daly, J. Helm, g. Lawhon, G. McAnulty, J. Tyebkhan, D. Vittner and B. Westrup

Executive Director of Administration and Finance: S. Kosta

This report briefly summarizes the NIDCAP Federation International's (NFI) key organizations, events and decisions from October 1, 2017 through September 31, 2018. For committee activities, please see the respective reports from the Program, Finance, Advancement and Governance Committees.

Elections and Appointments

During the October 22nd 2017 Membership Meeting, elections were held for four, three-year board terms. Results included the re-elections of Deborah Buehler, PhD and Gloria McAnulty, PhD and the additions of Juzer Tyebkhan, MB and Dorothy Vittner, PhD, RN.

The first NFI Board Meeting, of the new fiscal year, was held on Saturday, October 24th. During this meeting, officer elections were held. In January 2018, Dorothy Vittner, PhD, RN was voted by the board to assume the role of Officer and Secretary from Rita Cummings from February through the remainder of the NFI FY 2017-2018 year.

2017-2018 NFI Board of Directors and Officers:

Deborah Buehler, PhD President

James Helm, PhD Vice President

Gloria McAnulty, PhD Treasurer

Rita Cummings, MA Secretary (Resigned April 2018)

Dorothy Vittner, PhD, RN Secretary (Officer: February - present)

Heidelise Als, PhD (NIDCAP Founder, Past President 2001-2012)

Nikk Conneman, MD

Mandy Daly, ACII, DLDU

gretchen Lawhon, PhD, RN, CBC, FAAN (Past President 2012-2016)

Juzer Tyebkhan, MB

Björn Westrup, MD, PhD

NFI Board Meetings, Conferencing and Communications

During the FY 2017-2018, the NFI Board of Directors met for three in-person meetings: October 24, 2017 (Edmonton, Canada), May 3-4, 2018 (Portsmouth, New Hampshire, U.S.) and October 19, 2018 (Porto, Portugal). Additionally, the board held monthly conference calls, via Zoom video conferencing. Minutes for all NFI board meetings and monthly conference calls will be available on the Member Services page of the *nidcap.org* website.

During our annual mid-year meeting in May, Members of the Board of Directors reviewed and discussed: budget and financial plans for the next year; Strategic Plan's Strategies and Action Plans; future NIDCAP Trainers Meetings; and specifics from NFI Committees (Program, Advancement, and Governance). In addition, *Karen Helm, MA*, board development professional (and *Friend of NIDCAP*), facilitated a very productive discussion to address the immediate and critical challenges prompted by recent and upcoming Board Member changes and organization needs. The Board generated new strategies for covering core administrative functions and for recruiting and electing and appointing new board members to support the NFI and its goals.

A range of communication channels continue to be available and used by the NFI's membership, including: Google Groups listserv for NIDCAP-related resource sharing and discussions; NFI Facebook Page; and the President's monthly Updates and News membership emails. Also, available for the larger global community our NFI website, LinkedIn, Facebook, Twitter, Pinterest and You Tube Channel sites.

NFI Committees and their Respective Sub-Committees, Councils, and Task Forces

The current committees, sub-committees, advisory councils and task forces and their respective chairs include:

1. Executive Council (Deborah Buehler)
2. Program Committee (Heidelise Als)
 - a. Council
 - i. Quality Assurance (Karen Smith, MEd BSN, RNC)
 - b. Sub-Committees
 - i. NFI Endorsement of Activities and Products (Heidelise Als, Gloria McAnulty, Sandra Kosta, BA)
 - ii. NIDCAP & APIB Training and Certification (Heidelise Als, Deborah Buehler, gretchen Lawhon)
 - iii. NIDCAP Foundation Education (James Helm, gretchen Lawhon, Juzer Tyebkhan, Dorothy Vittner)
 - iv. NIDCAP Trainers Meeting Program (Nikk Conneman, MD, Jean Powlesland, MS, RN)
 - v. NIDCAP Nursery Program Steering Committee (Co-Chairs: Deborah Buehler and Karen Smith; Heidelise Als, Sandra Kosta, Gloria McAnulty, Monique Oude Reimer, RN)

- vi. Production & Web Posting of Training Materials in Different Languages (Sandra Kosta, Heidelise Als)
- vii. Science & NIDCAP (Dalia Silberstein, RN PhD, Ita Litmanovitz, MD, PhD)
- viii. Standardization of Certificates (Sandra Kosta)
- ix. Development of Materials in Multiple Languages (Heidelise Als, Sandra Kosta)
- 3. Finance Committee (Gloria McAnulty, Sandra Kosta)
- 4. Governance Committee (James Helm)
 - a. Sub-Committees
 - i. Financial Oversight (James Helm)
 - ii. Nominations & Elections (James Helm)
 - iii. Protection of NFI Intellectual Property (Gloria McAnulty)
- 5. Advancement Committee (Rita Cummings to James Helm)
 - a. Advisory
 - i. Family (Mandy Daly, Samantha Butler, PhD)
 - ii. Global Perspectives (Björn Westrup)
 - b. Sub-Committees
 - i. Communications (Mandy Daly)
 - ii. Fundraising and Development (James Helm)

Highlights from this fiscal year include: (1) Consolidation of two overlapping education efforts, the *North American NIDCAP Training Taskforce* folded into the *NIDCAP Foundation Education Sub-committee*. This Sub-Committee is co-chaired by Jim Helm, PhD, gretchen Lawhon, PhD, RN, CBC, FAAN, Dorothy Vittner, PhD and Juzer Tyebkhan, MB; (2) In January, Rita Cummings, MA stepped down from her Board Officer and Secretary roles. Dorothy Vittner, PhD, RN was unanimously voted by the board to serve as an Officer of the Board and as the Board's Secretary; (3) After serving a three-year term, Rita Cummings, MA has stepped down from the NFI Board of Directors. Her Advancement Committee Chair responsibilities have been assumed by James Helm, PhD; (4) James Helm decided not to seek re-election to the NFI Board of Directors for another three-year term. To smoothly transition Jim's responsibilities as chairs of the Advancement and Governance Committees and managing member services, to NFI board and leadership members over the coming year, the Board approved a one-year appointment to continue on the Board and he graciously accepted. James will continue as an active, voting director on the Board for one year to support our organization's transitions; and (5) Dorothy Vittner, newly appointed Program Committee Co-Chair, will work with Heidelise Als, Program Committee Chair, over the coming year to transition into her leadership role.

NFI Staff and Consultants

The NFI continues to maintain a small staff/consultant team to ensure the ongoing work efforts of the organization. Sandra Kosta serves as the **Executive Director of Administration and Finance**. This integral half time position supports all four committees of the board, Program, Finance, Governance and Advancement. Rodd Hedlund, MEd serves in the half-time NIDCAP Nursery Program Director position. Diane Ballweg MSN, RNC, CCNS, held the position of the Senior Editor of the *Developmental Observer*. After the spring issue, Diane stepped down into an Associate Editor role due to time

availability. Diane received financial compensation to attend the 28th Annual NIDCAP Trainers Meeting to support her responsibilities.

NFI Meetings and Conferences

The NFI's 28th Annual NIDCAP Trainers Meeting, October 21-24, 2017, hosted by The Edmonton NIDCAP Team at the Stollery Children's Hospital in Edmonton, Alberta, was richly educational and supportive. We are very grateful for the year-long dedication and skillful efforts of the NIDCAP Trainers Meeting Planning Committee, co-chaired by gretchen Lawhon, PhD, RN, CBC, FAAN and Jean Powlesland, MS, RN, the meeting hosts Juzer Tyebkhan, MB, Andrea Nykipilo, RN, and Trina Cruz, and the finance and meeting logistics team of Gloria McAnulty, PhD and Sandra Kosta. Summaries of the NIDCAP-related and scientific presentations were included in the first edition of the 2018 *Developmental Observer*.

The *NFI Membership Meeting* was held on Sunday, October 22nd. During the meeting, brief summaries of the work and proposed next steps for each of the NFI committees (Advancement, Governance, Program and Finance) and an overview of the President's Report were presented. Please see the nidcap.org website for the complete reports for each of these efforts. Meeting highlights included: the presentation of the revised 2017 NFI Mission Statement ("The NFI promotes the advancement of the philosophy and science of NIDCAP care and assures the quality of NIDCAP education, training, and certification for professionals and hospital systems."); a review of the NFI's organization; a presentation of the 2017 NFI Membership Survey (presented by Governance Committee Chair, Kaye Spence), elections for four board seats, and gratitude for two departing Board members, (Jeffrey Alberts and Kaye Spence) and two individuals with leadership roles (gretchen Lawhon, stepping down as Co-Chair of the NIDCAP Trainers Meeting Planning Sub-Committee [now co-chaired by Nikk Conneman and Jean Powlesland] and Rodd Hedlund, stepping down as the Senior Editor of the *Developmental Observer* [held by Diane Ballweg over this past year]). Membership Meeting Minutes may be found on the Member's Section of the nidcap.org website.

The upcoming 29th Annual NIDCAP Trainers Meeting will be hosted by the São João NIDCAP Training Center at Centro Hospitalar São João on October 20-23, 2018 in Porto, Portugal. This meeting is being organized by the NFI Trainers Meeting Planning Committee (Co-Chairs Nikk Conneman and Jean Powlesland), the NFI Finance and Meeting Logistics Team (Led by Gloria McAnulty and Sandra Kosta), and the 2018 Hosts (Led by Fatima Clemente, MD). The meeting entitled "Love and Bonding in the Newborn Unit" promises to be a supportive, informative and rich gathering of Trainers, Training Center Directors and Supporters. Within the meeting, an "Open Day Conference" will include participants interested in NIDCAP from outside of our group. On October 21st, we will hold our Annual Membership Meeting for NFI updates, survey findings, Board of Director elections, recognition of accomplishments, and membership questions.

NFI Members are invited to discuss, and offer questions, comments, and/or suggestions to the members of the Board for any of the topics raised and to support the NFI's efforts.

The President herewith respectfully submits the President's Report for October 2017 – September 2018 to the Members of the Board on this Day, Thursday, the 1 Day of October 2018.

Respectfully offered,



President, NIDCAP Federation International

October 1, 2018

