



**NFI Mid-Year Board Meeting FY 2019 – 2020
Video Conference Call Minutes
Wednesday, September 30, 2020
1000 am - 1100 am PDT**

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 (excused), Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

Executive Director of Administration and Finance: S. Kosta, BA

Interim Secretary: Mandy Daly, ACII, DLDU

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

Drafts of the Governance Committee and Advancement Committee NFI FY 2019-2020 End of Year Reports were presented to the board.

D. Buehler welcomed the Board of Directors and called the meeting to order at at 10:05 am. She reviewed the meeting agenda. The group participated in a group reflection. Due to technical issues the meeting was not recorded.

Minutes

Minutes from the NFI Board Conference Call for September 23rd, 2020 were circulated to the board today, therefore, a decision was made to postpone acceptance of these minutes until the October 7th 2020 NFI Board Conference Call.

Board Business

Program Committee Update

J. Tyebkhan suggested that the Board review its policies and procedures for approvals of new NIDCAP Trainers and Training Centers. The Board discussed streamlining the application review process to create efficiencies and protections of information collected within the application process. The Program Committee will review its protocol and consider modifications in the Board's approval process. D. Vittner, Program Committee Chair, will share recommendations with the Governance Committee in advance of presentations to the Board.

Governance Committee Update

The draft of the End of Year Governance Report was shared by D. Silberstein. It was noted that up to date numeric information had yet to be included in the report.

Report Highlights

Alison Loughran-Fowlds MBBS, DCH, FRACP, PhD from Australia joined the committee. Regular committee meetings (once per month) have been established.

Financial oversight takes place twice yearly. The next scheduled online oversight session will occur on October 6th, 2020 with G. McNulty, S. Kosta, D. Silberstein and Jennifer Hofherr, OTR/L in attendance. The committee will carry out oversight of two months of financial transactions.

Intellectual Property: G. McNulty plans to send the update of intellectual property activities to the committee. She reported that the Certification Mark for individuals certifications is being renewed this month.

Elections: This year's election process for the open Board of Director seats will take place online. Four seats are available and all four incumbents are seeking re-election. There are no other candidates

running in the election. A discussion ensued relating to the process of how the election process should take place. A number of different options were considered, including uncontested seats filled by acclamation, or offering the membership the opportunity to vote on the incumbent candidates using an online survey form. It was decided that candidate statements and online ballots would be issued to the membership one week in advance of the NIDCAP Trainers Meeting (NTM). Election results will be announced at the NTM.

Membership: The NFI has 261 Members (224 in good standing), with 199 Professional Members (183 in good standing). Members in good standing include members who have paid up from at least the last fiscal year. D. Vittner inquired about the differentiation of a member in good standing, regarding NFI's year long grace period, in respect to the functioning of other professional organizations that have a specific date regarding payment of annual dues for membership with voting privileges. J. Tyebkhan suggested that by October 2021, membership fees must be paid within the fiscal year to enable members to vote.

New member categories are currently being discussed by the Governance Committee. The existing **Student Member** category will be changed to a **Professional In Training**. A new **Retired Member** category is being proposed. However, clarification was sought from the committee regarding the differences between the existing **Emeritus** category and the proposed **Retired Member** category. The committee agreed to clarify the qualifying criteria for the **Emeritus** category in the future.

French Chapter: Due to the Covid-19 pandemic, the Chapter has postponed their annual conference. The chapter has 13 members currently (a reduction from over 70 members). D. Buehler asked D. Silberstein to reach out to Jaques Sizun, MD to explore the reasons for the reduction in members.

SMART Goals: D. Silberstein shared the proposed NFI Specific, Measurable, Achievable, Realistic, and Timely (SMART) Goals for Governance Committee that will be presented with other committee goals and worked on during the upcoming Annual NTM.

NTM: It was agreed the the President, D. Buehler, will write to the NFI Membership ahead of the NTM attaching the Program, Advancement and Governance End of Year Committee Reports, The President's Report, and the NFI Membership Meeting Agenda.

D. Buehler thanked F. Clemente and J. Powlesland for their work on the NTM. D. Buehler inquired about the NTM evaluations. It was confirmed that J. Powlesland plans to offer evaluations for each day of the NTM. On the final day of the NTM, a certificate of attendance will be issued to participants. D. Buehler asked that the meeting organizers reach out to S. Kosta for NFI branding to be included on the certificate.

Advancement Committee Update

A draft of the Advancement Committee's NFI FY2019-2020 End of Year Report was shared with the Board. D. Buehler reported that the committee has met nearly bi-monthly throughout the year.

Highlights from the various activities of the committee throughout the year included: Development (a task force was created to work with S. Miley to develop an *NFI Positioning Statement*); Collaboration (Beginning explorations of possible partnerships with the NICU Parent Network); Fundraising (Waterwipes will sponsor the upcoming virtual NTM; Explorations of funding from Perigee Fund; Facebook and Amazon Smile Fundraisers, including J. Degl development of a short "How To" videos to help create online fundraisers; Draeger funding to develop NFI Family Support Videos; J. Degl's Pro lacta educational grant for the creation the NFI Podcast Series); Materials and Outreach (History of NIDCAP, NFI Pearls of Wisdom, World Prematurity Day updated materials, Annual Holiday e-greeting, 2nd Annual World NIDCAP Day posters and related materials); and Communications (Website re-development, to include an NFI Learning Center and Member Dashboard); F. Clemente joined M. Daly, S. Kosta, J. Degl and G. McAnulty to post NFI content on Facebook, Twitter and Instagram; two issues of the *Developmental Observer* were published; three blog NFI posts were posted).

Next NFI Board Video Conference Call

The next NFI Board Video Conference Call will be held on Wednesday, October 7th for two hours. This meeting forms Part II of the NFI FY 2019-2020 End of Year Board Meeting.

The NFI Board of Directors Video Conference Call was adjourned.

Submitted by Mandy Daly, Interim NFI Secretary