



**NFI Mid-Year Board Meeting FY 2019 – 2020**  
**Video Conference Call Minutes**  
**Wednesday, September 9, 2020**  
**1000 am - 1200 pm PDT**

**Members of the Board attending:** Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (excused), M. López Maestro, MD (joined at 11:17 EDT), 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.*

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***Highlights of the meeting***

- *M. Daly will serve as an Interim Secretary for the NFI Board of Directors.*
- *For the upcoming NFI Board of Directors Elections, the four incumbents (D. Buehler, G. McAnulty, D. Vittner and J. Tyebkhan) are running uncontested.*

- *NFI Committee End of Year Reports will be submitted for Board acceptance (by September 30<sup>th</sup> ) and then to the NFI Membership (for email dissemination by October 8<sup>th</sup>).*
  - *Plans for the NFI Annual Membership Meeting and the NTM are underway.*
  - *The NFI has accepted a \$3000 sponsorship from WaterWipes for the 2020 Annual NIDCAP Trainers Meeting.*
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D. Buehler welcomed the Board of Directors and called the meeting to order at at 10:07 am and reviewed the meeting agenda. The group participated in a group reflection.

### **Minutes**

J. Powlesland had previously circulated revised Minutes for the August 3<sup>rd</sup> NFI Board Conference Call. M. Daly motioned to approve the Minutes which was seconded by J. Tyebkhan.

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

***Voted:*** *To approve the August 3rd Board of Directors Video Conference Call Minutes as revised. (6 ayes, 0 nays and 1 abstention)*

M. Daly agreed to act as Interim Secretary for the NFI Board of Directors.

### **Board Business**

#### **Governance: Elections**

D. Silberstein led the discussion on the upcoming NFI Board of Director elections. She reported that four Board Members (D. Buehler, G. McAnulty, D. Vittner and J. Tyebkhan) plan to run for re-election for three year terms. There were two nominations for new candidates from the membership, however, these individuals declined to run at this time. Therefore, the four incumbents are running uncontested. The Board decided to develop an acclamation for the re-election of the unopposed candidates. These four Board Members were asked to forward their updated candidate statements, by September 15, to D. Silberstein to be shared with the membership. J. Powlesland reported that Jennifer Hofherr, MS, OTR/L, C/NDT, CNT expressed interest in supporting the work of the Finance Committee. G. McAnulty will reach out to her to inquire of her interest to serve on the committee. J. Tyebkhan suggested that new committee member additions be announced to the membership.

The Board agreed that future Board nominees should be advised that their identities will be disclosed to the Board whether they accept or decline their Board nomination. However, identities will not appear in the Board Minutes nor be disclosed to the membership.

Due to a Zoom video conference call technical error, the recording of the conference commenced at 10:48 am rather than from the start of the meeting. The recording is available for Board Member review.

### **Annual NFI Membership Meeting**

NFI Annual Committee Reports will be available to the Membership two weeks in advance of the Annual NFI Membership Meeting. A discussion ensued exploring options to share the reports and their summaries, including pre-recorded videos and emailing the traditional reports. The Board discussed difficulties to capture the Program Committee Report's vast array of accomplishments in a short video presentation. G. McNulty highlighted the value of the Program Committee Report's detailed content documenting the organization's activities and intellectual property protections. The Board agreed that the option of video reports would not be pursued and that written Committee End of Year Reports will be submitted by September 30<sup>th</sup> for Board acceptance and then Membership email dissemination by October 8<sup>th</sup>.

D. Buehler opened a Board discussion about how to best organize the one hour NFI Membership Meeting. The Board discussed the presentations and their corresponding amount of dedicated time (note: times are subject to change): President's Message (10 minutes), Governance Committee (Election Results, 5 minutes), Finance Committee (the Proposed NFI FY 2020-21 Budget, 20 minutes), Program Committee (including highlights and recognitions of accomplishments, 15 minutes) and a Question and Answer Session (10 minutes). Updates from the Governance and Advancement Committees may be included elsewhere during the NIDCAP Trainers Meeting. For the Membership's approval of the NFI's Proposed Budget, D. Vittner suggested that a live poll be issued for the membership to use for voting during the Membership Meeting. S. Kosta successfully tested this tool with the Board Members during the video conference call.

### **Annual NIDCAP Trainers Meeting (NTM)**

#### **NFI Sponsorship**

The NFI has accepted WaterWipes offer of a \$3000 sponsorship for the 2020 Annual NIDCAP Trainers Meeting. WaterWipes have expressed interest expanding their sponsorship in the future. The Advancement Committee, and specifically, Jim Helm, PhD, are working through the details.

#### **NTM NFI Next Steps Session**

The NTM's NFI Next Steps Session will share the NFI's strategic plans and next steps. Specifically, the Board plans to share the NFI Specific, Measurable, Achievable, Realistic, and Timely (SMART) Goals, currently under development. These goals include the incorporation of Membership feedback from the previous NTM. Goals and action plans presented, for the coming one to two years, will support the organization's stability and growth. After a brief presentation to describe these efforts, discussions with up to 15 people per group will be allocated to consider the SMART goals and plans. Each session will require a pre-assigned facilitator and scribe (to be determined when this assignment will be made).

The session will comprise of a 10 minute introduction, 5 minutes for the participants to enter their respective breakout rooms and 30 minutes for discussion. J. Tyebkhan suggested a 10 minute brief summary session after the breakout sessions finish. Facilitators should plan to provide a summary report the participants from their group within an agreed timeframe. Information pertaining to the breakout session's group assignments will be available to registered attendees in advance of the NTM.

### **Open NTM Session**

F. Clemente indicated that a thirty minute slot on the agenda was available on the third day of the NTM. D. Vittner suggested that the time be used to discuss the NFI and NIDCAP's unique and important position and opportunities. She also proposed that NFI Members be invited to reflect on their roles in current and future directions. D. Buehler and D. Vittner were suggested as possible facilitators.

### **Abstracts/Journal Presentations**

Abstract and Journal presentation recording deadline instructions to be issued next week.

The next meeting will be on Wednesday, September 23 at 1 pm EDT.

The NFI Board of Directors Video Conference Call was adjourned.

Submitted by Mandy Daly, Interim NFI Secretary

