



**NFI Mid-Year Board Meeting FY 2019 – 2020**  
**Video Conference Call Minutes**  
**Wednesday, October 28, 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), Maria López Maestro, MD, PhD, 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:** 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***

- Officer elections were held. All officers were unanimously re-elected: *Deborah Buehler, PhD, President; Dorothy Vittner, RN, PhD, Vice President; Gloria McAnulty, PhD, Treasurer; Jean Powlesland, RN, MS, Secretary and Sandra Kosta, BA, Assistant Treasurer.*
- The 2020 Annual NIDCAP Trainers Meeting was preliminarily reviewed.
- Plans for upcoming Board communications and meetings were made.

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D. Buehler welcomed the Board of Directors and called the meeting to order at 10:06 am. She reviewed the meeting agenda.

### **Election of Officers**

Results from the online 2020 NFI Board of Director elections were reported (total number of votes in parentheses): D. Buehler (54), G. McAnulty (49), J. Tyebkhan (53), D. Vittner (54).

The Board discussed the potential use and need for online voting for NFI Board of Director elections going forward. The process will be refined for future use. J. Tyebkhan stated that the new website must have the capacity for online, anonymous and streamlined voting, similar to other professional organisations in addition to requesting that the NewWebsite Committee/Working Group build this into the new system before elections in 2021. The Board discussed how to increase the percentage of members voting (i.e. enhanced engagement) and how to maintain anonymous voting.

D. Silberstein led the Board of Director's Officer elections. All current officers indicated their willingness to continue to serve in their officer roles: D. Buehler (President), D. Vittner (Vice President), G. McAnulty (Treasurer), S. Kosta (Assistant Treasurer) and J. Powlesland (Secretary). No additional officer candidates were offered for consideration. D. Silberstein motioned to accept the slate of officers presented and this was seconded by J. Tyebkhan.

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

***Voted:*** To approve the slate of Officers for the NFI Board of Directors presented: D. Buehler (President), D. Vittner (Vice President), G. McAnulty (Treasurer), S. Kosta (Assistant Treasurer) and J. Powlesland (Secretary). (9 ayes)

### **Board Calendar**

The Board determined that future NFI Board Meetings will take place on the second Wednesdays of each month at 1 pm Eastern Time.

The mid-year NFI Board of Directors Meeting will most likely be conducted virtually. The NFI Board agreed to meet for two, four hour sessions on May 19<sup>th</sup> and May 20<sup>th</sup> 2021, 11am Eastern Time. The NFI Board Video Conference Call Meeting of May 12<sup>th</sup> will not proceed.

M. Lopez Maestro left the meeting for 15 minutes.

### **Minutes**

M. Daly motioned for acceptance of the September 30<sup>th</sup> 2020 and October 7<sup>th</sup> 2020 NFI Board of Directors Video Conference Call Minutes, which was seconded.

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

***Voted:*** To approve the September 30<sup>th</sup> and October 7<sup>th</sup> NFI Board of Directors Video Conference Call Minutes. (7 ayes, 1 abstention)

J. Powlesland left the meeting at 10.53 a.m. M. Daly agreed to liaise with J. Powlesland to prepare the 2020 NFI Membership Meeting Minutes.

*A group reflection took place at 10.55 a.m.*

### **NFI Trainers Meeting**

F. Clemente, Co-Chair of the NIDCAP Trainers Meeting Planning Subcommittee, requested that an email inviting the participants to evaluate the three day virtual meeting be resent. S. Kosta will send a correspondence with the evaluation links to attendees.

The Board discussed the timing of when a decision will need to be made regarding the format of the 2021 NIDCAP Trainers Meeting (i.e. virtually or in-person). The planning committee will liaise with the Program Committee, the Board and the German hosts to reach a final decision on the plans for the meeting. The possibility of a hybrid virtual and in-person meeting was discussed due to the ongoing coronavirus pandemic. It may be that Europeans could attend in person (e.g., parts of the meeting, or a pre-conference meeting day) though non-Europeans may not be in a position to travel by next year. Discussions will be held with the German hosts to meet hotel confirmation deadlines for an in-person conference.

The Board reviewed the 2020 virtual NFI Membership Meeting. Considerations were offered for for next years meeting, such as: to maintain the one hour time limit, maintain accomplishments section, and to explore breakout groups by topic to facilitate responding to members' questions. The challenges encountered with this year's voting process will be addressed ahead of subsequent elections (i.e. online NFI Board of Director elections and FY 2020-2021 Proposed Budget online surveys used, formatting of ballots, and members receiving ballots).

### **NFI Board Next Steps**

The topic of planning NFI efforts for the coming year will be discussed at the next NFI Board Video Conference Call. Ahead of the next board call, D. Buehler will forward from the Annual NIDCAP Trainers Meeting to the Board: her *Shared Path Forward* presentation and the *NFI's Next Steps* breakout group notes.

### **Next NFI Board Video Conference Call**

The next NFI Board Meeting will be held via a Video Conference Call on Wednesday, November 11<sup>th</sup>, 2020 for 90 minutes.

The NFI Board of Directors Video Conference Call was adjourned.

Submitted by Mandy Daly, Interim NFI Secretary