



NFI Mid-Year Board Meeting FY 2019 – 2020
Video Conference Call Minutes
Wednesday, October 7, 2020
1000 am - 1200 pm PDT

Members of the Board attending: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Maria López Maestro (excused), 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

The NFI FY 2020-2021 President's Report and the Finance, Program, Advancement and Governance End of Year Report were approved.

D. Buehler welcomed the Board of Directors and called the meeting to order at 10:05 am. She reviewed the meeting agenda. The Board participated in a group reflection.

Minutes

M. Daly motioned for acceptance of the September 23rd NFI Board of Directors Video Conference Call Minutes, which was seconded by G. McAnulty.

Upon motion duly made, it was unanimously

Voted: To approve the September 23rd Board of Directors Video Conference Call Minutes. (7 ayes)

A motion to accept the September 30th NFI Board of Directors Video Conference Call Minutes was postponed for the Board to have time to review the content. Board acceptance of these minutes will be accomplished via email in the coming weeks.

Board Business

D. Vittner clarified the status of the Lueven NIDCAP Training Center in Development. She motioned for acceptance which was seconded by G. McAnulty.

Upon motion duly made, it was unanimously

Voted: To approve the development of the Lueven NIDCAP Training Center. (7 ayes)

Election Process

D. Silberstein reported that, on behalf of the Governance Committee, an email was sent to the NFI Membership outlining the 2020 online election process. Candidate Statements for the four incumbents standing for re-election was attached. D. Silberstein requested, from S. Kosta, the current list of Members-in Good-Standing to send ballots to members eligible to vote. D. Buehler agreed to adjust the NFI Annual Membership Meeting's Agenda to include a brief announcement of the election results at the end of the NFI Membership Meeting.

D. Buehler plans to send the membership the NFI Membership Meeting Agenda, and End of NFI FY 2019-2020 President's Report and Committee Reports (Program, Governance, Advancement and Finance). She will include a call for Membership questions for the NFI Membership Meeting's Open Forum.

Program Committee

D. Vittner acknowledged the considerable contributions from all of the Program Committee's Sub-committees and their respective leadership. She reviewed many of the significant accomplishments over the past year, including for: Resources (NIDCAP Reading List updated; APIB Manual update underway; *Ten Pearls of Wisdom for Parents of Hospitalized Babies* prepared and translated into nine languages; NIDCAP *Nursery Assessment Manual* translated into Japanese); the NIDCAP Nursery Program

(Guidance for integration into the NIDCAP Training process under development; Jeannette and Ron Doggett Neonatal Intensive Care Unit re-certification and the Meir Medical Center in process of being re-certified); NIDCAP Trainer and Training Mentorship and Mutual Support; Collaborations (FINE and NIDCAP Training Programs; NICU Parent Network); Certification of NIDCAP and APiB Professionals and NIDCAP Training Centers (Stina Klemming, MD; Rimini NIDCAP Training Center; Natascia Simeone, RN); NIDCAP Trainers-in-Training and Training Centers-in- Development (Jannie Haaber, RN; Bieke Bollen PhD; Kelly Janssens, RN; Leuven); Foundational Education (five general presentations and an eight part NIDCAP Introductory series prepared for the new e-learning platform); NIDCAP and Science (Abstract reviews made for the 2020 NIDCAP Trainers Meeting and mentorship provided for authors' presentations; developmental care practices during COVID-19 survey distributed and findings submitted for publication); and Committee roles and responsibilities (Descriptions under development).

G. McAnulty and D. Buehler suggested that the accomplishments and plans from the Program Committee be presented during the Membership Meeting.

Finance Committee Update

G. McAnulty reported that Jennifer Hofherr, OTR/L declined to join the Finance Committee at this time though expressed interest in the future.

The Board discussed the request from Jim Helm, PhD to consider a sponsorship offer from Dandle•LION. This medical company requested access to the list of NFI membership emails for advertisements. It was agreed that this sponsorship option would not be accepted. The NFI's sponsorship policy warrants further discussion to outline acceptable terms for corporate sponsorship. D. Buehler will follow-up with J. Helm to explore Dandle•LION's interest in sponsoring the NFI in a manner similar to the arrangement made with Waterwipes for the Annual NIDCAP Trainers Meeting.

G. McAnulty described the content of the NFI FY2019-2020 End of Year Financial Report. She also presented NFI FY 2020-2021 Budget Proposal. S. Kosta reported that the Finance Committee planned to meet with Erin Sundseth Ross, PhD, CCC-SLP on October 8th to review the Proposed Budget. She asked if the Board might take a few days to review the Budget Proposal in greater detail. Any amendments that arise from the consultation with E. Ross will be forwarded to the board.

For annual oversight of the NFI's finances, D. Silberstein and J. Hofherr reviewed two months of financial transactions. All documentation reviewed was determined to be acceptable.

Consent Agenda for President's and Committee Reports

G. McAnulty motioned that the Committee Reports be accepted by Consent Agenda, F. Clemente seconded the motion. (Note: D. Vittner and J. Tyebkhan had left the meeting prior to this motion).

Upon motion duly made, it was unanimously

***Voted:** To approve the NFI FY 2020-2021 President’s Report and the Finance, Program, Advancement and Governance End of Year Reports. (6 ayes)*

2020 Annual NIDCAP Trainers Meeting

D. Buehler briefly summarized the plans for the Annual NIDCAP Trainers Meeting entitled *NFI Next Steps*. She and D. Vittner will provide an overview of the strategic plan discussions that have included the development of *Specific, Measurable Achievable, Relevant and Timely (SMART)* organizational goals. Each Board Member will facilitate a discussion of one of the nine SMART goals outlined with a subgroup of meeting participants. Details will follow shortly.

Next NFI Board Video Conference Call

The first NFI Board Meeting for the NFI FY 2020-2021 fiscal year, will be held via a Video Conference Call on Wednesday, October 28th for two hours.

The NFI Board of Directors Video Conference Call was adjourned.

Submitted by Mandy Daly, Interim NFI Secretary

