



**NFI Board of Directors
First Meeting for FY 2020-2021
Video Conference Call
Wednesday, February 10, 2021
0100-0230 ET**

Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, , Dorothy Vittner, PhD, RN, CHPE (left at 1350), Jennifer Degl, MS (joined at 1340 pm),

Absent: Mandy Daly, ACII, DLDU (excused), Juzer Tyebkhan, MBBS, FRCPC (excused), Maria López Maestro, MD (excused)

Executive Director of Administration and Finance: Sandra Kosta, BA

Time Keeper: Dorothy Vittner, PhD, RN, CHPE

Highlights of the meeting:

- *Board Plans*
 - *The Board of Directors considered changing the time of their March Board Meeting due to conflicts with the Gravens Conference and NFI members' presentations.*
- *Program Committee*
 - *Based on current projections on the world health pandemic, the 2021 NIDCAP Trainers Meeting will be held virtually. The German Team have agreed to postpone hosting the in-person meeting until 2022. The 2021 dates are proposed to be held on weekdays, October 20-22. The NFI Membership will be notified as soon as these dates have been confirmed.*
 - *D. Vittner plans to share a document with the purpose, roles and responsibilities of the Program Committee.*
- *Governance Committee:*
 - *The Membership Policy has been updated and revised. There is consideration of adding a "Retired" Professional Membership category with an option of paying a reduced fee for qualifying members.*

- *The Governance Committee Co-Chairs asked for suggestions on how to improve tracking trainees' progress and their membership status and the development of incentives to maintain NFI membership.*
 - *Advancement Committee*
 - *Plans for the upcoming World NIDCAP Month and Day were shared, including the launch of the new nidcap.org website, the inaugural NFI webinar, the family resource videos, and the podcast series.*
 - *Dr. Als' upcoming webinar, "Supporting Parents' Understanding of Their Preterm Infants' Behavior," will be held via Zoom video conferencing and is nearly fully registrated. If needed, an additional format to simultaneously prodcast the webinar may be offered (i.e. Facebook live).*
 - *S. Kosta offered a preview of the new nidcap.org website under development. March 20th (World NIDCAP Day) is the date planned to launch the new site.*
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Meeting was called to order by D. Buehler at 1305 EST. She asked if there were any additional items to be added to the agenda. F. Clemente asked that the 2021 NIDCAP Trainers Meeting be discussed; D. Vittner stated that she planned to include that in the Program Committee items.

Minutes

Minutes from the 13 January 2021 video conference call are in the process of being edited from Board of Director comments. J. Powlesland reported that she would send the revised version with the changes highlighted and request an electronic vote of approval.

Board Plans

A number of the Directors plan to attend next month's Gravens Conference and requested an exploration of an alternate Board Meeting date and time be made. J. Powlesland plans to examine whether shifting the start time and/or planned meeting date would be beneficial.

Program Committee

D. Vittner asked F. Clemente to provide an update on the 2021 NIDCAP Trainers Meeting (NTM). F. Clemente stated that the German hosts had reviewed the world pandemic situation and decided that it was not feasible to host either an in-person or a hybrid meeting this year. However, they remain interested in hosting the NIDCAP Trainers Meeting in Germany and will explore venue possibilities for 2022. The German Team plan to contact the invited speakers to see if they would consider postponing their participation for another year.

The NTM Planning Subcommittee has requested the support of a professional zoom consultant for the upcoming 2021 meeting. This support will necessitate a change of the meeting days to be during the week (rather than on weekends). Typically, the NTM is held October. This year the meeting had been scheduled for September 2021 due to the German hotel availability. Because the meeting will now be held virtually, there is an option to change dates. The NTM has suggested the meeting dates be adjusted to October 20-22, 2021 (Wednesday through Friday for most meeting participants). The Board agreed to this change. The Board reviewed options for the time to hold the meeting, yet because of the range of time zones of meeting participants, an acknowledgment that there was no optimal time that would be best for all was made. It was determined that at this time, the start times and format used for the 2020 meeting will be applied to the 2021 one.

D. Vittner said that a description of the purpose, roles and responsibilities of the Program Committee has been developed. She plans to share the document with the Board of Directors when it is available.

Governance Committee

The Governance and Program Committees received a request for trainee membership fee waivers for a cohort of applicants with special circumstances. This request was granted. The Governance Committee will draft a guideline of the process for reviewing and approval of scholarship and fee waiver requests.

The Governance Committee proposed to add a new membership category with a different fee structure. There have been requests to add a "Retired" status to the category of Professional Membership with a discounted fee. D. Vittner asked whether that duplicates the "Emeritus" category already in use. "Emeritus" is defined as an honor bestowed by the NFI to an individual who has done great service to the organization, and includes a life-long fee waiver. It was suggested that perhaps "Emeritus" be changed to a name that more clearly designates the honorary status. D. Silberstein wondered about the NFI's financial impact if the growing number of retiring members chose to opt to pay a discounted rate. G. McAnulty reminded the group that since this is a change in membership rules that it requires a change to the NFI's By-laws and must be approved by the Board of Directors and the Membership. The Governance Committee will finalize the updated Membership Policy draft for presentation to the Board. The Finance Committee, G. McAnulty and S. Kosta, will estimate this proposal's potential impact on revenue.

As a follow up to a tabled budget item from last month, D. Buehler requested that the Governance and Finance Committees review and present a process for budget development.

J. Powlesland asked to continue the discussion from the previous month about linking receipt of NIDCAP Professionals' official certificates to their NFI membership. F. Clemente suggested that it be included in their NIDCAP Trainers' final fee. It was discussed that this course would not be applicable for all NIDCAP Trainers, such as NIDCAP Professionals in Training who are not invoiced (i.e in-house

training). It was noted that the NFI needs to develop accurate training data on trainees and their membership status. The new nidcap.org website will be individualized for each member with password protections. This will create incentives for NIDCAP Trainees to maintain their NFI memberships.

D. Buehler suggested that webinar series specifically for trainers be developed. The NFI could include NFI-specific topics, such as the growth and nurturance of NIDCAP Professionals in Training as NFI Members and a “how to” on the use of the NFI training database.

Advancement Committee

Many plans for 2021 World NIDCAP DAY/Month are underway, including the launch of the new nidcap.org website, a family resource series, H. Als’ inaugural NFI webinar and a podcast series. D. Buehler asked the Social Media Subcommittee to post every day in March on the NFI’s social media platforms (e.g. Facebook, Twitter, Linked In, Instagram). A Lighthouse Project submission is under development to be sent for consideration to the European Foundation for the Care of Newborn Infants.

S. Kosta shared a preview of the new nidcap.org website and its functionalities under development. The plan is to launch the site on World NIDCAP Day on the 20th of March.

The next meeting will be on the 10th of March, time TBA.

Meeting was adjourned at 1338 EST.



Submitted by Secretary Jean Powlesland

Summary of items in process.

Name of lead group	Project description	Progress and timeline
Governance		
Membership	Membership policy: reviewing categories and fees.	Proposed revisions close to finished; to present to Board in Spring
Program		
NTM subcommittee	Planning virtual meeting	Keynote speakers invited. Outline of program to be completed April

Advancement		
	Inaugural Webinar	To be held on March 1 st
	Website Development	Work in progress, Link to be shared with Task Force and Board, Launch planned for March 20
	World NIDCAP Month/Annual Poster	To be shared with NFI Membership in February
	World NIDCAP Month/ EFCNI Lighthouse Project Submission	Description of NIDCAP/NIDCAP Nursery Program to be sent to EFCNI by March 5
	World NIDCAP Month/Social Media	Posts to be made daily throughout month of March
	NFI Family Resource Series	To be available in March and shared on new website
	NFI Podcast Series (NICU Care with NIDCAP)	Two of six have been recorded; Available episodes will be rolled out in March
	Fundraising	Ongoing Outreach and Submissions (Sponsors, Foundation)

