



**NFI Board of Directors  
FY 2020-2021  
Video Conference Call Minutes  
Wednesday, January 13, 2021  
1300-1430 ET**

**Attending:** Deborah Buehler, PhD, Fatima Clemente, MD, Maria López Maestro, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

**Absent:** Jennifer Degl, MS, Mandy Daly, ACII, DLDU

**Executive Director of Administration and Finance:** Sandra Kosta, BA

**Time Keeper:** Dalia Silberstein, PhD, RN

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*Highlights of the meeting:*

- *Minutes of the Board of Directors' December 9<sup>th</sup> 2020 Video Conference Call Meeting were approved.*
  - *Plans to survey the Board of Directors about changing the monthly date/time of the meeting were made.*
  - *Plans for World NIDCAP Month and Day were discussed and include: a March 1<sup>st</sup> webinar presentation by H. Als, PhD and a March 20<sup>th</sup> recorded podcast series launch.*
  - *Future webinars and podcasts are planned and recruitment of NFI members to assist in planning is needed.*
  - *Two documents were reviewed: (1) NIDCAP Training - Calculation of Estimated Training Hours (for institutional budgetary planning) and (2) Guidelines for Online NIDCAP Training Videotaping NIDCAP Observations.*
  - *Plans to explore the new nidcap.org website design's functionality to hold future electronic elections.*
  - *The Governance Committee is exploring ways to incentivize joining the NFI and maintaining membership as NIDCAP Professionals in Training become Professional Members.*
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**Minutes**

D. Buehler called the meeting to order at 1306 and reviewed the conference call agenda.

J. Tyebkhan for an update on the status of the new nidcap.org website be added to the agenda and for a review of contracted positions in advance of NFI FY2021-22 budget preparations.

*Minutes*

J. Powlesland previously circulated the NFI Board of Directors Minutes from the December 9, 2020 video conference call. There had been no further edits and she motioned to approve the minutes, which D. Silberstein seconded. There was no further discussion.

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

***Voted unanimously:*** to accept the December 9<sup>th</sup> 2020 NFI Board of Directors Video Conference Call Minutes.

The Board discussed a request to change the date and/or time of the Director's monthly call due to some conflicts with the standing schedule. J. Powlesland suggested that Board Members be surveyed with a doodle poll to find a time that would work best. Though, she offered that the process of including four weeks of possibilities may be cumbersome. J. Tyebkhan expressed concern about changing the days because of availability to attend meetings has been planned around the current schedule. J. Powlesland suggested that those with firm commitments send an email to her with their specifics. She plans to set up the doodle poll with those times excluded.

*Plans for 2021 World NIDCAP DAY/Month*

D. Buehler reported that plans are underway to create the annual World NIDCAP Day poster of NIDCAP Care Around the World. The deadline to submit photographs has passed. D. Buehler asked Directors to send photograph submissions as soon as possible for inclusion.

Additional World NIDCAP Day plans include: (1) H. Als March 1<sup>st</sup> presentation for the NFI's inaugural webinar event. Registration will open February 1<sup>st</sup>. Marjorie Palmer M.A. has agreed to facilitate Continuing Education Credits for nurses and occupational and speech and language therapists. The recommendation was to charge for registration for non-NFI Members since H. Als may draw considerable interest. On the topic of whether to charge a registration fee, discussion ensued concerning the purpose of the webinar, including whether it is primarily for gaining awareness or to raise revenue. If it is for awareness, than it was proposed that the webinar be available free of charge with future offerings to have a charge for non-members. D. Buehler reported that a video recording exists of H. Als' recently recorded podcast that could be offered free on World NIDCAP Day. J. Tyebkhan inquired as to the possibility of getting a sponsorship to cover the administrative costs of the webinar, in lieu of charging. He offered to speak to a vendor to explore obtaining support for this activity. Volunteers are needed to help plan future webinar presentations. A couple individuals have already been identified. (2) F. Clemente and M. Daly will work together to post daily social media content. (3) The Family Resource Video Series (sponsored by Dräger) will be released. (4) The new nidcap.org website will be launched on March 20<sup>th</sup>. The new site will include links to the family resource videos and the podcasts for future viewing and listening. (5) The EFCNI plans to recognize the NFI as a Lighthouse Project. D. Buehler will follow up with S. Mader and her colleagues to prepare for this recognition.

D. Buehler left the meeting at 1355; D. Vittner took the chair position.

Program Committee

D. Vittner asked for input on two documents: (1) NIDCAP Training - Calculation of Estimated Training Hours (for institutional budgetary planning) and (2) Guidelines for Online NIDCAP Training Videotaping NIDCAP Observations. The first one on NIDCAP Training (Hours) outlined an estimate of training hours required for an individual to become NIDCAP certified. M. Maestro said she thought the document on hours was very useful and was consistent with her experience. F. Clemente said that each unit wants to know how much time to set aside for their trainees for budgetary planning. There was also a request to make a similar document for the number of hours to become a NIDCAP Trainer. D. Vittner suggested that the estimate of hours could be included in the NIDCAP Training and Leadership Binders. The second document, on Guidelines, describes how to create NIDCAP observation training videos for online NIDCAP Training. J. Tyebkhan thanked D. Vittner and the QAAC for their efforts. He cautioned them that it may be helpful to use the document on videos and obtain feedback on its usefulness as more Trainers are involved with video creation before working any further revisions.

D. Vittner also said that a third document outlining suggestions and considerations for online NIDCAP Training in general will be forthcoming possibly next month.

Governance Committee

D. Silberstein asked whether the new [nidcap.org](http://nidcap.org) website design's functionality will be able to hold future electronic elections. S. Kosta said she would explore setting up this feature with Agency Orange. The Board discussed how to move forward with NFI elections if they were not possible do to on the website. The issue with the electronic surveys was not all NFI Members received the election emails. It was determined that if a similar electronic election is held that a follow up correspondence with NFI Members will be sent after the initial email. Members will be asked to inform the Governance Committee Co-Chairs if they did not receive their electronic ballot.

J. Powlesland raised an NFI membership issue. She reported that a number of individuals receive their NIDCAP certification who either never become an NFI Member or have never converted their Professional-In-Training Membership into a Professional Membership. The Governance Committee recommended that the official, signed certificate not be issued until that individual has paid their dues and that this would be stated at the start of their training process. Discussion ensued regarding individuals who completed their training, and paid their training fees, should receive the recognition of their accomplishments. There was agreement that those who never became Professional-In-Training Members might be considered differently. J. Powlesland requested that this discussion be carried over to the next meeting.

D. Vittner adjourned the meeting at 1435.

*Agenda items tabled until future meeting: Discussion on timeline and capabilities of the new website and on the plan for the contracted positions for the next budget year.*

Next meeting will be February 10 at 1300 EST.



Submitted by Secretary Jean Powlesland

