



**NFI Board of Directors
FY 2020-2021
Video Conference Call
Wednesday, March 10, 2021
1200-0100 ET**

Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Maria López Maestro, MD (joined at 1216), Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, , Dorothy Vittner, PhD, RN, CHPE

Absent: Juzer Tyebkhan, MBBS, FRCPC

Executive Director of Administration and Finance: Sandra Kosta, BA

Time Keeper: Dalia Silberstein, PhD, RN

Highlights of the meeting

- *World NIDCAP Month was reported to be off to a very strong start with the NFI inaugural webinar presented by Dr. H. Als attended by over 1200 people.*
- *Minutes from Board of Directors Conference Call Meetings in January and February 2021 were approved.*
- *Tomohisa Fujimoto PT was approved as a NIDCAP Trainer and the Japan National Training Center was recognized as having met all of the requirements to open. The center's opening is scheduled for later in the year.*
- *The Governance Committee is developing ways to increase NFI Membership, including preparing a brochure advertising benefits. They are also in the process of reviewing and restructuring membership categories.*
- *The Board of Directors was asked to review documents outlining NFI policy for potential NFI sponsors and the NFI website under development.*

Meeting Minutes

D. Buehler began the meeting at 1206 CT. Plans for World NIDCAP Month and Day were shared. S. Kosta encouraged the Board to look for opportunities to obtain consented photographs from families and healthcare professionals to include on the NFI website. D. Buehler thanked F. Clemente, M. Daly and J. Degl for their daily social media posts.

Minutes from Prior Meetings

J. Powlesland stated that the January minutes were approved electronically with six yes votes. She had received no edits for the February minutes except to correct the dates listed for the NTM 2021. She motioned for the February minutes to be approved with date revision. G.McAnulty seconded. There was no further discussion.

Upon motion duly made, it was

Voted: to approve the BOD meeting minutes from February 10, 2021 (with eight ayes and one abstention).

Program Committee

D.Vittner had earlier sent documents outlining the status of the Japan National Training Center-in-Development and the completion of NIDCAP Trainer requirements by Tomohisa Fujimoto, PT. She motioned for the Board to approve Tomohisa Fujimoto, PT as a NIDCAP Trainer. D. Silberstein seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To approve Tomohisa Fujimoto, PT as a NIDCAP Trainer.

D. Vittner then motioned to recognize the Japan National Training Center-in-Development as having met all the requirements to become a NIDCAP Training Center. J. Degl seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To recognize the Japan National Training Center-in-Development as having met all the requirements of becoming a NIDCAP Training Center.

D. Vittner summarized the great success of the March 1st Inaugural NFI Webinar featuring Dr. H. Als. More than 1400 people registered to attend, nearly 1000 attended on zoom, and an estimated 200+ watched on Facebook live. Multiple countries were represented. Considerable interest in NIDCAP was generated. D. Buehler encouraged the Board to take advantage of this momentum by planning and offering upcoming webinars, including ones that generate revenue.

Governance Committee

J. Powlesland shared that the Governance Committee is working with the Finance Committee to revise a draft of a guideline, started a year ago, detailing the process and time frame of the development of the NFI budget. This document will outline when committees may request funding for projects, and when those proposals are discussed by the Board. J. Powlesland suggested that the various committees begin to think about their needs for funding for FY 2021-2022 while this guideline is being drafted. D. Vittner requested that the draft of the process be shared with the Board, which J. Powlesland said would be done after the Finance and Governance Committees have finalized the guidelines.

The Governance Committee has been reviewing NFI membership categories. J. Powlesland stated that there are currently two categories of membership, Professional and Professional-in-Training, which will continue with their current level of benefits. A reduced fee option for the Professional category for those Professionals who are retired is being considered. This would be granted upon request by the individual seeking the discount. A description of a new category, "Allied", intended for those in related fields though not NIDCAP trained, is being finalized. This would connect individuals to the NFI community and enlarge our influence. A lower fee may encourage new members to join. The exact benefits are under development, though will exclude access to training materials.

D. Silberstein stated that the brochure on membership and benefits is ready, pending some clarifications and corrections based on what the new website will provide to members. She will work with S. Kosta on finalization.

Advancement

D. Buehler briefly reviewed that the NFI is seeking sponsorships to underwrite the *Developmental Observer*. She sent documents to the Board describing the NFI policy toward sponsorship and the levels of sponsorship. She asked the Board for their review and comments and suggestions. She also requested recommendations and assistance in the development of the Learning Center section of the new nidcap.org website. She encouraged all Board Members to review the website in development and offer suggestions.

The meeting was adjourned at 1306 EST.

Next meeting is on April 14 at 1300 EDT for 90 minutes.

Submitted by Secretary Jean Powlesland



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 soon to incorporate into new website.
	Membership brochure	Almost finished. Information to be on the website and as separate document to be distributed to interested parties.
Governance and Finance	Budget Development guideline	Initial draft circulating
Program		
NTM subcommittee	Planning virtual meeting	Keynote speakers invited. Outline of program to be completed April
Advancement		
	Inaugural Webinar	Held on March 1 st
	Website Development	Launched April 1 st
	World NIDCAP Month/Annual Poster	Shared with NFI Membership in February
	World NIDCAP Month/ EFCNI Lighthouse Project Submission	Posted and Promoted by the EFCNI on March 20 th
	World NIDCAP Month/Social Media	Posts made daily throughout month of March
	NFI Family Resource Series	To be available in April and shared on new website
	NFI Podcast Series (NICU Care with NIDCAP)	Three of seven have shared on March 20 and posted on Learning Center; Two recorded and rolled out in April; Two to be recorded
	Fundraising	Ongoing Outreach and Submissions (Sponsors, Foundation)