



**NFI Board of Directors
Meeting for FY 2020-2021
Video Conference Call
Wednesday, April 14, 2021
1300-1430 ET**

Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (joined at 1350), Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC.

Absent: Maria López Maestro, MD, Dorothy Vittner, PhD, RN, CHPE

Executive Director of Administration and Finance: Sandra Kosta, BA

Time Keeper: Mandy Daly, ACII, DLDU

Highlights of the Meeting

- *Mid-Year Virtual Board of Director Meeting confirmed for May 19 and 20.*
- *The March Board of Director Meeting Minutes were approved.*
- *Agreement to retain Board development consultant, Mary Hiland, PhD, for two hours during the May 19th Board of Directors Meeting.*
- *Finance Committee review of two documents for NFI budgetary development: NFI Annual Budgetary Development and Communication Process and Budget Proposal Summary.*
- *Unanimous Board approval to add the non-voting membership category of Allied, with an annual fee of \$50 USD.*
- *Unanimous Board approval of two Advancement Committee documents for NFI sponsorships: NFI Corporate Sponsorship Levels and Developmental Observer NFI Sponsorship Policy.*

Meeting Minutes

D. Buehler called the meeting to order at 1305 EDT. The agenda was reviewed and a short reflective exercise ensued.

Board Business

D, Buehler confirmed that the NFI Mid-Year Board of Directors Meeting will take place May 19th and 20th at 11 am Eastern Time for four hours each day.

The submission of NFI Committee Mid-Year Reports was set for May 5th. Committee Chairs will request reports from the chairs of their respective sub-committees prior to that date.

D. Buehler proposed inviting Mary Hiland, PhD, a board development consultant, for two hours during the May 19th Board Meeting. Dr. Hiland provided consultation to the NFI when the Board and the organization was initially formed. Additionally, she is former Board Member Kathy VandenBerg, PhD's sister and has a background in understanding NIDCAP. Discussion that followed focused on the goals for this consultation and whether this short session might require follow up with more in-depth discussion. D. Buehler asked for and received assent to further explore and retain Dr. Hiland's services for Board development.

Minutes

J. Powlesland circulated the Board of Director (BOD) Conference Call Meeting Minutes from the March 10th. She stated that the only editorial change that she made from BOD suggestion was clarifying that the March 1st webinar attendance numbers were an estimation. D. Silberstein seconded the motion. There was no further discussion.

Upon motion duly made, it was

Voted: to accept the March 10th 2021 NFI Board of Directors Video Conference Call Minutes. (7 ayes and 1 abstention)

Program Committee

Program topics were tabled as D. Vittner was unable to attend the meeting.

Finance Committee

The Finance Committee will submit their report and proposed budget for the NFI FY2021-22 prior to the upcoming Mid-Year Meeting. G. McNulty encouraged all of the committees and their respective sub-committees to submit their funding requests within the month to be included in the budget proposal. G. McNulty had previously emailed the document *NFI Annual Budgetary Development and Communication Process* with a example of a funding request for the Committee Chairs to adapt for their requests.

Jennifer Hofherr, MS, OTR/L joined the Finance Committee. J. Hofherr and Erin Ross, PhD, CCC-SLP will participate in the initial budget planning within the next couple of weeks. G. McNulty shared the template of how the current budget will be formatted.

The Finance Committee shared their *Budget Proposal Summary* which outlines the process by which budgets are developed. J. Powlesland inquired whether the BOD should approve this document as a formal policy or continue to refine it for informal use. D. Buehler asked the Board if they had had a chance to review this summary and two members reported that they had not. J. Powlesland planned to re-send the document and ask for all comments to be submitted by early the following week. The Board will then be asked to approve the document electronically.

Governance Committee

J. Powlesland recapped that since the last Board meeting, a motion to create a new membership category of “Allied” was made and seconded. However, the suggestion was made that this category’s criteria be open to all individuals supportive of NIDCAP, rather than open only to professionals. J. Powlesland mentioned that the Governance Committee considered the possibility of including access to educational materials for this new category of membership in exchange for a higher annual fee. However, since it is unknown how much interest this new level of membership will generate, she supports the motion as it is currently written. D. Buehler had further refined the wording of the motion to be considered at this meeting.

D. Buehler motioned that the NFI’s Allied Memberships are open to any individual interested in the Mission, Vision and Goals of the NFI. The description of the benefits will be clarified that these are non-voting members. Those currently working in NIDCAP-related positions are eligible to apply for Professional, Professional in Training and Family Memberships. G. McAnulty seconded the motion.

Upon motion duly made, it was unanimously

Voted: to create the non-voting membership category of *Allied* at an annual fee of \$50 USD, with benefits as outlined in earlier communications.

Advancement Committee

D. Buehler had circulated two documents, *NFI Corporate Sponsorship Levels* and *Developmental Observer NFI Sponsorship Policy*. The first one detailed the levels of Corporate Sponsorships and their corresponding entitled benefits. D. Buehler asked for comments; it was agreed that the document was easily understood. F. Clemente motioned to accept the document. G. McAnulty seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: to accept the *NFI Corporate Sponsorship Levels* document.

D. Buehler discussed the *Developmental Observer NFI Sponsorship Policy* which outlines the process to seek sponsorships to support the publication and ideally create opportunities for additional editions each year. G. McAnulty asked for clarification that only the *Developmental Observer* Editors could approach potential sponsors. A request to clarify where the *Developmental Observer* activity resides within the organizational structure; it currently resides under the Advancement Committee, although

much of the content is generated from Program Committee efforts. There was discussion about vetting potential sponsors and the process of how and with whom that would happen. There was consensus that the Advancement Committee would be responsible for the initial vetting and that they would invite the appropriate experts to assist. Recommendations will be made to the BOD for final approval. A motion was made to accept the *Developmental Observer NFI Sponsorship Policy*, with a plan to clarify the point as to who may approach sponsors and how the vetting process will occur. G. McNulty seconded the motion.

Upon motion duly made, it was unanimously Voted: to accept the *Developmental Observer NFI Sponsorship Policy*.

The meeting was adjourned at 1438 EDT.

Next meeting is on May 19 at 1100 EDT.

Submitted by Secretary Jean Powlesland



Name of lead group	Project description	Progress and timeline
Governance		
Membership	Membership policy: reviewing categories and fees.	BOD approved new category and fees. To be detailed on website and in payment page.
	Delineate difference between "honorary" and "emeritus" categories. Committee defined each.	To be incorporated into membership benefits brochure and membership policy.
	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, to be approved electronically before next meeting.
Program		
NTM subcommittee	Planning virtual meeting	Keynote speakers invited. Outline of program to be completed April
	Webinar	Future webinars to be developed (4/year)
	Learning Center	Develop Professional and NIDCAP Trainer (1) Content, Framework and Material and (2) Parameters

		(CEU/Fees/etc.) in collaboration with Advancement
Advancement	World NIDCAP Month/Social Media	Posts made throughout the year
	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)
	Website (Phase II)	Continuing to developing Learning Center in collaboration with Program Committee

