



**NFI Board Meeting FY 2020 – 2021  
Video Conference Call Minutes  
Wednesday, June 9, 2021  
1300 - 1430 EDT**

**Attending:** Deborah Buehler, PhD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

**Absent:** Fatima Clemente, MD, Maria López Maestro, MD

**Executive Director of Administration and Finance:** S. Kosta, BA

**Timekeeper (Rotating Role):** J. Tyebkhan

***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.*

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***Highlights of the meeting***

- *The Minutes of the Mid-Year Board of Directors Meeting were approved.*
  - *The End of Year Board of Directors Meeting, which will be virtual, is being scheduled.*
  - *The Board discussed Mary Hiland PhD's May presentation on Board Development.*
  - *G. McAnulty presented the draft of next year (FY 2021-2022) NFI budget for Board input. A discussion ensued on ways to involve the Membership in decision-making for use with discretionary funds.*
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D. Buehler called the meeting to order at 1305 and reviewed the agenda. A few minutes were spent in reflection before the business of the meeting began.

### *Minutes*

J. Powlesland has circulated the minutes from the Mid-Year Meeting on May 19 and 20, no edits were received. J. Tyebkhan pointed out an error in the date listed. J. Powlesland motioned to accept the minutes, D. Silberstein seconded. There was no further discussion.

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

***Voted:*** to approve the minutes from the FY 2020-2021 Mid-Year Board of Directors Meeting with the suggested correction.

### *End of Year Board of Director's Meeting*

D. Buehler stated that the Executive Council recommends to that the Board hold their End of Year Meeting over two four-hour sessions. She asked for feedback on whether there is a preference for consecutive days or consecutive weeks. To determine best meeting dates, a Doodle Poll be sent to the Board for Board Members to share their availability. J. Powlesland agreed to set that up after asking those present to provide their known conflicts.

### *NFI, Board and Committees: Goals, Strategies, Next Steps*

D. Buehler asked the Board to share in advance their thoughts concerning Board Development in light of M. Hiland's May presentation. Specifically, what were the main messages understood and recommendations for the NFI's short-term strategies and long-term plans. She presented the themes of the Board's submissions, which included:

- (1) Main message(s) from the Board's discussion with Mary Hiland, PhD
  - a. The primary responsibility of the NFI Board is governance, which is separate from the implementation or operations of the organization. The Board needs to define what activities fall into each category and how to separate the two.
  - b. Board participation requires education to fully understand duties and roles.
- (2) Suggestions for NFI Immediate Next Steps
  - a. Online Presence
  - b. Prioritizing and Sequencing Projects
  - c. Incorporating Members (including by regions and/or languages)
- (3) Suggestions for Long-Term NFI Planning
  - a. Board Recruitment and Succession Strategies
  - b. Financial Sustainability
  - c. Innovative Informational, Educational and Training Processes
  - d. NIDCAP Scientific Evidence

e. Support/Recognition Members’ Organizational Contributions

D. Buehler asked M. Hiland about the use of the SMART (Specific, Measurable, Achievable, Realistic, and Timely) goal setting strategy for moving projects forward. While she thought it could be useful, M. Hiland offered her caution to not let the “A” for attainable keep the Board from thinking more expansively. She recommends that the Board consider the “A” for aspirational. The Board discussed that usefulness of using the SMART goal method is to provide a measure of success for short term goals, which includes aspirational aims. SMART goals are to be reevaluated consistently with the goal metric revised to reflect increasing improvement. The Governance Committee and Executive Council will continue to reflect on this topic. This topic will be a recurring agenda item for the Board.

*Finance Committee: Current working budget for FY 2021-2022.*

G McNulty and S. Kosta have made progress on the FY 2021-2022 budget and presented the working draft to the Board for input. Most of the discussion related to how to best distribute the carryover from the previous year(s). It was agreed that some amount would be maintained in a reserve fund to safeguard against any unexpected shortfalls in cash flow. J. Tyebkhan suggested that membership engagement might be increased if Members have a voice in how discretionary funds are spent. For example, the Board could identify three projects identified within the current strategic plan, and the Members could vote on which one to receive funding for implementation. This suggestion will be reviewed by the Finance Committee, and their recommendations will be brought back to the Board.

The meeting was adjourned at 1436 EDT. The next meeting will be held on July 14<sup>th</sup> at 1300 EDT.

Submitted by Secretary Jean Powlesland

