



**Governance Committee  
End of FY2020-2021 Report  
September 20 and 22, 2021**

**Governance Committee Chairs:** Jean Powlesland, MS, RN and Dalia Silberstein, PhD, RN  
**Members:** Sandra Kosta, BA, James Helm, PhD, Gloria McAnulty PhD

This report covers Governance Committee activities from April 1, 2021 through September 10, 2021.

**Administrative Support to the NFI and Board of Directors**

**Committee Composition:** Alison Loughran-Fowlds stepped down from the Committee in April due to other commitments. We thank her for her contributions and valuable insights. The Committee is actively seeking other members to join.

**NFI Policies:** The NFI Membership Policy has been revised to include the addition of the “Allied” member category (see information under “membership categories for more information”). The revision of the policy also included clarification of distinction between the “Honorary” and “Emeritus” categories of membership. The BOD also approved a discount to the Professional Membership fee for those who have retired from their primary work.

**Financial Oversight:** The *Financial Oversight Council* continues to review banking statements of two randomly chosen months twice a year. In addition, other contracts held by the NFI are reviewed on a periodic basis as well. The Mid-Year oversight review was performed on May 5, 2021 by Jean Powlesland, Dalia Silberstein and Jennifer Hofherr. End of the year oversight was held on September 2, 2021. The oversight was done by Jean Powlesland and Dalia Silberstein. Finances were found to be in good order at both reviews.

**Intellectual Property:** The *Intellectual Properties Sub-Committee and Legal Support Activities*, managed by G McAnulty, have no updates for this period.

**NFI Membership Office:** The *NFI Membership Office* is managed by the Executive Director of Administration and Finance, Sandra Kosta. Membership and Center invoices were sent by S. Kosta for the current 2020-2021 fiscal year.

**Membership Categories:** A primary aim of the Governance Committee is to increase the number of members. The recently added “Allied” membership has already gained the NFI a few new members. This category targets those individuals who support the NFI mission yet are not NIDCAP Professionals or working in a NIDCAP related role. This non-voting category has access to NFI education and

networking/communication opportunities. This new category supports the aim of increasing the NFI's outreach and profile.

*Emphasizing the importance of membership to NIDCAP Professionals:* Governance has finalized the brochure advertising the benefits of membership in the NFI. The intended audience will be Professionals-in-Training and members upon the renewal of their membership. Governance is also exploring other strategies to ensure that already certified NIDCAP Professionals join the NFI as members.

*Fees and Dues Waiver Request:* These waived fees were supported by a restricted donation received by the NFI, aimed at supporting membership fees for those who are not in the position of being current with their annual dues payment.

**Internet Listservs:** The NFI continues to maintain three Google groups to facilitate membership communication. These include one for the membership at large, one for Trainers, Trainers-in-Training, and NIDCAP Training Center Directors and one for the Board of Directors. These are managed by G McAnulty and S Kosta.

**Training Database:** The database of NIDCAP and APIB training is on the NFI's password protected pages of the website and accessible by all trainers. This site is managed by S Kosta, G McAnulty and J Helm. Certification renewal documents and process will be reviewed in light of the functionality of the new website.

## **Nominations and Elections**

The Nominations and Elections Sub-Committee solicited nominations in July for the two at-large Director seats and one family representative seat that will open in October 2021. Since the members of the Nominations Committee are running for reelection, G. McAnulty managed the nominations process. A new online voting feature has been added to the website in the upcoming months. This new feature allows voting members to cast their vote from within their membership account. The Governance Committee will again manage the officer elections at the first Board meeting of the next fiscal year.

*New Board Director Orientation:* The Governance Committee has outlined a process for orientation of new BOD members and are exploring using the website to guide the process. This will be completed in the next fiscal year.

## **Member Services**

### **Membership database:**

One of the NFI BOD priorities had been to have a membership database with improved functionality. All members who were in "good standing" (paid FY19-20 dues and/or FY20-21 dues) at the time of the

website’s launch were uploaded to the member database of the new site. Of those, the ones who had already paid FY20-21 dues will continue to have an anniversary date of October 1 and will be automatically invoiced on October 1, 2022. All others will have an anniversary date that reflects the date of their next payment. (i.e., a person who pays in June 2021 will be invoiced for their next payment in June 2022). Aside from the functionality of setting payment schedules/renewals and securely collecting dues, the membership database sets permissions for access to certain content dependent on membership type. The Governance Committee may explore other membership software that will allow for large scale mailings/announcements to members.

**NFI Membership status:** As of September 10, 2021, the NFI membership includes 275 members in good standing, according to the following categories:

<u>Member category</u>	<u>Number</u>	<u>Current with dues</u>
Professional	205	174
Professional-in-Training	52	33
Family	7	6
Allied	5	5
Emeritus	4	*
Honorary	2	*
<b>TOTAL</b>	<b>275</b>	<b>218 + 6(*)</b>

\*Exempt from annual dues

Of the 269 dues paying members, 218 are current with payment.

Of the 24 Training Centers (23 Active and 1 Inactive), 21 are current with payment.

NFI's past practice has allowed a one-year grace period for individuals and centers to be considered in good standing. Members in good standing include those who paid FY19-20 but have not yet paid FY20-21 dues.

Emeritus and Honorary Members are not assessed dues.

**French Speaking Chapter of the NFI**

The following information in italics is from the French Speaking Chapter’s Mid-Year Report; an end of year update is pending as of September 15 2021. *The French Speaking Chapter is managed by J Sizun in Toulouse, France. The chapter cancelled their 2020 annual event due to the pandemic. Currently their main outreach is their very active presence on their Facebook page. Meanwhile the chapter’s two Training Centers have been actively training in NIDCAP and FINE and are happy with the announcement*

*of two Trainers-in-Training (one from St. Brieuc and one from Valenciennes) who will start their journeys. Meanwhile the chapter reflects upon their future in providing the desired resources and personnel.*

**Friends and Sign Ups:** Friends pay \$15 annually; Sign Ups are from website requests; all receive periodic announcements; this is a free service. Communication with Friends and Sign Ups are provided by Member Services. They are provided periodic information about the NFI via email.

Friends and Sign Ups number is: 380.

**Anticipated priorities and projects for the first half of FY 2021-2022**

Continue to work on SMART goals:

- To increase total number of members in good standing.
- Increase the number of non-Board members active in NFI committees and sub-committees.

Complete

- Development of orientation process for new Board members.
- Reviewing and implementing the recertification process earlier.

Begin

- Development/Review of documents outlining duties/responsibilities for committee/council status members and ad hoc members for all formal NFI teams.
- Examine the structure of the NFI organization to identify any opportunities for improved function, efficiency and sustainability.

Respectfully submitted with appreciation and thanks to all who contribute to these activities by:



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Jean Powlesland, MS, RNC-NNIC



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Dalia Silberstein, PhD, RN

Co-Chairs, Governance Committee