



**NFI Board of Directors  
FY 2021-2022  
Video Conference Call  
Wednesday, December 8, 2021  
1200-1330 EST**

**Members of the Board:** Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, 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

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

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*Highlights of the meeting*

- *Minutes from the End of Year FY2020-2021 meetings, monthly conference calls on October 13, November 10 and the Annual Membership Meeting FY2020-2021 were approved.*
- *Dates for Board meetings for the first part of 2022 and Mid-Year Board Meeting were discussed.*
- *The Advancement Committee is planning the first NFI Virtual Gala, and a fundraising campaign revolving around the theme of “20 for 20”.*
- *The Board reviewed the Annual NIDCAP Trainers Meeting evaluations and offered feedback.*

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**Minutes**

D. Buehler opened the meeting at 1205 EST and asked if there were additional items to be added to the agenda. Each member of the Board of Directors began with a short reflection on memorable moments from our NFI and/or NIDCAP efforts over the past year.

**Board Business**

Minutes: J. Powlesland had recently circulated the End of Year Board of Director Meeting Minutes (September 20 and September 22, 2021), Minutes from the Board Meetings of October 13 and November 10, and Minutes from the NFI Annual Membership Meeting FY2020-2021.

J. Powlesland motioned to approve the End of Year FY 2020-2021 minutes, Part I of September 20, 2021. J. Tyebkhan seconded. There was no further discussion.

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

***Voted:*** to approve the End of Year FY 2020-2021 Board of Director Minutes, Part I of September 20, 2021.

J. Powlesland motioned to approve the End of Year FY 2020-2021 Minutes, Part II of September 22, 2021. G. McAnulty seconded. There was no further discussion.

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

***Voted:*** to approve the End of Year FY 2020-2021 Board of Director Minutes, Part II of September 22, 2021.

J. Powlesland motioned to approve the Board of Director Meeting Minutes of October 13, 2021. D. Silberstein seconded. There was no further discussion.

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

***Voted:*** to approve the Board of Director Meeting Minutes of October 13, 2021.

J. Powlesland motioned to approve the Minutes from the Annual Membership Meeting FY2020-2021. G. McAnulty seconded. There was no further discussion.

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

***Voted:*** to approve the Minutes from the Annual Membership Meeting FY2020-2021.

J. Powlesland motioned to approve the Board of Director Meeting Minutes of November 10, 2021. D. Silberstein seconded There was no further discussion.

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

***Voted:*** to approve the Board of Director Meeting Minutes of November 10, 2021. (9 ayes and 1 abstention)

Board calendar:

Monthly Board of Director Conference Calls: The Board reviewed whether there was a need to change the monthly meeting time to accommodate any Board members' schedules in the upcoming months. It was decided to keep the meeting at the second Wednesday of the month at 1300 Eastern time.

Mid-Year Board of Directors Meeting: Due to increasing cases of COVID-19, concerns regarding the ability to hold an in-person mid-year Board Meeting were discussed. Travel restrictions may continue into the spring and that individual Board Members may choose not to travel. Of note, some Board Members have airline vouchers from postponed travel that may expire in the coming months. The pros and cons of having an in-person Board Meeting were discussed. The consensus was to hold the March dates for a virtual meeting, including with Mary Hiland’s consultation. The Board also plans to explore holding an in-person meeting in June, when the coronavirus cases tend to wane and travel may be more easily done. J. Powlesland will send out a Doodle Poll to determine likely June dates. The dates should be determined within a week so that hotel sites can be contacted.

**Advancement Committee**

D. Buehler updated on the Advancement Committee’s plan to celebrate the NFI’s 20<sup>th</sup> Anniversary. Plans are underway for a virtual gala around the World NIDCAP Day celebration. The committee is continuing to explore ways to utilize the “20 for 20” theme for raising awareness and funds, and the inclusion of new members.

**Program Committee**

NIDCAP Trainers Meeting: F. Clemente shared a document summarizing NIDCAP Trainers Meeting evaluations. In general, the formal feedback received was very complimentary of the meeting and the content was described as excellent. Positive feedback was received for the keynote speakers, quality of the abstracts, and journal club and clinical practice presentations. Individuals expressed enjoyment from seeing the familiar faces of their colleagues and requested informal time to learn and share NIDCAP updates from around the world. The technical glitch in the beginning on the first day of the meeting disrupted the opening presentations, however, overall, the participants praised the day’s program.

The Board shared their observations of the meeting. Comments included that the planners of the NFI Membership Meeting and NIDCAP Trainers Meetings must be realistic about what can be accomplished with an online format, which is different than in-person meetings. It appeared that participants prefer discussion time in small groups to reflect on the specific talks. Specific sessions of the NIDCAP Trainers Meeting could be moved to online forums throughout the year.

Concerns have been expressed, from the hosts of the 2022 NIDCAP Trainers Meeting, that there may be travel restrictions and a therefore reduced meeting attendance in the coming year. The Board agreed that future annual meetings should be recorded and optimally live streamed for synchronous attendance.

D. Buehler adjourned the meeting at 1335 EST.

Next meeting will be on January 12<sup>th</sup> at 1300 EST.

Submitted by Secretary

