



**NFI Board of Directors  
NFI FY 2021-2022  
Video Conference Call  
Wednesday, February 9, 2022  
1300-1430 ET**

**Attending:** Deborah Buehler, PhD, Fatima Clemente, MD, Jennifer Degl, MS (joined at 1338), 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:** Mandy Daly, ACII, DLDU

**Executive Director of Administration and Finance:** Sandra Kosta, BA

**Time Keeper:** Dalia Silberstein, PhD, RN

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*Highlights*

- *NFI Committees, and their respective Sub-Committees, will continue to submit reports at end of each NFI fiscal year, yet are not required to do so at the mid-year point.*
- *The World NIDCAP Day Benefit Gala will be held on March 20<sup>th</sup> at 2000 in all time zones.*
- *D. Buehler shared initial information from NFI Board Consultant Mary Hiland, PhD to support efforts to update the NFI Strategic Plan.*
- *An application for a new Senior Trainer was presented to the Board of Directors. Since the documentation was received just before the meeting and to allow time for review, the Board's vote to approve will occur electronically at a future date.*

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D. Buehler called the meeting to order at 1305 with review of the agenda and a reflection.

## Board Business

### *Minutes*

J. Powlesland plans to circulate the January Conference Call Minutes and ask for an electronic voting process.

### *Mid-Year Committee Report Due Dates*

D. Buehler asked for feedback on deadlines for each committee to submit their Mid-Year Reports. J. Tyebkhan began a discussion on whether the Mid-Year Reports are necessary. A conversation ensued expressing the pros and cons of continuing with the traditional format. The Board also discussed an adoption of a format that clearly references our NFI Strategic Plan. J. Tyebkhan motioned that full Committee Reports be submitted annually (End-of-Year) instead of biannually (Mid-Year). J. Powlesland seconded. There was no further discussion.

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

**Voted:** to submit NFI Committee Reports annually at End-of-Year instead of biannually (8 ayes, 1 nay)

Details to concern frequency and format of committee progress reports to be decided after the Mid-Year Meeting and NFI Strategic Plan update.

### *WND Benefit Gala*

The Advancement Committee's workgroup met in the morning. The decision was made to have the program pre-recorded to "begin" every hour on March 20<sup>th</sup> at 2000 in each time zone beginning in Japan. The goals for the event are twofold: raising awareness of NIDCAP and fundraising. It will be open to all.

### *Strategic Plan*

D. Buehler thanked Board Members who had submitted their Strategic Plan priorities in advance. She summarized the highlights of the meeting that the Executive Council had with Mary Hiland. Some of those highlights included:

- Most of the Board Directors are also chairs of major committees or subcommittees. M. Hiland encouraged the Board to separate the work more clearly into "governance" (the role of the BOD) and "operations/management" (accomplishing the day to day work).
- Our current mission statement is worded akin to a strategy. M. Hiland encouraged the Board of Directors to consider revising the statement to pointedly address the "why" of what the NFI does.
- The Board's role is to establish the goals and the metrics by which success is determined. The role of the committees, subcommittees or task force is to develop strategies to accomplish those goals.

D. Buehler will ask for feedback on the mission statement and to identify the top 2022 NFI challenges to target.

**Operations**

**Program Committee**

***Applications***

D. Vittner had earlier in the day submitted application materials from Nadine Griffiths, Clinical Nurse Consultant, NIDCAP Trainer, from the Australasian NIDCAP Training Center. D. Vittner asked if the Board had had time to review the application. Many Board Members reported that they had not had a chance to review them. J. Powlesland asked for the clarification of the vetting process before the application comes before the Board. D. Vittner indicated that she had encouraged and mentored N. Griffith in strengthening her application, and that it had been reviewed and voted upon in the NIDCAP and APIB Training and Certification Sub-Committee. D. Vittner also noted that N. Griffith's experience has been focused less on the preterm population and more on newborns who were fullterm/surgical/cardiac in the hospital. She stated that this is an important population for NIDCAP growth. D. Vittner will resend the information along with the Quality Assurance of Training document relating to a Senior Trainer application. She plans to ask for an electronic vote. D. Vittner also noted that she now has all the required documentation from the approval process of the Sant Joan de Déu Barcelona NIDCAP Training Center that was noted as pending last month.

***Foundational Education Work Group***

J. Tyebkhan noted that the *Foundational Education Work Group's* current members have stepped down and initiatives have been suspended. D. Buehler suggested that the Board pause those efforts, until we have developed our revised Strategic Plan, and plan new ones based on goals agreed upon.

D. Buehler thanked Board Members available to stay on the longer meeting and adjourned the meeting at 1455.

Next conference call meeting will be held on March 9, 2022 at 1300 EST.

Submitted by Secretary,

