



**NFI Board of Directors
Video Conference Call
Wednesday, November 10, 2021
1:00 – 2:30 pm EST**

Members of the Board: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACCI DLDU, Jennifer Degl, MS, Maria Lopez Maestro, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Dorothy Vittner, PhD, RN, CHPE

Apologies: Juzer Tyebkhan, MBBS, FRCPC

Executive Director of Administration and Finance: Sandra Kosta, BA

Highlights

- *The first Board Meeting of the new fiscal year was held.*
- *Officer elections were held. All officers were unanimously re-elected: Deborah Buehler, PhD, President; Dorothy Vittner, RN, PhD, Vice President; Gloria McAnulty, PhD, Treasurer; Jean Powlesland, RN, MS, Secretary and Sandra Kosta, BA, Assistant Treasurer.*
- *The 2021 Annual NIDCAP Trainers Meeting was preliminarily reviewed.*
- *Plans for upcoming Board communications and meetings were discussed.*
- *Succession plans for Board of Director Committee Chairs and Officer Roles were discussed.*
- *Maria Lopez Maestro agreed to assume the role of Co-Chair of the Finance Committee with Gloria McAnulty.*
- *To support upcoming Strategic Plan updates, Mary Hiland will be invited to virtually facilitate the January Board conference call and the Mid-Year Meeting.*

Minutes

D. Buehler began the meeting at 1:00 pm and asked the Members of the Board of Directors for additional items to be added.

Board Business

Election of Officers

D. Silberstein coordinated the annual NFI officers' election process. All existing officers, Deborah Buehler, PhD, President; Dorothy Vittner, RN, PhD, Vice President; Gloria McAnulty, PhD, Treasurer; Jean Powlesland, RN, MS, Secretary and Sandra Kosta, BA, Assistant Treasurer, indicated that they wished to continue to serve.

Upon motion duly made, it was unanimously

Voted: that Deborah Buehler, PhD, President; Dorothy Vittner, RN, PhD, Vice President; Gloria McAnulty, PhD, Treasurer; Jean Powlesland, RN, MS, Secretary and Sandra Kosta, BA, Assistant Treasurer would continue to serve in their current NFI Officer positions.

Succession Plans

D. Buehler led the conversation around succession planning for the board. There are two positions in particular requiring urgent attention: the President's Role (currently occupied by D. Buehler) and Treasurer and Chair of the Finance Committee roles (both currently occupied by G. McAnulty). During the board discussion, M. Lopez Maestro agreed to assume the role of Co-Chair of the Finance Committee (with G. McAnulty). She will shadow G. McAnulty over this fiscal year. The board thanked M. Lopez Maestro for offering to take on this role.

Establishment of NFI Board Calendar FY 2021-22

It was agreed that the December board meeting would take place an hour earlier at 12:00 pm EST. Finding a suitable time for all board members to attend future monthly conference call meetings was discussed. J. Powlesland will be develop a doodle poll to identify the best time for the Board to meet.

Strategic Plan Revision

D. Buehler advised that M. Hiland would be unable to be present in person at the annual Board of Directors' Mid-Year Meeting in March. She suggested the M. Hiland be invited to virtually facilitate the January Board call and the Mid-Year Board Meeting. The Board agreed with this plan.

Elections

F. Clemente inquired about this year's online election process. S. Kosta shared that 60 people voted.

Mid-Year Board Meeting

Locations for the Board of Directors Mid-Year Meeting was discussed. Chicago, Illinois and Portsmouth, New Hampshire were suggested as possible locations. Efforts are being made to keep meeting costs at a minimum. For example, three board members from New England would need to fly if Chicago were chosen versus one from Chicago if Portsmouth were chosen. S. Kosta and J. Powlesland agreed to explore venues, and respective costs, and share their findings with the Board during the December meeting. Several board members will require confirmation of the venue ahead of December 31st to allow them to use flight vouchers acquired as a result of the cancelled 2020 Mid-Year Board Meeting.

2021 Annual NIDCAP Trainers Meeting

The 2021 Annual NIDCAP Trainers Meeting was preliminarily reviewed. Overall, the program was described as positively experienced. The desire for time built into the program for meeting participants to have informal discussions was discussed. This suggestion may be considered should the 2022 meeting be held virtually. Formal meeting evaluations are in the process of being collected and synthesized. The December Board conference call will discuss the meeting in further detail.

The meeting was adjourned.

Respectfully Submitted,

Mandy Daly, ACCI DLDU
Interim Secretary
NIDCAP Federation International