



**Annual NFI Membership Meeting
FY 2020-2021
Video Conference Meeting
Thursday, October 21, 2021**

Members of the Board Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Maria López Maestro, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, CHPE

Executive Director of Administration and Finance: Sandra Kosta, BA

Moderator: Debra Paul, OTR/L

Minutes

The President of the NFI, Deborah Buehler, was introduced by moderator Debra Paul. The meeting was opened at 1910 UTC. D. Buehler read aloud the NFI's mission statement which guides the organization and its activities. She introduced herself and the other NFI Officers and Members of the Board of Directors. D. Buehler thanked NFI Members for their support and kind wishes after the death of her husband this past summer. She acknowledged his significant support of the NFI and Vice President Dorothy Vittner for handling her responsibilities during her absence. D. Buehler recognized the work of the NFI's consultants: Sandra Kosta, Executive Director of Administration and Finance, Rodd Hedlund, Director of the NIDCAP Nursery Program, and Kaye Spence, Senior Editor of the *Developmental Observer*. She reported that the Program, Finance, Governance and Advancement End of Year Reports will be posted on the NFI website (www.nidcap.org).

Agenda Items

President's Report

- ❖ D. Buehler presented an overview of the NFI Membership, including the growth of new members and the addition of the new "Allied" category.

- ❖ D. Buehler offered an overview of the NFI FY 2020-2021 highlights by the four primary committees: Program, Governance, Advancement and Finance. Perhaps one of the most visible accomplishments of the past fiscal year was the new nidcap.org website and the addition of new NFI media resources such as the Family Resource Videos, Podcasts and Webinar Series. Other NFI accomplishments included sponsorship monies received from two companies and an active social media presence.
- ❖ D. Buehler stated that in 2001, 20 years ago, the NFI was formed. She highlighted the extraordinary growth that has occurred over this time. This was graphically represented on a timeline shared.
- ❖ D. Buehler invited Members to share their 20th anniversary wishes for the NFI.

Program Committee

The Program Committee Report was presented by Dorothy Vittner (Chair).

- ❖ D. Vittner shared the structure of the Program Committee, including the Leadership Sub-Committee, Quality Assurance Advisory Council, and seven sub-committees. She reviewed the scope of the various subcommittees and their members.
- ❖ D. Vittner recognized training accomplishments with virtual flower bouquet presentations to the following Members and NIDCAP Training Center:
 - Delphine Druart was approved as a NIDCAP Master Trainer-in-Training. She is supported by Senior Master Trainer Agneta Kleberg. D. Druart is training NIDCAP Trainers-in-Training Frédérique Berne Audéoud, Aurélie Guillou and Peggy Laurant.
 - Tomohisa Fujimoto was certified as a NIDCAP Trainer. He was supported by NIDCAP Master Trainers gretchen Lawhon and Joy Browne. The Japan National NIDCAP Training Center was established and approved with this development.
 - Nikk Conneman achieved Master NIDCAP Trainer status with the certification of Bieke Bollen as NIDCAP Trainer and the establishment of the Leuven NIDCAP Training Center.
 - The Lund-Malmö NIDCAP Training and Research center was established with Stina Klemming as their NIDCAP Trainer.
- ❖ D. Vittner described the success of the recent webinars, family resource videos and podcasts.
- ❖ D. Vittner asked all NIDCAP Professionals and Trainers to consider their next steps in the training pathway.
- ❖ D. Vittner applauded the NIDCAP and Science Subcommittee in their research and publication pertaining infants, families and the pandemic.
- ❖ D. Vittner outlined Program Committee priorities for the upcoming year including the NIDCAP Nursery Program, Foundational Education, online NIDCAP and APIB Training, NIDCAP and APIB Trainer development and NIDCAP and Science.

- ❖ D. Vittner requested that members who are interested in participating with Program Committee working groups should reach out to her for information.

Finance Committee

Treasurer Gloria McAnulty acknowledged the members of the Finance Committee: Sandra Kosta, Erin Ross and Jennifer Hofherr. G. McAnulty reviewed the NFI's status as a non-profit corporation based in Massachusetts and its fiduciary responsibility to maintain a financially sound organization. The meticulous tracking by S. Kosta is reviewed twice yearly by the Oversight Sub-Committee. G. McAnulty reviewed the proposed budget. She noted that the prior fiscal year closed with a \$75,000 surplus, primarily restricted funds, which are being carried over to the new fiscal year. G. McAnulty reminded the Membership that they will approve the budget proposal at the end of the Membership Meeting. She noted that this budget is considered a proposal since actual figures for income and expenditures are unknown. G. McAnulty reviewed the following budgetary items.

- ❖ The Board of Directors decided to establish a reserve fund to cover any deficits that may occur in the future. This is a line item for \$10,000.
- ❖ NFI Income is primarily generated by: Advancement activities such as sponsorships, educational and fundraising activities; Program activities such as NIDCAP Nursery Program revenue and educational events; Membership fees; and Donations.
- ❖ Expense highlights were noted for the new fiscal year.
 - The Buehler Family Foundation Fund, restricted to Advancement activities, are budget neutral and expenses will not exceed monies available.
 - Operating expenses are the regular costs to sustain NFI workings, such as banking, office supplies, computer and legal fees.
 - Without in-person Board of Directors Meetings held in the past fiscal year, these dedicated funds from the previous fiscal year were not expended. However, the proposed budget has built-in Board meeting costs in anticipation of travel in 2022.
 - The Board of Directors voted to increase administrative support to address the growing needs of the NFI. The Executive Director for Administration and Finance will be increased to full time. Additionally, the NFI will hire a part-time person (10 hours per week/ approximately .2FTE).
 - The goal is to increase the *Developmental Observer* from two to three annual editions each year.

G. McAnulty opened the floor for questions and discussion. She clarified that details for the proposed new administrative position have not been decided to date. Kaye Spence stated that the *Developmental Observer* is looking for financial sponsors. She encouraged the Membership to refer potential sponsors to the editorial team of the newsletter and/or the NFI Board.

D. Paul instructed all members to vote on the approval the proposed budget via an electronic poll.

Upon motion duly made, it was by majority

Voted: to adopt the NFI FY 2021-2022 Proposed Budget.

G. McAnulty closed the Finance Committee discussion by thanking the committee members.

Announcement of the Election Results

D. Buehler, on behalf of the Nominations and Elections Subcommittee, reviewed that the 2021 Board of Directors elections. There were two at-large and one Family Representative Board Member seats open. The three incumbents, J. Powlesland and D. Silberstein (at-large) and M. Daly (Family Representative) accepted nominations to seek re-election. All three ran unopposed and were re-elected. For the first time, voting was conducted via the secured section of the NFI website. D. Buehler thanked all who considered running for the Board and M. Daly, J. Powlesland and D. Silberstein for their willingness and acceptance to continue to serve.

D. Buehler closed the meeting by encouraging all members to reach out to the Board of Directors with their comments and suggestions and to continue to celebrate the NFI's 20th Anniversary throughout the year.

The 2020-2021 Annual Membership Meeting adjourned by D. Buehler at 2018 UTC.

Submitted by Secretary Jean Powlesland

