



**NFI Board of Directors  
End of Year Meeting for FY 2020-2021 (II of II)  
Video Conference Call  
Wednesday, September 22, 2020  
0930 – 1330 EDT**

**Attending:** Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (joined at 1120, left at 1155), Maria López Maestro, MD (joined at 1145), Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Juzer Tyebkhan, MBBS, FRCPC.

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

**Time Keeper:** F. Clemente

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**Minutes**

D. Buehler called the meeting to order at 0933 EDT. The agenda was reviewed.

Board Business: Minutes

The minutes from the July BOD video meeting had been recirculated on Monday, September 20<sup>th</sup> for review. G. McAnulty asked for clarification regarding the number of Trauma Informed Care Professional Program scholarships being offered by Mary Coughlin. It was confirmed as one scholarship and the minutes will be revised to reflect that. J. Tyebkhan motioned that the July meeting minutes be accepted. F. Clemente seconded. There was no further discussion.

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

***Voted:*** to accept the July 14<sup>th</sup>, 2021, NFI Board of Directors Video Conference Call Minutes with the stated revision. *(9 ayes and 1 abstention)*

The August meeting did not have quorum to conduct official business, therefore minutes were not presented.

Program Committee: End of Year Report

D. Vittner acknowledged the incredible amount of work that was accomplished by the seven subcommittees of the Program Committee. She described looking forward to the growth of the subcommittees, including through robust family member participation and support for mentoring initiatives, some of which have been forming organically with much success.

D. Vittner is very pleased to recommend to the Board the approval of the establishment of the NIDCAP Center at Leuven and Bieke Bollen, PhD as a NIDCAP Trainer from this center. She noted that Kelly Janssen, RN, MSN will soon complete the requirements to become a second NIDCAP Trainer at this site. D. Vittner acknowledged the incredible mentorship and training they received from their trainer Nikk Conneman, MD and his Senior Master Trainer Dr. Heidelise Als, PhD in bringing this center to fruition. In addition, this accomplishment was the final step in N. Conneman's journey to be recognized as a NIDCAP Master Trainer.

J. Powlesland motioned that BOD approve N. Conneman's status as NIDCAP Master Trainer. G. McAnulty seconded. There was no further discussion.

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

***Voted unanimously:*** to approve N. Conneman, MD as a NIDCAP Master Trainer.

D. Vittner motioned that the BOD approves Bieke Bollen, PhD, as a NIDCAP Trainer. G. McAnulty seconded. A question was posed as to which trainees require approval from the Board to begin training. D. Vittner clarified that training of individuals for the Professional level is overseen by the individual NIDCAP Training Centers conducting the training. The Program Committee vets individuals and centers on the training pathway and the Board approves the establishment of NIDCAP Training Centers in Development and Trainers-in-Training, as well as approving NIDCAP Centers and Trainers.

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

***Voted unanimously:*** to approve Bieke Bollen, PhD as a NIDCAP Trainer.

D. Vittner motioned to approve the establishment of the NIDCAP Training Center at the University Hospitals Leuven, Leuven, Belgium. D. Silberstein seconded. There was no further discussion.

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

***Voted unanimously:*** approve the establishment of the NIDCAP Training Center at the University Hospitals Leuven, Leuven, Belgium

D. Vittner reported that the NIDCAP training is expanding with five Trainers-in-Training and three Centers in Development close to completion.

D. Vittner described the Program Committee's priorities for the near future as well as a few points of discussion:

- The NIDCAP Nursery Program's manual is being revised to align with current practice, as well as be written with increased global, cross-cultural relevance
- The Foundational Education Workgroup, in collaboration with the Advancement Committee, plans to develop further podcast series and family resource videos and will continue to work to secure funding for these projects. [D. Vittner also asked said she wished reported she is to stepping back down from as co-chair of the Foundational Education Work gGroup and is seeking a BOD member or NFI member to step into role.](#)

- The Quality Assurance Advisory Council approved guidelines for online educational/training opportunities. These documents will be brought to the Board for approval. The development of an archive of videos for training, especially the APIB, is needed.
- Support for NIDCAP Trainer development, including their progression toward mentoring and training NIDCAP Trainers and Trainers in Training, is an NFI priority and key to sustainability.

Finance Committee

G. McNulty presented the financial report for FY2020-2021 as of September 15, 2021. A final report that will reflect the financial activity through the end of year on September 30<sup>th</sup>, 2021. This report will be presented and approved at the October 13<sup>th</sup> meeting. G. McNulty went through the line-by-line budget, highlighting and explaining the NFI's financial details. The discussion included the proposed budget for the next fiscal year, 2021-2022, that begins October 1<sup>st</sup>. The Finance Committee requested input on the budget presented. There was discussion on the amount of corporate sponsorship and donations the NFI might expect, as well as income from educational offerings. Based on projections offered, the corresponding revenue lines were adjusted. Of note, is a line item intended to hire a part time administrative assistant. There was discussion of how that position, if approved, might be utilized. The NFI has several different support needs. One growing consensus included finding someone with a strong Information Technology background. Responsibilities may include website management, web-based education oversight, webinar/meeting technology support (saving monies on Zoom consultancy services); and membership administration. In addition, the Executive Director of Administration and Finance will be paid 100% of her salary by the NFI beginning this upcoming fiscal year. This includes the 10% that had been paid from outside support. Between the two positions, this would provide the NFI 48 hours a week of administrative time. It was also discussed that the NFI contractors should send regular reports on their activities and time needed to complete them so that we are better able to determine staffing needs in the future.

The discussion continued until 1349 EDT when the meeting was adjourned.

Next meeting will be October 13<sup>th</sup> at 1100 EDT for 30 minutes.

Submitted by Secretary Jean Powlesland

