



**NFI Board of Directors
End of Year Meeting for FY 2020-2021 (I of II)
Video Conference Call
Monday, September 20, 2021
1200-1600 ET**

Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (arrived 13:19), 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: S. Kosta (arrived 12:40)

Time Keeper: Juzer Tyebkhan, MBBS, FRCPC

Minutes

The NFI FY2020-2021 End of Year Board of Directors Meeting was called to order by D. Buehler at 1203. She expressed appreciation to everyone for their support during her absence. She reviewed the agenda and added a time to discuss Board business. D. Vittner announced that the Program Committee report was pending additional information, and that she would provide it before Wednesday's meeting. D. Buehler then led a reflection.

Governance Committee

J. Powlesland and D. Silberstein presented an overview of the Governance Committee's End of Year Report. They highlighted topics that will require future discussion and decision making. The Board discussed the NFI membership size, which stayed consistent with last year with a small decrease in the number of members who are current with their payments. The Board discussed ways to increase the number of members, including to have a membership drive, to send reminder emails to NIDCAP Trainers Meeting registrants eligible for Allied Memberships, and issuing NIDCAP/APIB Certificates only when Student Members convert to becoming and paying for their Professional Memberships.

Discussion and decision-making relating to Board leadership and participation are planned. This includes succession planning for NFI Officers and Committee Chairs. Examination of the lack of nominees to serve on the Board of Directors, especially within the past two years, will be made. This may be due to the pandemic and/or a longer-term trend. Understanding and addressing how to support greater participation in the organization is a key priority. The Board agreed to discuss these issues regularly at the monthly meetings over the upcoming year.

Board of Director Business

D. Buehler requested that the Board schedule a Mid-Year meeting date, with the goal to meet in person. J. Powlesland requested that Board Members review their March, April and May schedules and inform her of any conflicts before she creates a calendar poll.

D. Buehler asked about the status of the outstanding Board Minutes for approval. The July minutes had been distributed earlier, yet since the Board did not have a quorum at the August meeting there had not been a vote taken. J. Powlesland plans to recirculate the July minutes to be voted upon at Wednesday's meeting. Since Committee reports were distributed late, the Board plans to hold a brief meeting on October 13th for their approval.

Advancement Committee

D. Buehler and J. Degl presented the highlights of the Advancement Committee. These include fundraising and various outreach efforts such as the newly developed NFI website, webinars, podcasts, and family resource videos.

Plans for the next NFI year include reinvigorating the NFI Blog, which has been dormant during the pandemic, increasing the frequency of publications of the *Developmental Observer* to three issues a year, and developing a Speaker's Bureau.

D. Buehler remarked that this year coincides with the NFI's 20th Anniversary as an organization. She asked for the Board to provide their thoughts on ways to celebrate this milestone. Suggestions included: to invite the members to express their anniversary wish for the NFI, to write an article on this topic for our NFI newsletter, and to develop a specific fundraising campaign with a "give 20" theme in acknowledgement of 20 years of the NFI.

J. Degl reviewed plans for the Speaker's Bureau and the Board asked for a detailed proposal outlining the logistics this activity and how it will be managed. This will be discussed and approved at a future Board meeting.

The NFI Learning Center platform for education and training is nearly complete. There are learning materials, including lectures, that were submitted in previous years. Members who contributed to this activity wish to have their submissions accessible. The Board had a brief discussion of resources that could be offered free of charge versus others that would be behind a paywall. The Board acknowledged that management of the online learning effort will be a large undertaking that will require member support.

NIDCAP Trainers Meeting/Membership Meeting

F. Clemente stated that the program for the upcoming 2021 Annual NIDCAP Trainers Meeting is finalized with some small details yet to be decided. Most of the program will consist of pre-recorded presentations, with live Question and Answer and/or discussion sections. The entire meeting will be recorded for later viewing except for the breakout smaller group discussions. Logistics of how registrants will be able to access the presentations at later dates was discussed. The major pre-recorded sessions will be posted as individual videos. It was agreed to prioritize the posting of the recordings within a short period after the annual meeting. There was consensus

that registrants will be able to access the recordings until the end of 2021. After that, the recordings will be available to view by the public for payment.

J. Tyebkhan motioned that the recordings be posted for access by registrants within two weeks after the meeting and be available until the end of the calendar year. J. Powlesland seconded the motion. There was no further discussion.

Upon motion duly made, it was

Voted unanimously: to post individual session videos from the NIDCAP Trainers Meeting within two weeks after the meeting and to give free access to registrants until the end of 2021.

The Foundation Education Workgroup (FEWG) will oversee the specifics and logistics of this effort. It was suggested that the FEWG might change its focus to support all online educational and training efforts, including foundational education. This will support the NFI's priority to create a wide range of offerings.

Membership Meeting

D. Buehler asked for thoughts on how to utilize the one-hour NFI Membership Meeting. Like last year, the Meeting will have the President's Report, Program Committee Report and Finance Committee's Budget Presentation for approval. Since the reports and the budget presentation inspire questions and comments, it was suggested that the Board hold time open for discussion.

The meeting was recessed to be resumed Wednesday morning at 0930 EDT.

Submitted by Secretary Jean Powlesland

