



NFI Board Meeting FY2022 Conference Call Meeting Minutes

Wednesday, November 9, 2022
1300 – 1500 EST

Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (until 1330, resuming at 1413), Gloria McAnulty, PhD (at 1404), Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Charlotte Tscherning, MD, PhD, Juzer Tyebkhan, MBBS, FRCPC Dorothy Vittner, PhD, RN, FAAN

Absent: Apoorva Sudini, BS,

Quorum Present? Yes,

Executive Director of Administration and Finance: Sandra Kosta, BA

Timekeeper: D. Silberstein

Our Mission

The NFI improves the future for all infants in hospitals and their families with individualized, developmental, family-centered, research-based NIDCAP care. (Adopted 29 June 2022)

Highlights of the Meeting

- *Decisions:*
 - *Board of Director September Conference Call Minutes were approved.*
 - *Beverley Hicks' application as a NIDCAP Trainer-in-Training was approved.*
 - *Elsa Silva's application as a NIDCAP Trainer-in-Training was approved.*
- *Discussions:*
 - *Potential dates for the Mid-Year Board of Directors Meeting were discussed.*

- *The NFI Board of Director's Rules of Engagement were shared with new members and reviewed for all.*
 - *The Quality Assurance Advisory Council will follow up on information gathered from the hybrid training workshop at the 2022 NIDCAP Trainers Meeting.*
 - *The development of a Taskforce to search for the next NFI Treasurer needs to be prioritized.*
 - *The Treasurer shared the draft of the FY 2023 proposed budget and asked the Board for feedback and/or submission of requests.*
 - *The NFI Strategic Plan was discussed for further revisions.*
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Meeting Minutes

D. Buehler called the meeting to order at 1306 and welcomed C. Tscherning to the Board.

Board Business

Minutes

Goal: To approve the minutes from September 14, 2022.

Discussion: J. Powlesland had circulated the minutes from September 14 earlier and no additional edits were received.

Outcome: J. Powlesland motioned to approve the minutes as circulated. F. Clemente seconded the motion. There was no further discussion.

Upon motion duly made, it was

Voted: To approve the minutes from the Board meeting on September 14, 2022. (7 ayes and 1 abstention).

Mid-Year Meeting

Goal: Determine dates and location for the Board of Directors Mid-Year Meeting.

Discussion: J. Powlesland summarized the information provided to her from a few board members detailing their scheduling conflicts. There were no dates in March, April or May that would work. The discussion was whether a June meeting was possible. Tentative dates were chosen; at the time, two members were offline, and another would not know availability for another month.

Next Steps: J. Powlesland would contact Board Members absent from the meeting. Board Members were asked to hold those dates until availability of all members was known. J. Powlesland offered to explore the Hyatt Lodge in the Chicago area for the Mid-Year meeting which would give the Board an opportunity to preview the upcoming NIDCAP Trainers Meeting venue.

NFI Rules of Engagement

Goal: Orient new Board Members, and review for all, the recently adopted NFI Rules of Engagement.

Discussion: D. Buehler reviewed the NFI Rules of Engagement. D. Vittner asked that the Board maintain Board discussions and matters as confidential with only sharing outside of the Board final, approved decisions.

Outcome: D. Buehler stated that she would email C. Tscherning and A. Sudini the NFI Rules of Engagement document for their review and keeping.

Committee Reports

Program Committee

Trainer Advancement

Goal: To review and approve the application of Beverley Hicks, OT to begin NIDCAP Trainer-in-Training .

Discussion: D. Vittner had circulated B. Hicks' application materials and the recommendation from the NIDCAP and APIB Certification and Training SubCommittee. B. Hicks will be mentored by Nikk Conneman, MD, Master NIDCAP Trainer.

Outcomes: D. Vittner motioned that B. Hicks' application to become a NIDCAP Trainer-in-Training, be approved. J. Powlesland seconded the motion. There was no further discussion

Upon motion duly made, it was

Voted: to approve Beverley Hicks application for NIDCAP Trainer-in-Training (8 ayes and 1 abstention)

Goal: To approve the application of Elsa Silva, RN to become a NIDCAP Trainer-in-Training.

Discussion: D. Vittner summarized the documentation of E. Silva's NIDCAP Trainer-in-Training application. She will be trained with the support of N. Conneman.

Outcome: D. Vittner motioned that E. Silva's application for NIDCAP Trainer-in-Training be approved. G. McAnulty seconded. Discussion included acknowledging that E. Silva's Training Center affiliation is still to be determined.

Upon motion duly made, it was

Voted: to approve Elsa Silva's application for NIDCAP Trainer-in-Training. (8 ayes and 1 abstention)

QAAC: D. Vittner described that the Quality Assurance Advisory Council will be working to follow up on the information that small group discussions from the “Nurturing the Trainer” workshop generated.

Governance Committee

A Taskforce to search for an individual to assume the role of the Treasurer and learn the duties of this position has not been formed yet. It was requested that the annual Conflict of Interest forms be circulated and signed by members of the Board of Directors.

Finance Committee

Goal: To update the Board of Directors on current progress of the NFI FY2023 Proposed Budget.

Discussion: G. McNulty presented the spreadsheet of the proposed 2023 budget.

Next steps: G. McNulty asked that the Board of Directors offer feedback and make any budgetary requests as soon as possible for the budget that begins January 1st, 2023.

NFI Strategic Plan

Goal: To review the Strategic Plan as revised from recommendations from the Board of Directors.

Discussion: There was discussion about the wording in the document concerning principles and vision. Clarification of the document’s intended audience may be helpful in finalizations of this draft. The suggestion was to made to simplify the Strategic Plan’s wording for that individuals unfamiliar with NIDCAP and the NFI.

Next Steps: D. Buehler requested that the Board of Directors review the current draft of the NFI Strategic Plan and offer feedback by November 22, for the further revision of the document.

The meeting was adjourned at 1502 EST.

Submitted by Secretary,



Jean Powlesland