



NFI Board Meeting FY 2021 – 2022 Conference Call Meeting Minutes

Wednesday, September 14, 2022
1300 – 1430 EDT

Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Dorothy Vittner, PhD, RN, FAAN

Absent: Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Maria López Maestro, MD, Apoorva Sudini, BS, Juzer Tyebkhan, MBBS, FRCPC

Quorum Present? Yes, until 1345 and for all votes taken.

Executive Director of Administration and Finance: S. Kosta (excused)

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 made:*
 - *Meeting Minutes from June and August were approved.*
 - *Nadine Griffiths' NIDCAP Master Trainer-in-Training application was approved with Joy Browne as her Master Trainer; Kirsty Minter was approved as NIDCAP Trainer-in-Trainer with N. Griffiths.*
 - *The NFI By-Laws were changed to remove the term limits for Officers of the NFI Board.*
 - *The NFI fiscal year was changed from October 1 to September 30 to the calendar year (January 1 to December 31).*

- *The Board of Directors will use their NIDCAP Trainers Meeting session for a tribute to NIDCAP Founder Heidelise Als. The three-day meeting will be dedicated to H. Als.*
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Meeting Minutes

D. Buehler called the meeting to order at 1304 and led a short reflection. A quorum was present at 1310.

Program Committee

NIDCAP Trainer Advancement

Goal: To approve the application of Nadine Griffith, PhD, RN to begin Master Trainer-in-Training work with Kirsty Minter as a NIDCAP Trainer-in-Training, under the guidance of Joy Browne, PhD, RN.

Discussion: D. Vittner had circulated the application materials and the recommendation from the NIDCAP and APIB Training Sub-committee.

Outcomes:

D. Vittner motioned that Nadine Griffith's application to become a NIDCAP Master Trainer-in-Training, and for Kirsty Minter to become a NIDCAP Trainer in Training be approved. D. Silberstein seconded. There was no further discussion

Upon motion duly made, it was

Unanimously Voted: *to approve Nadine Griffith's application for NIDCAP Master Trainer-in-Training, and Kirsty Minter to begin NIDCAP Trainer-in-Training.*

Board Business

Board of Director Meeting Minutes

Goal: To review and approve outstanding June and August 2022 Board of Director Minutes.

Discussion: The August and June meeting minutes were shared by J. Powlesland.

Outcome: J. Powlesland motioned that the August Minutes as circulated be approved. D. Silberstein seconded. There was no further discussion.

Upon motion duly made, it was

Voted: *to approve the Board of Director Conference Call Meeting Minutes August Minutes. (Four ayes and two abstentions)*

J. Powlesland motioned that the Minutes from June 29th and 30th be approved. G. McNulty seconded. There was no further discussion.

Upon motion duly made, it was

Voted: to approve the Board of Director Meeting Minutes from the June 29th and 30th meeting. (Four ayes and Two abstentions)

Fiscal Year Calendar

Goal: To decide on whether to shift the fiscal year from October 1 through September 30 to January 1 through December 31.

Discussion: The current fiscal year creates accounting issues because the NFI’s largest expenses are associated with the Annual NIDCAP Trainers Meeting. Expenses tend to fall over two fiscal years, making budgeting difficult. Shifting to a calendar year would facilitate ease of accounting processes. The downside would be having an additional budget for the transition period for three month interim the first year.

Outcome: G. McAnulty motioned that the NFI’s fiscal year dates be changed from October 1 through September 30 to January 1 through December 31. J. Powlesland seconded. Discussion included a question as to the negative consequences, which other than the necessity to develop an additional budget for the three-month interim, was seen as inconsequential.

Upon motion duly made, it was unanimously

Voted: To change the dates of the NFI fiscal year to January 1 through December 31.

NFI Officer By-Law Change

Goal: To update the By-Laws addressing Board of Director officer tenure.

Discussion: J. Powlesland stated that during the previous meetings where strategic planning has been discussed, the plan has been to restructure the Board to have solely a governance role. Considering this future change, the Board had agreed that maintaining current leadership was beneficial. Currently the By-Laws state that the President and Vice President have a term limit of six consecutive one-year terms. The Board had come to a consensus to change the By-Laws. J. Powlesland suggested that the second paragraph of Article III, Section 4 be deleted and that the first sentence in Article III, Section 2 will be revised from “The officers shall be elected by the Directors at their annual meeting” to “The officers shall be elected by the Directors at their annual meeting for a one-year term.”

Outcome: J. Powlesland motioned that the NFI By-Laws be revised with the second paragraph of Article III, section 4 “Tenure” being deleted and the phrase “for a one-year term” be added to the end of the first sentence of Article III, Section 2 “Elections and Vacancies” D. Vittner seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To revise the NFI By-Laws with the second paragraph of Article III, Section 4 “Tenure” deleted and the phrase “for a one-year term” added to the end of the first sentence of Article III, Section 2 “Elections and Vacancies.”

National NIDCAP Center Transition

G. McNulty updated the Board on the early transitions taking place for the National NIDCAP Center and the NFI subsequent to H. Als’ death. Updates will continue to be forthcoming.

NIDCAP Trainers Meeting 2023

Goal: To discuss venue possibilities for NIDCAP Trainers Meeting in 2023.

Discussion: J. Powlesland presented a summary of information about the potential venue in the Chicago area for the 2023 NIDCAP Trainers Meeting. The available dates would be October 24-28, 2023.

Next Steps: As there was no longer a quorum, J. Powlesland will ask for approval from the Board electronically.

NIDCAP Trainers Meeting (NTM): Next Steps Session Revised for an NFI Tribute to Heidelise Als

Goal: To update plans for the NIDCAP Trainers Meeting (NTM): Next Steps session.

Discussion: D. Buehler suggested that we use this time to for a tribute to Heidelise Als thus far rather than our traditional NFI Next Steps session.

Outcome: There was consensus among those present to make that change.

D. Buehler reminded the Committee Chairs that End-of-Year Reports are due September 29th.

The meeting was adjourned at 1445 EDT.

Submitted by Secretary,



Jean Powlesland