



**NFI Board of Directors  
NFI FY 2021-2022  
Video Conference Call  
Wednesday, May 11, 2022  
0100-0230 ET**

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

**Absent:** Jen Degl, MS

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

**Time Keeper:** Maria López Maestro, MD

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**Highlights**

- *Minutes from the April Board of Directors Conference Call Meeting were revised and approved.*
- *Times for the NFI retreat in late June and logistics were discussed.*
- *A job description for a part-time administrative assistant has been drafted and the NFI is seeking legal advice about job classification before posting the position.*
- *Content for an upcoming survey to the membership was discussed and finalized. The survey is to gain input from members on how best to utilize the proceeds from the recent World NIDCAP Day Benefit Gala.*
- *The current draft of the NFI Mission Statement was discussed, with the BOD asked to individually make suggestions that will be discussed at the next meeting*

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**Minutes**

D. Buehler called the meeting to order at 1308 and led a short reflection.

**Board Business**

*Minutes*

J. Powlesland had circulated the April minutes and received email responses from some BOD members. She reminded everyone that approval happens only after all BOD members have a chance to suggest edits. She motioned that the minutes of April 13 2022 be approved as circulated. G. McAnulty seconded. Discussion: J. Tyebkhan noted that the minutes mentioned a discussion about sending out a survey to the membership concerning how to use the World NIDCAP Day Benefit Gala proceeds but not that a decision was made to do so. J. Powlesland agreed to add a sentence saying that the BOD had come to a consensus to survey the membership. The motion was amended to approve the minutes with the inclusion of this statement.

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

***Voted with 8 ayes and 1 abstention:*** to approve the Board of Directors Conference Call Minutes of April 13<sup>th</sup>, 2022 with suggested revision.

#### *June Board of Directors Meeting*

D. Buehler stated that there will be no BOD meeting the second week of June, but that instead there will be a BOD retreat June 29 and 30<sup>th</sup>. Two locations that will be connected electronically; individuals will gather either in Madrid or Portsmouth New Hampshire. An extended discussion of logistics ensued. Meeting times: New Hampshire: 8am to 3pm which correlates to 2pm to 8pm in Madrid. Some asynchronous work may be planned by both groups in the hours that do not overlap.

#### *2022 NIDCAP Trainers Meeting: Update* Tabled

#### *Administrative Assistant: Update*

S. Kosta and J. Powlesland have developed a job description for the part-time administrative assistant that was budgeted for this fiscal year. The current question is to whether this person would be considered a consultant or an employee as far as Fair Labor Law is concerned. While hiring a consultant is much easier, the job description may indicate an employee status. D. Buehler and G. McAnulty have reached out to the NFI's legal team for advice.

#### *World NIDCAP Day Benefit Gala: Survey*

D. Buehler had proposed possible survey questions to send to the membership and asked for feedback. There was a discussion on how to capture the members preference as well as specifics on projects (i.e., if wanting training materials translated, state what languages and why). The BOD will also add a question as to whether any of the members are interested or have the capacity to take on the project

if there was funding available. The BOD envisioned that there might be a project proposal process where members apply for funding. The survey will have rank choice voting also. Governance will be responsible for creating and sending the survey, and results will come back to the BOD. The survey will ask for names and email addresses for follow up.

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

***Voted with 8 ayes and 1 abstention:*** to survey the NFI membership on their preference of projects to be funded with the World NIDCAP Day proceeds.

*Strategic Plan: Next Steps*

D. Buehler revisited the latest version of the NFI mission statement. We discussed further and suggested some revisions. D. Buehler requested that each BOD member write their own version and submit to her before June 8<sup>th</sup>. J. Powlesland suggested that it would be helpful for each BOD member to explain their thoughts behind their version.

**Operations/ Committee Activities**

Tabled due to time constraints.

**NEXT MEETING: BOARD OF DIRECTORS RETREAT ON JUNE 29 AND 30TH**

The meeting was adjourned at 1435 EDT.

Submitted by Secretary,



Jean Powlesland