



**NFI Board of Directors
NFI FY 2021-2022
Video Conference Call
Wednesday, July 13, 2022
0100-0230 ET**

Members of the Board: Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (joined at 1336), Maria López Maestro, MD, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dorothy Vittner, PhD, RN, CHPE

Apologies: Jean Powlesland, MS, RNC, Jennifer Degl, MS

Executive Director of Administration and Finance: Sandra Kosta, BA

Interim Secretary: Mandy Daly, ACII, DLDU

Highlights of the Meeting:

- Board of Director *Rules of Engagement* document was discussed and adoption will be sought on the next Board conference call.
- Minutes and the importance of confidentiality of NFI members and certain topics was discussed.
- Board of Director candidate referred by Price Waterhouse Coopers to be interviewed.
- Current and future plans of the annual NIDCAP Trainers Meeting were discussed.
- Update of plan to hire an Administrative Assistant was presented.

Minutes

D. Buehler welcomed the NFI Board of Directors and called the meeting to order.

Board Business

Rules of Engagement

D. Buehler enquired if Board Members had had an opportunity to review the amended “Rules of Engagement.” G. McAnulty asked if the rules were developed as the minimum set of standards that

was expected of board members and if censure was considered when rules were breached. As not all board members had read the revised document it was agreed to table this topic for discussion at the next board meeting.

Minutes

How and what is recorded in Board Minutes was discussed. It was agreed that recorded minutes should be thoughtful and mindful in order to protect the confidentiality of certain topics and of individuals. M. Daly was asked to describe how her organization in Ireland records board meeting minutes. She advised that the Irish Neonatal Health Alliance minutes are recorded in bullet format with only the key messages and decisions arising from discussions being recorded in the official minutes. It was acknowledged that NFI Committees have not received any guidance regarding minute taking and that thus far this was largely left to each committee to decide how best to record meeting minutes.

Board Recruitment

D. Silberstein has set up an interview with one of the two Price Waterhouse Cooperboard Board candidates. The interview will be conducted on July 14th by D. Buehler and G. McAnulty. The second applicant has yet to respond to D. Silberstein's email.

NIDCAP Trainers Meeting

F. Clemente asked if conversations could be had regarding the format and content of future NFI Trainers Meetings. The format and duration has changed in recent years and with a growing community she wants to ensure that all voices are heard and that attendees get the most from their time at the NIDCAP Trainers Meetings.

No abstracts have been received for this year's Trainers Meeting. However, D. Silberstein advised that she was aware of a few that were likely to be submitted. It is hoped that 10 abstracts will be submitted and the abstract session is due to be split into two sessions on the Saturday of the Trainers Meeting with 15 minutes being allocated for each abstract presentation.

J. Tyebkhan advised the board that there would be three Journal Club presentations at the NIDCAP Trainers Meeting; the first by Inga Warren, the second by a therapist from India and the third by J. Tyebkhan.

D. Buehler inquired whether the *R3: Research, Read & Review* would like to present at the NIDCAP Trainers Meeting.

Administrative Assistant

G. McNulty updated the Board about the position of the Administrative Assistant. Following discussions with a Temporary Employment Agency, it would appear that \$40 per hour would be required to cover the assistant's salary and the fee charged by the agency. The advice received was that it would be difficult to secure an interested party for less than 20 hours per week work. It was agreed that S. Kosta would identify specific projects that could be carried out by an Administrative Assistant. S. Kosta would develop a project description which would then be presented to the membership with a view to securing an interested party from within the membership. It was envisaged that this would be similar to the existing *Developmental Observer Senior Editor* position whereby a specific task is carried out by a designated individual for a set payment. Once the project roles have been described, each project will be forwarded to the Finance Committee for costing.

Strategic Plan

Review of the Strategic Plan updates has been moved to the next board call for discussion.

D. Buehler adjourned the meeting.

Next meeting will be on August 10th at 1300 EST.

Submitted by Interim Secretary,

Mandy Daly, ACII, DLDU