



NFI Membership Meeting FY 2021-2022
WALA Conference Center
Bad Boll, Germany
Sunday, October 9, 2022
1045 – 1215 CEST

Members of the Board: Deborah Buehler, PhD (President), Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Gloria McAnulty, PhD (Treasurer), Jean Powlesland, MS, RNC (Secretary), Dalia Silberstein, PhD, RN, Charlotte Tscherning, MD, Juzer Tyebkhan, MBBS, FRCPC Dorothy Vittner, PhD, RN, FAAN (Vice President)

Executive Director of Administration and Finance: Sandra Kosta, BA

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)

Moderator: D. Paul, OTR/L

Minutes

The President of the NFI, Deborah Buehler, was introduced by moderator Debra Paul. D. Buehler began by reviewing the NFI's mission statement that had been recently revised. The mission statement guides the organization and its activities. She acknowledged the contribution that Dr. Heidelise Als had in founding the NFI and that it is now the job of all involved to nurture and move the organization forward. She introduced herself and the other NFI Officers and Members of the Board of Directors, giving a detailed instruction to Apoorva Sudini as the newest member. D. Buehler recognized the work of the NFI's consultants: Sandra Kosta, Executive Director of Administration and Finance, Rodd Hedlund, Director of the NIDCAP Nursery Program, and Kaye Spence, Senior Editor of the *Developmental Observer*. She reported that the Program, Finance, Governance and Advancement End of Year Reports are posted on the NFI website (www.nidcap.org).

President's Report

D. Buehler gave an overview of the major activities of the organizations

- ❖ Membership: There is an increase of new members, mostly in the “Allied” category which was associated with the World NIDCAP Day Gala events.
- ❖ Program Committee: There is welcome growth in Training capacity with the certification of four NIDCAP Trainers and two new Training Centers as well as the approval of two Senior NIDCAP Trainers, two NIDCAP Trainers-in-Training and one Master Trainer-in-Training.
- ❖ Governance Committee: Supported the appointment of a new Board Director, facilitated the recruitment and election of new Directors, and began supporting the Board to implement best practices of nonprofit boards.
- ❖ Finance Committee. Ensured the oversight and management of income and expenses and development of budgets.
- ❖ Advancement Committee: The priorities of communications, public relations and fundraising detailed below as D. Buehler transitioned to giving the Committee Report.

Advancement Committee

D. Buehler reviewed the activities of the Advancement Committee

- ❖ Publication of the Developmental Observer
- ❖ Outreach: The creation of NIDCAP month posters, social media postings, webinars, teal color bridge lightings.
- ❖ Creation of materials for World Prematurity Awareness Day and World NIDCAP Month and Day, Annual Greeting card, World NIDCAP Day benefit Gala,
- ❖ Fundraising: The World NIDCAP Day Benefit Gala, corporate sponsorships, Amazon Smile and Facebook donations
- ❖ Coming soon: The Learning Center with educational videos, blogs, podcasts, and materials and The NFI Speakers Bureau.

Strategic Plan:

D. Buehler stated that the NFI is revising its Strategic Plan. With the support of the NFI consultant M. Hiland, the NFI is in the process of deciding future direction and setting goals. Two major goals were discerned:

1. Increase and expand NIDCAP and APIB training opportunities. Strategies include
 - Assess the current capacity of the Training centers and the training being done.
 - Increase accessibility of general education and financial scholarship for NIDCAP training.
 - Foundational education is available on the website or webinars
 - Increase learning opportunities and formal training online.
2. Enhance capacity and sustainability of the NFI organization. Strategies include
 - Increase the number of individuals entering the Training pipeline
 - Increase accessibility for nursery certification

- Restructuring the Board of Directors in accordance with best practices.

D. Buehler encouraged all to participate in the activities coming up to help us advance our mission. She closed the President's Report by urging all to help carry on Heidelise Als' legacy forward.

Program Committee: D. Vittner

D. Vittner began by stating gratitude for H. Als for her critical role in the NFI and her support as a co-chair of this committee. She urged all to review the details of the program report, and to consider ways in which they could become involved to support the work.

- ❖ D. Vittner summarized the recent approvals of newly approved Trainers or In-training applicants that had been recognized earlier in the program.
 - Senior Trainers: Monique Oude Reimer Klinsdonk and Nadine Griffiths
 - NIDCAP Trainers-in-Training: Kirsty Minter and Nathalie Renaud
 - NIDCAP Trainers: Ana Riverola, Kelly Janssens, Johan Binter
 - NIDCAP Training Centers: St. Joan de Déu Barcelona NIDCAP Training Center, Amadea NIDCAP Training Center.
 - NIDCAP Master Trainer-in-Training: Nadine Griffiths
 - D. Vittner asked all NIDCAP Professionals and Trainers to consider their next steps in the training pathway.
- ❖ Quality Assurance Advisory Council (QAAC): thanks to Graciela Basso who chairs this council. The QAAC helps to inform the Program Committee. This past year has seen work on mentorship, virtual training, APiB manual revision, and creating a library of training videos,
- ❖ Endorsements and Collaborations: The NFI is actively partnering with other organizations with similar values and missions in order to strengthen the ability to achieve our mission.
- ❖ Sharing and Mentorship: The Spanish language mentorship group is much appreciated for their support of NIDCAP and FINE professionals.
- ❖ NIDCAP Nursery Program: The manual is being revised to reflect current practice and to cross different settings that newborns may be cared for.
- ❖ D. Vittner acknowledged the NTM planning team for the work done on the annual meeting.
- ❖ D. Vittner shared the structure of the Program Committee, including the Leadership Sub-Committee, Quality Assurance Advisory Council, and seven sub-committees. She reviewed the scope of the various subcommittees and their members.
- ❖ Foundational education: Current work involves preparing the presentations to put on the Learning Center. D. Vittner asked that that members contact her with ideas for topics, possible speakers or an offer to present at a future webinar.

- ❖ Science Committee: Many thanks this group which has works to summarize recent literature in the R3s and provides the support to review abstracts presented at the annual meeting.
- ❖ Priorities and next steps for the Program Committee:
 - NNP revision and integration into the training.
 - Developing the Trainers and their networking
 - Foundational Training Initiatives
 - Communication and Collaboration among Trainers and between Training Centers and the NFI.

Governance Committee

Jean Powlesland and Dalia Silberstein provided highlights of the Governance Committee.

- ❖ The purpose of a non-profit Board is to ensure that resources are used wisely to advance the mission, provide policies and oversight for the workings of the organization.
- ❖ The NFI Mission statement was revised and is guiding the organization.
- ❖ Strategic plan provides an outline as to how the NFI will progress towards our mission.
- ❖ In the strategic plan the Governance Committee will be working on the goal “enhance the organization’s capacity and sustainability.”
- ❖ One goal is to reorganize the Board into “governing” and “operations” and recruiting members with the skills needed to fill roles in both areas.
- ❖ The By-Laws were amended to
 - Change the fiscal year to match the calendar year. This is to avoid having the largest financial transactions of the year (related to the annual NIDCAP Trainers Meeting) to fall over two fiscal years.
 - To remove the six-year consecutive term limits for the President and Vice-President. This avoids changing leadership as we transition to a new structure with a different Board configuration and officer designations.
- ❖ Election results: At large seats: Fatima Clemente, MD was reelected and Charlotte Tscherning, MD was elected to the other seat. Jennifer Degl was reelected to a Family Representative seat.

Finance Committee

G. McAnulty reviewed the NFI’s status as a non-profit corporation based in Massachusetts and its fiduciary responsibility to maintain a financially sound organization as well as reporting to the government for tax purposes. She oriented the membership to the FY 2021-2022 year to date document and then reviewed the major categories.

- ❖ The year began with a balance of approximately \$75,818.
- ❖ The total revenue was approximately 339,000.
- ❖ Total expenses were roughly \$195,000.
- ❖ Net income was \$145,000 that will carry over.
 - \$60,00 goes towards the general operating expenses.
 - \$17,000 is restricted to advancement activities.
 - \$5000 dedicated for program activities.

G. McAnulty then presented the three-month budget for October-December 2022. Income and expenses are projected as a typical year and divided by four to give a three-month estimate.

G. McAnulty also stated that going forward the proposed budget will be presented to the membership at the annual meeting for feedback, which then can be integrated into the budget that starts a few months later in January. She also stated the Oversight is provided by individuals not associated with Finance Committee. They examine expenses and revenue of biannually randomly selected months, choosing two months each time.

Open Forum: Questions and comments:

Why and how was the By-Law change regarding term limits made? The BOD intends to restructure itself significantly in the next 2-3 years and the leadership roles will change. The BOD agreed that maintaining the current leadership (if willing) would be helpful as we make the transition. The articles of organization do not require members to approve By-Law changes.

Why is FINE training not included in the Training Center Reports? The NFI is tracking and reporting only those products that it controls; it is not in the NFI's purview to report on an independent program, although FINE partners with NIDCAP Trainers/Professionals exclusively. FINE education is one of several products/educational programs endorsed by the NFI and is important in promoting NIDCAP. There is interest from the Board in closer collaboration with the FINE as it is well integrated into NIDCAP Training.

Would the NFI please keep in mind some of the lessons from Silke Mader's talk about political advocacy? This is important for the future of the NFI. EFCNI's toolkit for political advocacy is very useful. It was suggested that the NFI consider partnering with larger organizations such as WHO, UNICEF which may be mutual beneficial. It was also suggested that partnering with GLANCE or parent organizations may be more effective because these organizations are already skilled in advocacy. Gaining that skill may not be that feasible for the NFI where most members are health care professionals without that background.

Have you considered asking the NIDCAP Training Centers how they are supporting themselves financially? It would be very helpful for long term strategic planning if there was more information on the sustainability of the various Training Center. The NFI is planning on creating a survey to understand the capacity of each of the Training Centers to train, and certainly financial stability would be part of that survey.

There was a request that any NFI mentoring opportunities for Trainers also include options for NIDCAP Professionals. This was noted by the BOD.

Request from the membership to encourage collaboration between Training Centers for resources and helpful suggestions. Videos for training were especially wanted. This was noted by the BOD.

The meeting was adjourned by D. Buehler at 1220.

Submitted by Secretary,



Jean Powlesland