



**NFI Board of Directors Meeting FY 2023  
Video Conference Call Minutes  
Wednesday, April 12, 2023  
1300 – 1400 EDT**

**Attending** Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Charlotte Tscherning, MD, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN

**Absent:** Deborah Buehler, PhD, Jennifer Degl, MS, Jennifer Hofherr, MS, OTR/L, Apoorva Sudini, BS

**Quorum Present:** Yes

**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)*

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### *Highlights of the Meeting*

- *The Board approved Minutes from the December 2022 and January 2023 meetings.*
  - *The NFI Committee Chairs will submit Mid-Year Committee Reports by June 1<sup>st</sup>.*
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### **Meeting Minutes**

D. Vittner called the meeting to order at 1304 and led a brief reflection.

### **Board Business**

*Board of Director Meeting Minutes*

*Goal:* The outstanding Board of Director's Meeting Minutes were reviewed for approval.

*Discussion:* The Minutes from December 14, 2022, and January 11, 2023, had been shared in late January as well as just before this meeting. J. Tyebkhan noted a date error in the December minutes and requested an additional note to the Minutes which had been integrated into a statement.

*Outcome:* J. Powlesland motioned to accept the December minutes. G. McAnulty seconded. There was no further discussion.

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

***Voted:*** To approve the minutes from December 14, 2022.

J. Powlesland motioned that the Minutes from the January 14, 2023 meeting be approved. J. Tyebkhan seconded. There was no further discussion.

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

***Voted:*** To approve the minutes from January 11, 2022. (6 ayes and 1 abstention)

J. Powlesland requested for an individual to take Minutes for the September and October 2023 Board Meetings due to responsibilities for the NIDCAP Trainers Meeting. M. Daly agreed to cover October, and J. Tyebkhan volunteered to cover September, pending clinical responsibilities.

*Mid-Year Committee Reports*

*Goal:* D. Vittner asked that the Board consider reinstating the submission of Mid-Year Committee reports.

*Discussion:* D. Vittner proposed that formal Committee Reports lessened communication as well as made the process to pull together the information burdensome. Suggestions made to make these communications more efficient and purposeful were to do so more frequently (quarterly) and to use a more goal-oriented template, i.e., the current Strategic Plan Activities and Priorities worksheet. Activities could be put into a short narrative or bullet point format. Discussion also recognized that more frequent and purposeful reflection on the part of the committees as to their progress and accomplishments is important and more frequent reporting encourages that. However, it was also discussed that the detailed reports may not be needed more than once a year. (Note from D. Buehler: Goals for Committee Reports are multifold. They serve as a record for the organization of plans, goals, and accomplishments; a marker for committees to review plans and progress each year unfolds; and as information and updates for the Membership.)

*Outcome:* Mid-Year reports will be submitted before the Mid-Year Board Meeting in June. Committee Chairs may use their discretion in the format and length of their reports. Further

discussion on the format and frequency of these updates to maximize effectiveness in communication may be held at a future meeting.

*Mid-Year Meeting*

D. Silberstein asked for clarification on the times of the meeting to plan for travel. The meeting will be held on June 22 and 23, presumably from 8am to 5pm. The agenda is not planned yet.

*NIDCAP France*

*Goal:* C. Tscherning inquired about a link for the NIDCAP France Chapter’s new website on the NFI website.

*Discussion and Outcome:* S. Kosta confirmed that the link for the French-Speaking Chapter was available on the NFI website ([nidcap.org/chapters/](http://nidcap.org/chapters/)). She will add the link to the French Training Centers’ directory information. (Note: the “French Chapter” was re-named “French-Speaking Chapter” to include all French speaking Chapter members.)

*Review of NFI Town Hall*

This was tabled until the next meeting.

*Intellectual Property/Dr. Westrup’s Letter*

D. Vittner shared that meetings related to this intellectual property discussion have been held and additional meetings are scheduled. She asked that this topic be tabled until additional information has been gathered.

*NIDCAP Trainers Meeting Update, Strategic Plan Action Steps Update, Committee Updates*  
These topics were tabled due to lack of time.

The meeting was adjourned at 1404 EDT.

Submitted by Secretary,



Jean Powlesland