



NFI Board Meeting FY 2022 Conference Call Meeting Minutes

**Wednesday, December 14, 2022
1300 – 1430 EDT**

Attending: Deborah Buehler, PhD, 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: Jennifer Degl, MS, Apoorva Sudini, BS

Quorum Present: Yes

Executive Director of Administration and Finance: S. Kosta, BA

Timekeeper: J. Tyebkhan, MBBS, FRCPC

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

- *The Board approved Minutes from the NFI End of Year Board Meeting, the Annual NFI Membership Meeting, and the Board meetings from October 9th and November 9th, 2022.*
- *Dates and the location for the Mid-Year Board of Directors Meeting were decided.*
- *A possible individual to contract for administrative support for the NIDCAP Trainers Meeting was discussed.*
- *The proposed budget for NFI FY 2023 was presented and approved by the Board of Directors.*

- *The Governance Committee will work on a process for the nomination and approval of Honorary and Emeritus Members of the NFI.*
 - *The Board discussed an NFI member correspondence and planned to respond with information to the membership.*
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Meeting Minutes

D. Buehler called the meeting to order at 1311.

Board Business

Board of Director Meeting Minutes

Goal: To review and approve outstanding Board of Director's Meeting Minutes, including End of FY 2021-2022 Minutes from October 6th 2022, the NFI Annual Membership Meeting, and the meetings of October 9th, 2022 (FY 2022) and November 9, 2022.

Discussion: The Minutes from the four meetings above had been shared by J. Powlesland.

Corrections were made for October 9th and the Annual Membership meeting minutes based on feedback from Directors and re-circulated.

Outcome: J. Powlesland motioned that the October 6th, 2022, minutes as circulated be approved. G. McAnulty seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To approve the minutes from October 6, 2022.

J. Powlesland motioned that the Minutes from the Annual NFI Membership Meeting be approved with the revisions as last circulated. D. Silberstein seconded the motion. Discussion: G. McAnulty asked that a correction in a dollar amount (punctuation notation) be corrected. The motion was restated to include that revision.

Upon motion duly made, it was unanimously

Voted: to approve the minutes from the Annual NFI Membership Meeting held on October 9th.

J. Powlesland motioned that the minutes from the October 9th meeting (FY 2022) be approved with revisions as circulated. J. Tyebkhan seconded. There was no further discussion.

Upon motion duly made, it was

Voted: to approve the minutes from October 9th. The motion was carried. (7 ayes and 2 abstentions)

J. Powlesland motioned that the minutes from November 9th, 2022, be approved as circulated. J. Tyebkhan seconded the motion.

Upon motion duly made, it was

Voted: to approve the minutes from November 9th, 2022. The motion was carried. (8 ayes and 1 abstention)

Mid-Year Board of Directors Meeting

Goal: To determine dates for the Mid-Year Board of Directors Meeting.

Discussion: At the prior meeting, the Board had narrowed the possibilities to three sets of dates: June 19/20, June 22/23 and June 26/27. The best option was June 22/23.

Next Steps: The venue is still to be decided. S. Kosta is exploring options in the Boston area and J. Powlesland will request a quote from the upcoming 2023 NIDCAP Trainers Meeting venue.

Administrative Assistant for the NTM

Goal: To hire administrative support staff for the 2023 NIDCAP Trainers Meeting.

Discussion: J. Powlesland had previously circulated a document listing the tasks that the NFI could contract to be conducted. The long-term goal is to identify an administrator for a longer term, yet for this year it is important to hire support soon. J. Tyebkhan said that the Edmonton NIDCAP Training Centre has an assistant that may be available to support the upcoming meeting a few hours a week.

Outcome: It was agreed to hold a meeting offline to discuss specifics and next steps. J. Powlesland, G. McAnulty, S. Kosta, and J. Tyebkhan will participate.

Committees Updates

Finance Committee

Proposed Budget FY 2022

Goal: To review and approve the proposed budget for the NFI FY 2023.

Discussion: G. McAnulty had previously distributed the updated budget proposal and reviewed the recent changes. The Finance Committee had met twice and given feedback on the budget. Significant changes: The NFI is in the process of requesting the transition of the copyright of the Assessment of Preterm Infant's Behavior Manual and supporting materials from Heidelise Als' estate (and the co-authors) to the NFI for copyright oversight and revision. Due to this complicated procedure, the line item for legal services was increased. The salary for the

Executive Director of Finance and Administration will remain the same by decreasing the number of paid hours from 40 to 36 a week. There were also questions about the specific expenditures covered under the website upgrades and multi-media. It was suggested that more notation or explanation would be helpful when there are multiple expenses covered in one line item. It was suggested that the amount in the line item for the Mid-Year Meeting be increased due to the rising travel costs. That change was made.

Outcome: D. Vittner motioned to approve the proposed budget for the NFI FY 2023 as revised during the meeting. J. Powlesland seconded. There was no further discussion.

Upon motion duly made, it was

Voted: to approve the proposed budget for FY 2023. The motion was carried. (8 ayes and 1 abstention)

Follow up: G. McAnulty will send the proposed budget to the membership for review and suggestions to be received before January 1st, 2023.

Governance Committee

Honorary/Emeritus Members

Goal: To create a process for the nomination of Honorary and Emeritus NFI Members.

Discussion: There have been recent inquiries as to the process of nominating NFI Members to these categories. Many members do not know who our honorary members are, so suggestions as to how to best to publicize these recognitions are welcome.

Next Steps: J. Powlesland and D. Silberstein will draft a guideline for nomination, decision making and recognition.

NFI Member Correspondence

Goal: To discuss the content of a recent letter from a member written following the Annual NFI Membership Meeting.

Discussion: The letter addressed several points:

- Concern about insufficient explanation to and input from the membership concerning the NFI By-Laws change to remove term limits for officers
- Concern about contributions and organizational influence
- Review of Board of Director membership and rotation of officers

The Board discussion included an acknowledgement that a more explicit rationale regarding the recent By-Law change should be shared with the membership.

Outcome: J. Powlesland, D. Silberstein and G. McAnulty will prepare information to be sent to the membership.

Tabled due to time

Advancement Committee
Digital Content Creator
Program Committee
Strategic Planning

The meeting was adjourned at 1454 EST.

Submitted by Secretary,



Jean Powlesland

