



NFI Board Meeting FY 2023 Conference Call Meeting Minutes

**Wednesday, March 22, 2023
1300 – 1430 EDT**

Attending: Deborah Buehler, PhD, Fatima Clemente, MD, Jennifer Degl, MS, Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Apoorva Sudini, BS, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN

Absent: Mandy Daly, ACII, DLDU, Charlotte Tscherning, MD,

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)

Highlights of the Meeting

- *Plans were finalized for the March 29th NFI Town Hall to increase communication opportunities with the membership.*
- *The Board agreed to a process to approve NFI By-Laws changes.*
- *A succession plan for the Office of Treasurer was put in place with the election of Jennifer Hofherr, MS, OTR/L as Co-Treasurer.*
- *The new three-year NFI Strategic Plan was approved.*
- *The process for nominations and elections, and terms of service for Board Directors was reviewed considering the change in the fiscal year. The Board approved a change in the term of*

service dates so that newly elected Directors will begin in January. The nominations and election periods will remain unchanged.

- *A plan to reach out to leaders of other developmental care programs was discussed.*
 - *The Edmonton NIDCAP Training Center was awarded funds received through the World NIDCAP Day Gala to develop an NFI priority project of digitization of the NIDCAP Observation Scan Sheet.*
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Meeting Minutes

D. Buehler called the meeting to order at 1306 and introduced J. Hofherr as the newest NFI board member. G. McAnulty will begin to transition the Treasurer Officer role to J. Hofherr. Board Members shared how they celebrated World NIDCAP Day.

Board Business

NFI Town Hall

Goal: A virtual Town Hall meeting is planned to increase communication between the NFI Board and the Membership.

Discussion: All NFI Members are invited to attend this meeting. The Board plans to share updates and invite members to ask questions and offer suggestions. The Board will explore how opportunities to meet with the membership throughout the year will improve communication.

Outcome: The NFI Town Hall is scheduled for March 29th. It will be facilitated by a zoom consultant. Board Members will attend and be available to participate in the discussion.

NFI By-Law Updates & Website Posting

Goal: The Board discussed the development of a process for By-Law changes, approval, and Membership communication.

Discussion: J. Powlesland proposed that in the future the Governance Committee edit the current version of the By-Laws using the “track changes” word processing command and send it out to Board Members in advance of Board Meetings for review and comment. After any changes are approved, the revised document will be sent to the Executive Director of Administration and Finance to be posted on the website.

Outcome: The Board concurred with the proposal presented.

Transition Plan for Treasurer

Goal: The plan for the Treasurer Officer Role transition from G. McAnulty to J. Hofherr was discussed.

Discussion: The Board reviewed the importance of ensuring that J. Hofherr has the correct access and title to conduct some of the financial duties while orienting to the Treasurer role. G. McAnulty suggested that the office of “Co-Treasurer” be created and that J. Hofherr be elected to that role. In that capacity, J. Hofherr could be named as co-signer and owner of various financial accounts and documents. The By-Laws allow for the creation of additional offices as needed; the only requirement is that the office be elected by the Board of Directors.

Outcome: J. Tyebkhan motioned that the office of NFI Co-Treasurer be created. J. Powlesland seconded it. There was no further discussion.

***Upon motion duly made, it was unanimously
Voted:*** to create the office of NFI Co-Treasurer.

J. Powlesland nominated J. Hofherr to be the NFI Co-Treasurer. F. Clemente seconded. There was no further discussion.

***Upon motion duly made, it was unanimously
Voted:*** to elect J. Hofherr to the office of NFI Co-Treasurer.

Strategic Plan FY 2023

Goal: The current version of the updated NFI FY 2023 Strategic Plan was reviewed for approval.

Discussion: J. Hofherr asked for additional clarity on the NFI’s role in supporting the membership and membership growth in the Strategic Plan. It was discussed that while that is a recognized need, the NFI’s identified high priorities lie in other goals. J. Hofherr suggested that the Board be mindful of the discrepancies between NFI priorities and revenue. Since membership growth is an important way to fund NFI priorities. The Board was reminded that the Strategic Plan is a “living” document that may be revised as progress evolves and/or circumstances change.

Outcome: D. Vittner motioned that the NFI adopt the current Strategic Plan. D. Silberstein seconded. There was no further discussion.

***Upon motion duly made, it was unanimously
Voted:*** to adopt the Strategic Plan dated 3 April 2023.

Re-Organizations (incl. Fiscal Year & Elections/Terms)

Goal: The election process and Directors’ terms in relation to the recent change in the NFI fiscal year was reviewed.

Discussion: J. Powlesland has circulated a document with discussion of different options for the election process and the Board terms. The Executive Council had recommended that the nominations and elections remain at approximately the same time (late summer and early Fall) and to encourage newly elected Directors to attend the November and December meetings as guests with their official term date to begin in January.

Outcome: G. McAnulty motioned that:

- Nominations for election to the Board would take place in July/August.
- Voting for open Board seats would take place in September/October.
- Election results announced at the Annual NFI Membership Meeting.
- Director-Elects' terms begin in January. They may be invited to attend Board of Directors meetings as non—voting Board Members for the period of time between their the Annual NFI Membership Meeting and January start date. Details to be decided.

F. Clemente seconded the motion. There was no further discussion.

Upon motion duly made, it was

Voted: to adopt the plan for nominations and elections to the Board presented, namely: (1) Nominations for election to the Board would take place in July/August; (2) Voting for open Board seats would take place in September/October; (3) Election results announced at the Annual NFI Membership Meeting; (4) Director-Elects' terms begin in January. They may be invited to attend Board of Directors meetings as non—voting Board Members for the period of time between their the Annual NFI Membership Meeting and January start date. Details to be decided. (The motion was approved with nine ayes and one nay.)

Strategic Plan Priorities and Strategies Updates

D. Buehler requested that all Board liaisons for the Strategic Plan initiatives update the *Strategic Plan, Priorities and Updates* document with plans and accomplishments done to date.

NIDCAP Trainers Meeting: Outreach to other programs

Discussion: J. Tyebkhan noted a sense of collegiality among the various presenters at the 2023 Graven's Conference. He thought that there is an opportunity to strengthen relationships with other developmental care programs by inviting them to the NIDCAP Trainers Meeting. F. Clemente agreed, yet she stated that NIDCAP Trainers Meeting program is already densely scheduled. She suggested that an online panel presentation might be a good alternative to support these goals.

Outcome: It was suggested that the presenters from the Graven's Conference could be invited as attendees (especially to the Open Day). This may support connections between the NFI and their programs.

World NIDCAP Day Gala Funds

Goal: A plan to distribute the 2022 World NIDCAP Day Gala funds for NFI projects was discussed.

Discussion: D. Buehler announced that the Edmonton NIDCAP Training Center would be awarded funds for their proposal to digitize the NIDCAP Observation Scan Sheet. She asked that J. Tyebkhan and his team meet with her and D. Vittner to discuss the project in advance of developing the letter of agreement.

Next steps: A conference call will be scheduled between the NFI and the Edmonton group and a letter of agreement will be drafted and co-signed.

Committee Updates

Tabled due to lack of time.

The meeting was adjourned at 1440 EDT.

Submitted by Secretary,



Jean Powlesland

