



**NFI Board of Directors Meeting FY 2024  
Video Conference Call  
Wednesday, January 10, 2024  
1350 – 1430 EST**

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

**Absent:** Mandy Daly, ACII, DLDU, Jennifer Degl, MS,

**Quorum Present:** Yes.

**Executive Director of Administration and Finance: Sandra Kosta (Assistant Treasurer)**

*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*

- A Membership Forum was held just before the meeting.
  - Minutes from December 2023 were approved.
  - Pernilla Stenman, RN was recognized as a new NIDCAP Trainer affiliated with the Lund-Malmö NIDCAP Training & Research Center in Sweden.
  - Aurélie Guillou, RN was recognized as a new NIDCAP Trainer and the Saint Briec NIDCAP Training Center in France as a certified NIDCAP Training Center.
  - gretchen Lawhon, PhD, RN, FAAN was acknowledged as a Senior Master NIDCAP Trainer.
  - The NFI budget for FY 2024 was approved as recently revised.
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*Minutes*

D. Buehler called the meeting to order at 1350. The Board of Directors briefly discussed the Membership Forum that had been held just prior to the Board Meeting.

*Board of Director Meeting Minutes*

J. Powlesland motioned that the Minutes from the Board Meeting on December 6, 2023, be approved as circulated. J. Tyebkhan seconded. There was no further discussion.

**Upon motion duly made, it was**

**Voted:** To approve the December 6, 2023, Board of Director Meeting Minutes. (8 ayes and 1 abstention)

*Officer Elections*

J. Powlesland stated that the Board Development Taskforce is developing position descriptions for the President and proposed position of President-Elect. These descriptions are planned to be discussed and, if agreed upon, approved by the Board of Directors. She suggested that the Officer elections be based on the current position descriptions with a plan to re-hold elections should changes to the Officer positions, and subsequent NFI By-Law amendments, be approved in the future. D. Vittner offered that the nomination and election process, including any future changes, be given the time necessary for careful consideration and planning by the Board.

President: G. McAnulty motioned that D. Buehler be elected as President. This was seconded by J. Powlesland. D. Buehler accepted the nomination. There was no further discussion.

**Upon motion duly made, it was**

**Voted:** To elect D. Buehler to hold the Office of the Presidency for the NFI. (8 ayes and 1 abstention)

Co-Treasurers: G. McAnulty nominated herself and J. Hofherr to be elected as Co-Treasurers. J. Hofherr accepted the nomination. There was no further discussion.

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

**Voted:** To elect J. Hofherr and G. McAnulty to serve as Co-Treasurers for the NFI. (9 ayes)

Secretary: G. McAnulty nominated J. Powlesland to be Secretary. J. Tyebkhan seconded.

**Upon motion duly made, it was**

**Voted:** To elect J. Powlesland as the Secretary for the NFI (8 ayes and 1 nay)

*Program Committee: Trainer Applications*

D. Vittner had circulated documentation related to the application of Pernilla Stenman, RN to be recognized as a NIDCAP Trainer affiliated with the Lund-Malmö NIDCAP Training & Research Center. Additionally, she shared the submissions for Aurélie Guillou, RN to be recognized as a new NIDCAP Trainer and interrelatedly, the Saint Briec NIDCAP Training Center in France to be recognized as a new

NIDCAP Training Center (where A. Guillou will offer training). D. Vittner motioned that these applications be approved. The motion was seconded.

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

***Voted:*** To approve the application for Pernilla Stenman, RN to be approved as a NIDCAP Trainer; Aurélie Guillou, RN was recognized as a new NIDCAP Trainer; and the Saint Brieuc NIDCAP Training Center as a certified NIDCAP Training Center. (9 ayes)

D. Vittner had circulated information concerning the application of gretchen Lawhon, PhD, RN, FAAN to be acknowledged as a Senior Master Trainer. She motioned that the application be approved. J. Hofherr seconded the motion. There was no further discussion.

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

***Voted:*** To approve the application for gretchen Lawhon, PhD, RN, FAAN to be approved as Senior Master NIDCAP Trainer. (9 ayes)

*Finance Committee: FY 2024 Budget*

A revision to the approved NFI FY2024 budget had been circulated prior to the meeting. G. McAnulty motioned that the budget be approved as the working budget. F. Clemente seconded. Discussion included a request to ensure that Committee Chairs are aware of any changes to budget line items that may affect their committee functions.

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

***Voted:*** To approve the FY2024 budget as revised. (9 ayes)

The meeting was adjourned at 1446 EST.

Next meeting will be on February 14 at 1300 EST

Submitted by Secretary,

