



**NFI Board of Directors Meeting FY 2023
Video Conference Call
Wednesday, October 11, 2023
1300 – 1400 EDT**

Members Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU (attended until 1330), Jennifer Degl, MS (absent), Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN (absent), Apoorva Sudini, BS, Charlotte Tscherning, MD (joined at 1320), Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN

Quorum Present: Yes

Executive Director of Administration and Finance: Sandra Kosta, BA

Recorder: Mandy Daly, ACII, DLDU

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

- Five new NIDCAP Trainers in Training were approved by the Board of Directors: Leanne Van Buel, RN (The Netherlands); Susan Vaughan, CNS (Ireland); and Angeline Parez (Nurse and Midwife, NICU), Annelies Keymeulen (Neonatologist), and Eveline van Dijk (Nurse) (Belgium).
- Two new NIDCAP Training Centers in Development were approved by the Board of Directors: NIDCAP Training Center at the University Hospital Ghent in Ghent, Belgium and Cork University Maternity Hospital, Wilton, Cork City, Ireland.

- The development of a NIDCAP Training Center Advisory Council will be presented at the NIDCAP Trainers Meeting and Annual NFI Membership Meeting.
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D. Buehler called the meeting to order at 1300 EDT and led a short reflection. No additions were added to the agenda.

Board Minutes

Jean Powlesland circulated the August 2023 Board of Director Minutes. No comments or amendments were forthcoming. J. Powlesland proposed that the August minutes be accepted. The motion was seconded by Juser Tyebkhen and the minutes for the August 9th board meeting were accepted with one abstention by Dorothy.

Upon motion duly made, it was

Voted: To approve the August 10, 2023, NFI Board of Directors' Minutes. (8 Ayes, 1 Abstention)

The September Board of Director Minutes are planned to circulate prior to the next Board Meeting on October 24th for Board review.

Program Committee

Dorothy Vittner proposed that Leanne Van Buel, RN, affiliated with the Sofia NIDCAP Training Centre, Rotterdam, be approved as new NIDCAP Trainer in Training. The motion was seconded by Jennifer Hofherr.

Upon motion duly made, it was unanimously

Voted: To approve Leanne Van Buel, RN as a NIDCAP Trainer in Training.

D. Vittner presented an application from Susan Vaughan, CNS, Cork University Maternity Hospital, Cork, Ireland to become a NIDCAP Trainer in Training and the development of a new NIDCAP Training Centre in Cork. D. Vittner proposed the motion, Gloria McAnulty seconded the motion.

Upon motion duly made, it was unanimously

Voted: To approve Susan Vaughan, CNS as a NIDCAP Trainer in Training and the development of a new NIDCAP Training Centre in Cork.

D. Vittner shared applications from Angeline Parez (Nurse and Midwife, NICU), Annelies Keymeulen (Neonatologist), and Eveline van Dijk (Nurse) from Ghent, Belgium for consideration to become NIDCAP Trainers in Training and the development of a NIDCAP Training Centre affiliated with the University of Ghent Hospital. D. Vittner proposed the motion which was seconded by J. Powlesland.

Upon motion duly made, it was unanimously

Voted: To approve Angeline Perez (Nurse and Midwife, NICU), Annelies Keymeulen (Neonatologist), and Eveline van Dijk (Nurse) as NIDCAP Trainers in Training and the development of a new NIDCAP Training Center in Ghent, Belgium.

Finance Committee

Jennifer Hofherr described the budget projections for the end of the FY2023 year. At present, there will be a shortfall by year end. However, with the uncertainty around incomes which are due to the NFI by year end it is unlikely that this shortfall will be a reality. J. Tyebkhan enquired how training centers are currently reminded about outstanding membership fees. He asked if the website could be individually tailored such that members who are not paid up would receive a warning about outstanding membership fees. Sandra Kosta confirmed that if members log into their own page on the site, they will see that their membership fees are outstanding. However, at present the site landing page has a generic reminder message, which could be removed if it is deemed to be confusing. S. Kosta confirmed that all members receive emails reminding them that their membership fees are outstanding. S. Kosta is working to ensure that regular email reminders will be sent to members whose fees are outstanding.

J. Hofherr reminded the Board of Directors to consider what monies will be required by the various areas within the organization. She suggested that these conversations could be had during the October Board Meeting. An official expression of interest form has been created by the Finance Committee for Board Members to submit requests for finances over the coming year.

Charlotte Tscherning queried if webinars were good generators of income and if so, she would be happy to organize one. S. Kosta listed several challenges faced by the NFI when organizing webinars (i.e., platform, fees, individual opinions around consensus on costs). J. Tyebkhan agreed that webinars might not attract a large paying audience since there is considerable free material available on the internet. J. Hofherr spoke to webinars being add-on perks of membership of the NFI. She advised that the Learning Centre might be a better income generator. D. Buehler described the NFI Store, currently in development, as a future revenue stream.

D. Buehler shared that Joy Browne, PhD, PCNS-BC, IMH (IV) invited the NFI to explore a partnership with the Family Centered Care Task Force. The Board's consensus was for D. Buehler to continue to explore this opportunity.

NIDCAP Trainers and Membership Meetings

D. Buehler spoke to the Board document outlining the proposed structure of the meeting and asked for feedback. Regarding membership input, J. Tyebkhan asked if five minutes be set aside after each session for questions as well as to allow for the proposed 15 minutes at the end of the meeting to address any outstanding questions. D. Vittner expressed reservations about reducing the time for the Program Committee. J. Tyebkhan suggested that each report be summarized, and that the membership might appreciate time for questions and with less information delivered during the

Membership Meeting. D. Vittner confirmed that reports would not be presented at the Membership Meeting this year. D. Buehler enquired if the Mid-Year President and Committee Reports written for the June Board Meeting had been uploaded to the website. S. Kosta will confirm and will ensure that they are uploaded ahead of the NFI Membership Meeting.

G. McAnulty requested that D. Buehler's document be amended to reflect that both J. Hofherr and G. McAnulty are co-treasurers.

J. Powlesland suggested that any questions arising from the Governance Report discussion might be covered in the NFI Next Steps session, the following day. If so, those questions could be deferred and addressed at this session and save time at the NFI Membership Meeting.

Next Steps Session

D. Buehler described the proposed structure of the NFI Next Steps session during the Annual NIDCAP Trainers Meeting. J. Tyebkhan suggested that the session include scribes that record all the values suggested by the Membership and participants by way of a word cloud. G. McAnulty provided guidance around how to present the existing board functions, the definitions of each role and how the Board envisions the future board structure.

A discussion was held about whether Board members should be present in the breakout session groups. It was determined that this would be important to do.

J. Tyebkhan offered to facilitate the online session. Apoorva Sudini offered to join him facilitating the online group. J. Powlesland plans to add content to the Board's Next Step Session document. She will circulate it to the board for feedback.

D. Buehler asked the board for approval to explore the development of a NIDCAP Training Center Advisory Council with the NFI Membership. J. Powlesland motioned to create the NIDCAP Training Center Advisory Council and that it be presented at the NIDCAP Trainers Meeting. The motion was seconded by F. Clemente.

Upon motion duly made, it was

Voted: To propose that the development of a NIDCAP Training Center Advisory Council be presented at the Annual NIDCAP Trainers Meeting and NFI Membership Meeting. (8 Ayes, 1 No)

The meeting was adjourned.

The next meeting will be on October 24, 2023, at 0900 CDT in Oak Brook, Illinois USA.

Respectfully submitted,

Mandy Daly, Scribe