



NFI Board of Directors Meeting FY 2023
Oak Brook, Illinois USA
Wednesday, October 24, 2023
0900 – 1700 CDT

Members Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (online), Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN (online), Apoorva Sudini, BS (absent), Charlotte Tscherning, MD, Juzer Tyebkhan, MBBS, FRCPC (online), 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

- The Board of Directors reviewed the current Board process and experience of participation. It was voted that at the end of every topic brought to the Board for discussion, the Chair of the Board will summarize the outcomes of the discussion. For items brought to a vote, the President will only vote to break ties.*
- Finance, Governance, and Advancement Committee efforts were reviewed.*
- President's Message and Finance, Governance, and Advancement Committees' plans for presentation at the upcoming NFI Membership Meeting were shared.*

- *Plans for the NFI Next Steps Session for the Annual NIDCAP Trainers Meeting was reviewed.*
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Deborah Buehler called the meeting to order at 0900 CDT and led a reflection.

Board Self-Assessment

D. Buehler led a discussion of the recent Board Assessment Survey that had completed by Members of the Board. Themes discussed by members included: increasing Board efficiency and productivity; inclusion of all Board members in Board discussions; addressing all topics on Board agendas; closure and action steps determined with Board items and/or plans for tabled items; Minutes to clearly reflect Board activities; consideration of Board meetings to be held at different times to accommodate members' schedules; capacity to accomplishing goals; and voting versus consensus decision-making.

Jean Powlesland proposed that, during Board of Director Meetings, at the end of every topic brought to the Board for discussion, the Chair of the Board will summarize the outcomes of the discussion. For items brought to a vote, the President will only vote to break any ties. The motion was seconded by Gloria McAnulty.

Upon motion duly made, it was

Voted: That at the end of every topic brought to the Board for discussion, the Chair of the Board will summarize the outcomes of the discussion. For items brought to a vote, the President will only vote to break ties. (10 Ayes, 1 Abstention)

Board adjourned from 1045 to 1113.

Board Self-Assessment Discussion (continued)

The Board described its broader intended impact as described in the NFI Mission Statement. Limited human and financial resources have impacted abilities to realize the NFI's growth potential as outlined in the Strategic Plan (including education and training and the development of online resources).

Board member expectations were highlighted as a requirement to help identify and recruit future board members. Directors reflected on the meaning of being an NFI Board Member. Sustainability is one area for the Board's focus, especially considering no new candidates from the membership were presented for the recent election.

Raising awareness about the NFI, and its mission, outside the NFI community is essential. However, it may be difficult for members of the Board to assume these responsibilities. Many Board Members are already overstretched with ongoing NFI responsibilities. One suggestion is to draw from the NFI membership and the family community to help raise NFI/NIDCAP awareness.

The Board discussed the development of a “What is NIDCAP” package for to help patient organizations, individuals, families, membership have conversations about NIDCAP and the NFI. This resource may help others understand the benefits of the training program, resources, and the organizational membership.

The Board described the benefits of obtaining videos of families with lived NIDCAP in-hospital experience embedded into presentations. J. Tyebkhan agreed explore obtaining a testimonial for NIDCAP presentations from a family of an infant born at 23 weeks PCA who recently left his unit and who had received NIDCAP care.

The Board explored ways of channeling the work of the Board to the membership in a way that would support membership engagement as well as possibly encourage future interest in the board participation. J. Hofherr suggested that the Board explore ways to connect with NFI members, including the ways that they are supported by the organization. Members may grow into leadership roles.

How the NFI engages with new enquiries about potential NIDCAP and APIB training was discussed. The development of a structured framework for new enquiries was referenced. The Board agreed that ensuring that new potential “customers” are nurtured from outset would help grow the organization. By way of drawing the discussion to a close, D. Buehler summarized the session discussion and outlined action steps to help advance the mission of the NFI.

Board adjourned from 1220 to 1338.

Finance Committee

Co-Treasurer Jennifer Hofherr presented an overview of the NFI’s present financial status. The finance overview did not include monies due in the next fiscal quarter. Best practices in accounting were outlined by J. Hofherr as well as recommendations for the NFI to adopt going forward. She requested that board members with expense requests for 2024 be forwarded to the Finance Committee. Further that efforts be made to tie potential income to cover requests to assist planning for FY2024.

The Finance Committee invited Board members thoughts on expenditures in 2024, including realistic funding/expenditures for the coming year. Suggestions to be forwarded to J. Hofherr.

Program Committee

Dorothy Vittner presented the Program Committee Report which included a review of the growth within the organization including new NIDCAP Trainers, NIDCAP Trainers in Training and New NIDCAP Training Centers. She also acknowledged those individuals who have devoted their time to NIDCAP over the years and who had now retired from the community. Her overview included the following accomplishments.

- NIDCAP/APIB materials translated into eight languages
- Training delivered across 43 countries
- 31 NIDCAP Training Centers with 5 NIDCAP Training Centers in development

- 69 NIDCAP Trainers with 19 Training Centers In-Training
- 4 APIB Trainers with 4 APIB Trainers in-Training

D. Vittner spoke to the results of the NIDCAP Training Center Training Capacity Survey. There was a 32% response rate to the survey. Of the respondents 89% were providing FINE Training out of their Training Centers. The respondents indicated a desire and availability for NIDCAP/APIB Training.

D. Vittner presented an update of the NIDCAP Nursery Program. She described the priorities of the program and the current activity of updating and revising the NIDCAP Nursery Manual. Further two related publications arose from her participation at the Graven's Conference in March 2023: Neonatology Today. The NIDCAP Nursery Program: opportunities to improve infant and family outcomes. Neonatology Today 18(8):71-75 Vittner D, Buehler D.; and Acta Paediatrica: NIDCAP: a model of care for infants and families. Vittner D, Butler S, Lawhon g. and Buehler D. (under review).

Juzer Tyebkhan provided an update of the Digitization of the NIDCAP Observation Sheet project. Two design students from Edmonton are continuing to work to create an android app for the digitized observation sheet. The app building process is due to be completed by December 2023. Meetings with the development team will be scheduled with D. Vittner and D. Buehler. Data storage of patient data is a topic with legislation protections in the USA and Europe. A taskforce will be created, with members that include both the USA and Europe, to address this issue.

The meeting adjourned from 1555 to 1615 (J. Tyebkhan left the meeting)

Governance Committee

Dalia Silberstein announced the results of the board elections; All the incumbent candidates were re-elected.

D. Buehler shared her NFI Next Steps' slide deck that will be presented at the NIDCAP Trainers Meeting session on Thursday October 26th.

J. Powlesland spoke to the content of her Governance Report to the Membership.

The Board plans to address questions relating to each part of the Membership Meeting during that sections' report time though time has been allocated at the end of the entire session for additional questions.

Advancement Committee

D. Buehler described upcoming Advancement Committee initiatives to be launched. One upcoming project is the opening of an online NFI Store with items that include the NFI logo. Initial items to be sold will include a clipboard, pen, hat, and journal. Nick McNeil (of Agency Orange) will oversee the running of this activity. Mandy Daly will obtain the name of the European hub that manufacture similar items for ease of production and shipping in Europe.

D. Buehler described plans to expand the NFI's reach on social media. Influencers might be an area to explore for the NFI to bring additional revenue into the organization.

D. Vittner suggested that the board consider attracting retired/semi-retired individuals with marketing and development experience to the organization.

The Board was asked to think about ways to raise the NFI's profile and awareness and to bring in additional revenue to the organization. Suggestions can be forwarded to Jennifer Degl.

D. Buehler described the events around 2023 World NIDCAP Day that helped raise awareness and grow the NFI community. Plans for the 2024 World NIDCAP Day/Month will be underway after the 2023 NIDCAP Trainers Meeting.

The meeting was adjourned at 1700.

The next NFI Board of Directors Meeting will be on October 28, 2023, at 0900 CDT in Oak Brook, Illinois USA.

Respectfully submitted,

Mandy Daly, Scribe

