



NFI Board of Directors Meeting FY 2023
Oak Brook, Illinois USA
Saturday, October 28, 2023
0900 – 1200 CDT

Members Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD (absent), 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 preliminarily reviewed the 2023 Annual NIDCAP Trainers and NFI Membership Meetings. A more detailed review to follow with receipt of participant meeting evaluations.*
 - *Planning for the NFI FY2023 Budget was discussed.*
 - *Discussion of sites for future NIDCAP Trainers Meetings was held.*
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Deborah Buehler called the meeting to order at 0900 CDT.

The meeting began with the Board offering feedback about the recent NIDCAP Trainers and Membership Meetings.

Overall, Dalia Silberstein discussed the remote experience as a very positive one. The initial technical difficulties were referenced but it was acknowledged that these were dealt with quickly and resolved. Discussion included why some online participants may not have been active during the breakout sessions. Language was not deemed to be an issue. For the 2024 Trainers Meeting, when organizing the break-out sessions it may be beneficial to have a diverse representation in each small group.

The NFI Next Steps Session was deemed to be a difficult one for some participants to share their impressions. Some participants expressed uncertainty about how the proposed Governance Board structural changes would affect them. Some participants asked about the current structure of the board and how members of the board were elected/appointed. It was unclear to some individuals that the website contained information about the board structure, efforts, and accomplishments. A suggestion was made to develop an infographic that would depict pictorially how the organization is structured. This information could be included in the NIDCAP Trainers Meeting materials in addition to developing role descriptions for Board Members. Some NFI members requested additional time to discuss NFI Next Steps topics with their individual NIDCAP Training Centers' colleagues, who were not in attendance. They reported that they would reply to the Board in six weeks' time with their full and complete responses to the questions raised. A summary of the NFI Next Steps session will be sent to all members. J. Tyebkhan will take the lead on following up with the NIDCAP Trainers to gather this information. The targeted date to share this information with the membership is January 2024.

From the Membership Meeting's Finance Committee Report, the NFI Membership requested hard copies of the budget rather than looking at figures on the projection screen. The Membership had received several emails prior to the NIDCAP Trainers Meeting directing them towards the budget on the website. A new idea was discussed to email graphics of the committee reports to the membership to assist them with access to all of the NIDCAP Trainers Meeting material. Members requested comprehensive feedback about the investment of monies in the NIDCAP Nursery Program.

Following review of the Annual NIDCAP Trainers Meeting evaluation forms, the board plan to discuss leveraging comments from the attendees as part of the feedback to the membership. The Board will explore the best channels to utilize for the communication of these messages.

A meeting of the board will be convened to discuss the proposed budget for NFI FY 2024. Board Members were requested to forward questions and requests for 2024 funding (including if any of these items are discretionary) in advance of drafting the new budget to the Finance Committee.

Membership questions, including Finance ones, submitted to the Board in advance will be addressed at the upcoming Membership Forum. When organizing the Forum, the board needs to be very clear in the

description of these online meeting to the Membership. The process around how the budget is drafted will be developed by J. Hofherr and J. Tyebkhan. They will describe the timeline of the process for the membership ahead of the Forum. The Forum will be held in January 2024.

D. Vittner provided an overview of the work of the NIDCAP Nursery Program. For audit and compliance purposes, the NFI must ensure that the role and payment of the Director of the program adheres to accounting best practices. This may take the form of requesting monthly invoices rather than automatic payments. Budgetary considerations for FY2024 will be reviewed for funding support for the NIDCAP Nursery Program and its Director position. Decisions will be made during the December 2023 Board Meeting.

The Board explored options to increase the awareness around NIDCAP, including partnering with international patient organizations.

The Board discussed the sites for future Annual NIDCAP Trainers Meetings. Three centers approached Fatima Clemente for consideration: (1) Two Danish centers and the Lund center wish to co-host the 2025 Trainers Meeting. (C. Tscherning suggested that the Oslo center may also wish to join this host collaboration.) (2) The Rotterdam center has also offered to host a future meeting.

The meeting was adjourned at 1200.

The next NFI Board of Directors Meeting will be via a video conference call on November 8, 2023, at 1300 EDT.

Respectfully submitted,

Mandy Daly, Scribe