



**NFI Board of Directors Meeting FY 2023
Video Conference Call
Wednesday, September 13, 2023
1300 – 1430 EDT**

Members Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS (joined at 1005), Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Apoorva Sudini, BS (absent), Charlotte Tscherning, MD, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN (attended 1341-1425)

Quorum Present: Yes

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

Recorder: Juzer Tyebkhan, MBBS, FRCPC

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

- *Jannie Haaber, RN and the Copenhagen NIDCAP Training Center were unanimously approved.*
 - *The Finance Committee devised a submission form for funding requests for the development of the NFI FY2024 budget.*
 - *A review of the upcoming Board election process was held, including the ballot of the four incumbents running unopposed.*
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Meeting Minutes

D. Buehler called the meeting to order at 1308 EDT and led a short reflection. No additions were added to agenda.

1 - Reflection:

Board members shared thoughts and experiences about “Nurturance and Growth.”

2 - Minutes

Minutes from the previous meeting were not available. They will be e-mailed to the Directors.

ACTION: Secretary will email August minutes to Directors.

3 – Upcoming Board of Directors Meetings:

Plans for the regular video conference in October and in-person meetings “pre” and “post” NIDCAP Trainers Meeting were discussed.

ACTION: Decision to hold one hour for video conference on 11th October 2023, at the usual time.

ACTION: Plans to hold in-person Board meetings on 24 October (Tuesday) 9 am to 5 pm CDT and 28 October (Saturday) 9 am to 12 noon CDT.

4 – New NIDCAP Trainer and NIDCAP Training Center:

Dorothy Vintner motioned to approve Jannie Haaber, RN as a NIDCAP Trainer and to approve the opening of the NIDCAP Training Center in Copenhagen. The motion was seconded. No further discussion.

Upon motion duly made, it was unanimously

Voted: To approve Jannie Haaber, RN as a NIDCAP Trainer and to approve the opening of the NIDCAP Training Center in Copenhagen.

D. Vittner reported the current total of 29 active NIDCAP Training Centers and 2 inactive ones (North Carolina and Oklahoma, USA). She is working with individuals preparing new applications, including for four new NIDCAP Trainers and 1 new NIDCAP Training Center in development. D. Vittner described interest from a group in China regarding the establishment of a NIDCAP Training Center.

Mandy Daly shared the interest from high levels of the Government and Health Care Systems in forming an NIDCAP Training Center in Ireland.

5 – NIDCAP Trainers Meeting 2023:

A review of Board Members' attendance at the upcoming NIDCAP Trainers Meeting was reviewed, including numbers attending in person versus virtually and exact days of attendance confirmed by all present on zoom meeting. Of those not in attendance at the Board Meeting, Dalia Silberstein will attend in person and Apoorva Sudini attendance is not known.

Meeting registrations to date include: 56 - In person; 23 - Virtual. Registrations for the One Day Conference include, four in person and 10 virtual. The registration deadline is October 10th for in person attendance and October 15th for virtual participation.

6 – Finance:

The Finance Committee has devised a form for funding requests. If request is over USD \$5,000, the request will need Board approval. Directors were asked to inform the Finance Committee of items to be added to the FY2024 Budget.

The Board considered that the timing of financial reporting be quarterly throughout the funding year.

The Board discussed participation at conferences, specifically presenting the NFI Exhibit and the 2024 Gravens Conference. Costs and responsibility setting up and staffing the exhibit were explored. The Board recommended that NFI reimburse some of the expenses for a Board or an NFI member to attend the meeting to support their role setting up and breaking down as well as to staff the exhibit. D. Vittner led the NFI's exhibit participation at the 2023 Gravens Conference and was inquiring about support for the 2024 meeting. Board Members offered that NFI Members could be asked if they were interested in supported this activity at the Graven's Conference.

ACTION – D. Vittner will submit the funding request form to the Finance Committee for conference exhibit support.

ACTION: A decision will be made regarding the amount of financial sponsorship available to support the NFI's exhibit at the 2024 Gravens Conference initiative.

7 – Elections:

For upcoming 2023 Board of Directors election: four board members' terms will end; all four are standing for re-election; and there were no new candidates.

A discussion was held about the creation of a 'President Elect' officer, in order for predictable leadership succession planning. This role would replace the Vice President officer position. Both the President and President-Elect would have fixed terms. The individual roles and length of term is to be determined. This decision would require an NFI by-law change. A suggestion that the specific phases of the proposed change of Board structure be listed with timelines. The Board discussed how to best share this proposal and invite feedback.

Upon motion duly made, it was

Voted: To move forward with plans to develop a President and President -Elect officer structure to be shared with the NFI Membership. (Votes: 9 Ayes)

ACTION: The Executive Council will further discuss the proposal to develop a President and President-Elect officer structure further and develop a plan for NFI Membership discussions at upcoming NIDCAP Trainers and Membership Meetings.

The meeting was adjourned at 1443 EDT.
Next meeting will be on October 11, 2023, at 1300 EDT

Respectfully submitted,
Juzer Tyebkhan, Scribe

