



**NFI Board of Directors Meeting FY 2023
Video Conference Call Minutes
Wednesday, December 6, 2023
1300 – 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.

Absent: Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Dorothy Vittner, PhD, RN, FAAN.

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)

Highlights of the Meeting

- Minutes from September, October and November were approved.
- Noriko Moriguchi, MSN RN, PHN, IBCLC and Kanako Uchiumi, RN were recognized as new NIDCAP Trainers affiliated with the Japan National NIDCAP Center in Tokyo, Japan.
- Ana Morillo, MD and Thais Agut, MD were approved as NIDCAP Trainers in Training from Sant Joan de Deu Hospital, Barcelona, Spain.
- The NFI budget for FY 2024 was approved.
- Plans were discussed for the Membership Forum on January 10, 2024.

Meeting Minutes

D. Buehler called the meeting to order at 1303 EST and led a short reflection.

Consent Agenda:

Minutes were distributed to the Board of Directors from meetings occurring on September 13, 2023, October 11, 2023, October 24, 2023, and October 28, 2023. J. Powlesland indicated that she had made minor changes in the Minutes from October 11, 24 and 28th. She motioned that the consent agenda be adopted. It was seconded; as there were no objections, it was unanimously approved.

Upon motion duly made, it was

Voted: To approve the Board of Directors' Minutes from September 13, 2023, October 11, 2023, October 24, 2023, and October 28, 2023.

The Minutes from November 8th had been circulated late; Yet the Board's consensus was that they could be approved. J. Powlesland motioned to approve the November 8th, 2023 Minutes.

Upon motion duly made, it was

Voted: To approve the Board of Directors' Minutes from November 8, 2023 (9 ayes and one abstention).

There being no objections, the consent agenda was moved, seconded, and unanimously approved.

Program Committee: Training

D. Vittner circulated documentation in advance pertaining to applications from two NIDCAP Training Centers.

1. From the Japan National NIDCAP Training Center in Tokyo, Japan, Noriko Moriguchi, MSN RN, PHN, IBCLC and Kanako Uchiumi, RN had both met the requirements to be approved as NIDCAP Trainers under the guidance of gretchen Lawhon PhD, RN, FAAN and Joy Browne, PhD, RN. It was motioned that they be approved and recognized as NIDCAP Trainers.

Upon motion duly made, it was unanimously

Voted: To approve the applications for Noriko Moriguchi, MSN, RN, PHN, IBCLC and Kanako Uchiumi, RN to be approved as NIDCAP Trainers.

2. From the NIDCAP Training Center at Sant Joan de Deu Hospital, Barcelona, Spain, Ana Morillo, MD and Thais Agut, MD sought approval to be recognized as NIDCAP Trainers in Training under the guidance of Graciela Basso, MD, PhD. A motion to approve was made by J. Powlesland, F. Clemente seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To approve the applications from Ana Morillo, MD and Thais Agut, MD to be recognized as NIDCAP Trainers in Training.

Finance Committee: Budget

Goal: To approve the NFI FY 2024 Budget that would begin January 1st, 2024.

Discussion: J. Hofherr had circulated the year-to-date and proposed FY24 budget document in advance. She reviewed sections that require final decision-making and Board input, review, and support. She highlighted line items with dollar amounts that decreased from last year's amount to balance the budget. J. Hofherr emphasized the urgency of finding additional ways to gain revenue. The major decisions to be made concern how the remaining restricted funds dedicated to the Advancement Committee will be allocated. The Board's consensus was that since the total amount of money was known, the exact allocation of restricted funds did not prevent the Board's approval of the proposed budget.

Outcome: J. Tyebkhan motioned that the Board approve the proposed budget as presented. J. Powlesland seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To approve the budget for NFI FY 2024.

Membership Forum: January 10th at 1300 EST

Goal: To increase communication between the Board of Directors and the membership.

Discussion: The Board's consensus for this forum was to continue the discussion from the NFI's Next Steps Session at the NIDCAP Trainers Meeting, specifically to discuss the NIDCAP values members wish to maintain in a new organizational structure; input into the Presidential succession plan, and a presentation of the NFI FY24 budget.

Next Steps: D. Buehler will summarize the notes from the recent NIDCAP Trainers Meeting's Next Steps Session.

The meeting was adjourned at 1442 EST.

Next meeting will be on January 10 at 1300 EST

Submitted by Secretary,

