



**NFI Board of Directors Meeting FY 2024
Video Conference Call
Wednesday, March 13, 2024
1300 – 1430 EST**

Attending Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Gloria McAnulty, PhD, Jean Powlesland, MS, RNC, Dalia Silberstein, PhD, RN, Apoorva Sudini, BS (arrived 1351), Charlotte Tscherning, MD (arrived 1320), Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN.

Absent: Jennifer Degl, MS, Jennifer Hofherr, MS, OTR/L.

Quorum Present: Yes.

Executive Director of Administration and Finance: Sandra Kosta (arrived 1338).

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 NFI FY 2023 End-of-Year Reports from the President and Advancement, Finance, Governance and Program Committees were approved.
- The Board of Director Minutes from February 2024 were approved.
- The Board of Directors was informed of the resignation of Rodd Hedlund, MEd, as Director of the NIDCAP Nursery Program, effective immediately. The Board of Directors acknowledged his longstanding, essential role in the development and growth of the NFI's flagship program.
- The Advancement Committee shared the various events and activities planned in celebration of World NIDCAP Day and Month.
- Discussion on proposed changes to the Board of Directors structure was held.

Full Agenda

1300 – 1320	Welcome <ul style="list-style-type: none">• Review of the Agenda• Reflection	D. Buehler
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Board Agenda

1320	Board Business	
1320 – 1325	Minutes	J. Powlesland
1325 – 1340	Meetings <ul style="list-style-type: none">• Mid-Year Board Meeting -July 22-24 (3 hours/day)• Membership Forum – June• NIDCAP Trainers Zoom Support – Monthly (proposed)	Board
1340– 1430	Decisions and Next Steps <ul style="list-style-type: none">• President-Elect Nomination Period• Governance Board• Individual Board Members’ Roles in Revised NFI Structure• Timeline for Change• Other	Board
1430	Adjourn	
	Other Board and Committee Updates (as needed and time permitting)	
	Program	D. Vittner
	Finance Committee	G. McNulty/ J. Hofherr/ S. Kosta
	Governance	J. Powlesland/ D. Silberstein
	Advancement	D. Buehler/J. Degl

Meeting Minutes

D. Buehler called the meeting to order at 1306, wished everyone a Happy World NIDCAP month and led a short reflection.

Board Business

Consent Agenda

Approval of NFI FY 2023 End-of-Year Reports

- President's Report
- Advancement Committee
- Finance Committee
- Governance Committee
- Program Committee

Discussion: The reports had been circulated earlier for the Board of Directors' review. D. Vittner stated that there was a change in the Program Committee report, specifically, the title of the NIDCAP Nursery Program session at the NIDCAP Trainers Meeting in October had been incorrectly stated, and she had made the correction.

Outcome: D. Vittner motioned for the consent agenda to be accepted. D. Silberstein seconded. There was no further discussion.

Upon motion duly made, it was unanimously

Voted: To approve the NFI FY 2023 End of Year Reports (President's Report and the Advancement, Finance, Governance and Program Committee Reports).

Board of Director Meeting Minutes

Goal: To approve the Board of Directors Meeting Minutes from February 14, 2024.

Discussion: J. Powlesland had previously circulated the Minutes and queried the Board of Directors as to their readiness to approve them. There were no objections. J. Powlesland motioned to approve the minutes from February 14th. D. Silberstein seconded. There was no further discussion.

Upon motion duly made, it was

Voted: To approve the February 14, 2024, Board of Director Meeting Minutes. (5 ayes and 1 abstention)

Program Committee

Goal: To update the Board of Directors on recent activities of the Program Committee.

Discussion: D. Buehler informed the Board of Directors that the current Director of the NIDCAP Nursery Program, Rodd Hedlund, MEd, had recently resigned, effective immediately. Members of the Board of Directors offered thoughts of appreciation for his past work in developing the program from its early

stages and wish to publicly acknowledge his contributions. More discussion continued as to how to support the NIDCAP Nursery Program in the interim, and how to recruit personnel to support the program long term.

Outcome: The NIDCAP Nursery Program Steering Committee will keep the Board of Directors informed of their efforts during this transition.

Advancement Committee: World NIDCAP Month Updates

Goal: To inform the Board of Directors of activities and preparations for celebration of World NIDCAP Day/Month.

Discussion: The following activities are in process:

- The NFI store is now active. Some products were displayed and raffled off to meeting participants at the Graven's Conference.
- Membership Drive is being held throughout the month of March, with discounts for Family and Allied members.
- The NFI Speaker's Bureau is ready to be launched.
- The interactive map on the NFI website has new video content. NIDCAP Training Centers are encouraged to submit updated videos.
- The Learning Center will be live soon and offer educational videos that have been made to date. New content will be added as it becomes available.
- Social Media campaign is planned to share new NFI activities.
- Monuments will be lit in teal on World NIDCAP day, including Niagara Falls and bridges in Edmonton, New York and Arkansas.

Governance Committee: NFI Board Restructure Efforts

Goal: Update on activities regarding restructuring the Board of Directors organization.

Discussion: J. Powlesland summarized the recommendations from the most recent Task Force Meeting. These recommendations were sent to the Board of Directors for comment. There have been no responses to date. The recommendations focused on ensuring distribution of workload by separating responsibilities of NFI Officers from the Committee Chairs. The Task Force asked all Board of Directors to reflect on their future contributions to the NFI organization and determine whether they lie primarily with governance or operations activities. As Officers are elected, or offices are redefined, individuals may be asked to transition their positions as Committee Chairs to someone else. During the discussion, most of the Board of Directors present expressed their governance versus operations preferences. Further discussion on the composition of the future Board of Directors included:

- Whether Committee Chairs are on the Board of Directors
- Whether there should be language to mandate certain seats to be held by NIDCAP Trainers and/or NIDCAP Professionals to ensure effective NIDCAP representation.

Next Steps: The April Board of Directors Meeting will be held for two hours, and the agenda will begin with discussion of the Board of Directors transition. The individuals do not present at the meeting will be asked to inform Governance of their thoughts of their future contributions.

The meeting was adjourned at 1454 EST.
The next meeting will be on April 10 at 1300 EDT

Submitted by Secretary,

