



NFI Board of Directors Conference Call FY 2025 Wednesday, February 12, 2025

Attending Deborah Buehler, PhD, Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD, Monique Oude Reimer-van Kilsdonk, RN, Jean Powlesland, MS, RN, C-NICC, Charlotte Tscherning, MD, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN.

Absent: Jennifer Degl

Quorum Present: Yes

Executive Director of Administration and Finance: Sandra Kosta, BA

Our Mission

The NFI improves the future for all infants in hospitals and their families with individualized, developmental, family-centered, research-based NIDCAP care.

Highlights of the Meeting

- The Board reviewed the two recent NFI Membership Forums.
- The Board elected the officers for the 2025 year: Deborah Buehler (President), Jean Powlesland (President Elect), Gloria McAnulty and Jennifer Hofherr (Co-Treasurers), Sandra Kosta (Assistant Treasurer), and Mandy Daly (Secretary).
- A task force will be created to explore how CLE and Cerena can become NFI foundational programs.

Meeting Minutes

J Powlesland presented the Jan. 8th 2025 Board Minutes for discussion and voting. One edit was received from J. Hofherr.

Upon motion duly made (J Powlesland, 2nd G. McAnulty) it was unanimously

Voted: To accept the January 8th 2025 NFI Board Meeting Minutes

Board Business

NFI Membership Forum

The attendance at the first NFI Membership Forum was discussed by the board. Only NFI Board Members were in attendance. The second Forum attracted half membership and half Board Members. Feedback from the membership was that the timing was difficult for members from Australasia. Going forward, the Board will reach out to our Training Centres in Australia and Japan to ascertain times that suit their members to attend. For future forums, it was decided to engage with NIDCAP Trainers in advance of the Forum to encourage them to liaise with their trainees and training centre members to increase attendance. Reminder emails one day, a few hours and one hour in advance of the Forum will be issued to Trainers. NIDCAP Trainers will also be encouraged to seek contributions from those members who may not be able to attend the Forum to ensure that their voice is heard during the Forum. The topics and themes addressed in the Forum will be transferred into a word cloud and distributed to the Membership. May 14th was suggested as a date for the next Membership Forum as was the Forum being part of the next NFI Board Meeting at the end of May. The Pros and Cons of this were articulated by G. McAnulty and for the sake of time, the discussion was paused, to be continued later.

Mid-Year Meeting

S. Kosta is exploring venues for the Mid-Year Board meeting and will revert to the Board once a venue has been secured.

Officer Elections

The Board discussed the option of and agreed to using a poll to conduct the Officer Elections. The following were the officer positions being proposed- Deborah Buehler (President), Jean Powlesland (President Elect), Gloria McAnulty, Jennifer Hofherr (Co-Treasurers), Sandra Kosta (Assistant Treasurer) and Mandy Daly (Secretary).

Upon motion duly made (J Tyebkhan, 2nd M Daly) it was unanimously Voted: That the slate of Board of Director Officers be accepted.

Committee Business

A discussion led by J. Powlesland focused on when NFI Committees should provide updates to the NFI Board. Quarterly Committee updates were felt to be the optimum option and would eliminate the time-consuming nature of each Committee providing annual updates at Board Meetings. A Committee Update template has been developed by the Governance Committee and J. Powlesland has requested

feedback from Committees to ensure that the needs of each Committee are represented in the template. The template provides a snapshot of matters and issues that are currently being addressed by each Committee.

At the NFI Trainers Meeting in Toulouse, the Board discussed tracking decisions made at board level. A document listing all board decision was shown to the board in December and January.

A copy of the NFI Board Manual and orientation documents have been sent to the Board for comment. It was suggested that a scaled back version of these documents also be made available to the membership so that future potential board members can review the requirements and expectations of NFI Board Members.

Program Committee:

The CLE and Cerena programs require a taskforce to be set up to explore the requirements if the NFI were to oversee these foundational programs. J. Powlesland requested feedback on all the program documents presented to the board. Additionally, she requested volunteers to join the taskforce or volunteers to recruit members with the relevant skill set for the taskforce. J. Powlesland agreed to send a request to Committee Chairs to ascertain when would suit to provide a completed report to the Board. D. Buehler advised that the taskforce would require both Program and Intellectual Property input.

For now, the Intellectual Property role will be held by G. McAnulty until a suitable replacement can be found. It was pointed out that the NFI have endorsed programs and books in the past but have not held intellectual property rights over these.

D. Vittner requested some protected time at the March 2025 NFI Board Meeting to discuss some matters relating to Program.

The meeting was adjourned.

Submitted by Secretary,



Mandy Daly