



## NFI Board of Directors Conference Call FY 2024

**Wednesday, December 11, 2024**  
**1300 – 1430 EST**

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

**Absent:** Jennifer Degl, MS

**Quorum Present:** Yes

**Executive Director of Administration and Finance:** Sandra Kosta, BA

### *Our NFI Mission*

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

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### *Highlights of the Meeting*

- The next NFI Membership Forum will be postponed to February 11<sup>th</sup> and 12<sup>th</sup>.
  - The Board of Directors approved Juzer Tyebkhan to become an APIB Trainer-in-Training.
  - The proposed FY2025 NFI budget was presented with recent additions. It will continue to be modified and then approved at the January meeting.
  - An initial discussion of the feedback from the NIDCAP Trainers Meeting took place.
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### **Meeting Minutes**

D. Buehler called the meeting to order at 1305 EST. Since this would be the last meeting for D. Silberstein to attend before she steps down, the Board of Directors expressed their appreciation for her service.

## **Board Business**

Vision Statement Revision: This was tabled to allow for discussion on other matters.

Upcoming NFI Membership Forums: The Board of Directors had scheduled to hold the next NFI Membership Forum on January 7<sup>th</sup> and 8<sup>th</sup>. However, due to the close timing with the winter holidays, and the NIDCAP Trainers Meeting, the NFI Membership Forum date will be changed to February. 11<sup>th</sup> and 12<sup>th</sup>.

### *Mid-Year Meeting*

J. Powlesland was asked to canvass the Board Directors to see if there was a time between late March and early May when an in-person Mid-Year Board Meeting could be scheduled.

## **Committee Business**

### ***Program Committee:***

#### *Trainer Application*

Goal: To approve the application of Juzer Tyebkhan, MBBS, FRCPC, of the Edmonton NIDCAP Training Center to become an APIB Trainer-in-Training.

Discussion: Program Chair D. Vittner had previously circulated the application documentation. She motioned that J. Tyebkhan be approved as an APIB Trainer-in Training, under the guidance of Master APIB Trainer, Deborah Buehler, PhD. D. Silberstein seconded the motion.

Outcome:

***Upon motion duly made, it was unanimously***

***Voted:*** To approve the application of J. Tyebkhan to become an APIB Trainer-in-Training.

### *NIDCAP Trainers Meeting*

Goal: To review feedback from participants of the NIDCAP Trainers Meeting

Discussion: J. Powlesland provided a general overview of the information reviewed from the evaluation surveys. The comments concerning the NFI Membership Meeting and the NFI Next Steps suggested that more time for dialogue and interaction was desired. A suggestion was made that the Board of Directors discuss with the membership ideas on how to format these sessions more productively. Several financial questions about the meeting were raised, including the reimbursement process for the extra days the Board of Directors is required to be at the meeting, and the growing requests for some subsidies to support members to attend the meeting virtually.

Outcome: D. Vittner suggested that a task force to look at how best to set up a process for giving subsidies for virtual attendance be set up. D. Vittner and J. Hofherr volunteered to be part of the group. It was suggested that task force members from outside of the Board could be recruited.

*Meeting Discussion*

The Board of Directors discussed the current challenges facing the organization and some of its members, particularly those who may be impacted by military conflicts or boycotts. This included the potential effects on attendance and active participation in future meetings. The Board reaffirmed that the NFI's commitment to addressing challenges and working collaboratively with members to find solutions that benefit the organization, its mission, and its members. The NFI remains committed to inclusivity and support for individuals interested in NIDCAP principles and practice. The NFI strives to accommodate the needs of our members to the best of our ability.

**Finance Committee**

Goal: To review the proposed budget for FY2025 and to provide feedback on recent items added due to committee requests.

Discussion: J. Hofherr presented the budget and highlighted the items that had been added. Currently with these additions, the NFI would be projected to end FY2025 with a small surplus. J. Hofherr asked if any other funds are to be requested that that be done as soon as possible. She also asked that we review the budget preparation process and give feedback on or before the next meeting.

Next steps: The budget will be presented for approval at the next meeting, and the process for beginning preparation of the FY2026 budget will be adopted and begun.

The meeting was adjourned at 1459 EST.

Submitted by Secretary,

