



NFI Membership Meeting FY 2024
Centre de Congrès Pierre Baudis Toulouse, France
Tuesday, November 5, 2024
1525 – 1655 CET

Members of the Board: Deborah Buehler, PhD (President), Fatima Clemente, MD, Mandy Daly, ACII, DLDU, Jennifer Degl, MS, Jennifer Hofherr, MS, OTR/L (Co-Treasurer), Gloria McAnulty, PhD (Co-Treasurer), Jean Powlesland, MS, RN, C-NICC (Secretary), Dalia Silberstein, PhD, RN, Charlotte Tscherning, MD, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN.

Executive Director of Administration and Finance: Sandra Kosta, BA

Moderator: Debra Paul, OTR/L

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)

Meeting Minutes

The President of the NFI, Deborah Buehler, was introduced by the NFI Membership Meeting's Moderator, Debra Paul. D. Buehler welcomed all participants, those in person and those online. She began the Annual NFI Membership Meeting by reviewing the NFI's Mission Statement, which guides the organization and its activities. She introduced other NFI Officers and Members of the Board of Directors. She acknowledged the contributions of Director Apoorva Sudini to the Board and the Advancement Committee and reported that the Board had ended her term in August due to her lack of availability. She shared graphics of the organization of the NFI and reviewed the Major Committees: Program, which is chaired by Dorothy Vittner; Finance, which is chaired by Co-Treasurers, Jennifer Hofherr and Gloria McAnulty and Assistant Treasurer, Sandra Kosta; Governance, which is chaired by Jean Powlesland and Dalia Silberstein, and Advancement, chaired by D. Buehler and Jennifer Degl. In addition, the Program Committee is advised by the Quality Assurance Advisory Council, chaired by Nikk Conneman. D. Buehler recognized the work of the NFI's consultants: Sandra Kosta, Executive Director of Administration and Finance and Kaye Spence, Senior Editor of the *Developmental Observer*.

President's Report

Deborah Buehler gave an overview of the major activities of the organizations:

- ❖ Membership: There are a total of 327 members. This represents an increase from the prior year. New members primarily joined from the “Allied” category, during a membership drive in honor of World NIDCAP Month.
- ❖ Membership Engagement: In response to requests for increased opportunities to interact with the Board members, the NFI held virtual “Membership Forums” for conversations with members about the NFI. The theme heard from these events was the desire for more community and support for the work. January 8th was announced for the next Membership Forum.
- ❖ Providing a high-level overview of the NFI, D. Buehler discussed the strengths of the international community that is dedicated to NIDCAP practice, training and vision, and the NFI’s focus on organization sustainability. She briefly mentioned some priority future projects such as updating training materials, developing a membership committee, a World NIDCAP Day committee and reintroducing the NIDCAP Nursery Program support.
- ❖ NFI Plans and the Membership: The NIDCAP Trainers Meeting’s session, entitled, “NFI Next Steps”, was planned as a forum for members to discuss the question “As the NFI continues to grow and evolve, how can we strengthen the NFI, our network and your participation?”

D. Buehler recognized individuals who have or who are retiring from NIDCAP work:

- ❖ Rodd Hedlund, MEd, who was the Editor of the Developmental Observer from 2007-2013 and Director of the NIDCAP Nursery Program from 2009 through 2023. He has been a key leader in the NIDCAP work, and she thanked him for his service and the many ways he has helped to advance the NFI mission.
- ❖ Jacques Sizun, MD and Nathalie Ratynski, MD, who were part of the French Brest and Toulouse teams. Dr. Sizun has been an NFI Board member and founder of the French speaking chapter of the NFI. Dr. Ratynski has been a NIDCAP Trainer for 20 years. Both Drs. Sizun and Ratynski have been involved in promoting NIDCAP throughout the French speaking and greater world. D. Buehler thanked them for their service and presented them with tokens of appreciation.

Advancement Committee: D. Buehler and J. Degl, Co-Chairs

Deborah Buehler stated that there are two primary areas that the Advancement Committee serves for the NFI: Fundraising and Communications. The Family Advisory Council, chaired by Mandy Daly, Samantha Butler, and Jennifer Degl, advises and supports the Advancement Committee. Activities included:

Fundraising:

- Membership Drive during World NIDCAP Month
- Donor campaigns, such as Amazon Smile and Giving Tuesday

- One NFI Corporate Sponsorship from Dr. Brown's Medical was obtained and she thanked Jim Helm for his assistance in this endeavor.

Communications:

- *Developmental Observer*: Three issues were published this past year. Editor Kaye Spence came to the podium to ask that attendees consider submitting articles to the *Developmental Observer*, and that she was also seeking articles in languages other than English. The Family Voices column editor, Debra Paul, ask that members identify and invite family members to contribute a column.
- World NIDCAP Month and Day: The NFI's annual awareness day and month were honored with publications, interactive websites, social media posts, and posters.
- Speakers Bureau: Jennifer Degl, through a recorded video, shared details on the NFI Speakers Bureau, which is a listing on the nidcap.org site of speakers vetted to present on NIDCAP-related topics.
- Position Paper: J. Degl shared information on the position paper "Continuous and Uninterrupted Family Presence in the NICU" that was authored by the NICU Parent Network, the NFI and other organizations. This paper strongly advocates for parents of hospitalized infants to be considered equal and essential partners in care and is an exciting collaboration and partnership with many other organizations. It is due to be released in about a week.
- Other partnerships: D. Buehler mentioned the Family Centered Care Taskforce, with whom the NFI is collaborating in the delivery of a survey of care practices, and the European Foundation for the Care of the Newborn Infant (EFCNI), who has asked the NFI to partner in creating a multilingual survey for NICU parents to assess their experiences, concerns and social emotional burdens.
- NFI Store: NFI logo products such as pens, journals, baseball cap, and clipboards are available to purchase. Monies raised will support the NFI.
- Learning Center: Educational materials, including videos, podcasts, webinars, readings, will be available on the new Learning Center. The plan is to time the release with World NIDCAP Month during March 2025.

Program Committee: D. Vittner, Chair

Dorothy Vittner acknowledged the chairs and members of the eight subcommittees within the Program Committee. She summarized the current numbers of Trainers and Training Centers:

- ❖ Training Centers: 31 active, 2 inactive
- ❖ NIDCAP Trainers: 71 active, 9 inactive
- ❖ APIB Trainers: 9 active

D. Vittner emphasized the importance of looking at NIDCAP's applicability to other populations and settings than the NICU. She acknowledged those who had achieved NIDCAP and APIB Trainer status in the past year, along with their mentors.

- ❖ NIDCAP Trainers-in-Training: Ana Morillo and Thais Agut (Graciela Basso) and Isabelle Milette (Delphine Druart)
- ❖ New NIDCAP Trainers: Noriko Moriguchi and Kanako Uchiumi (gretchen Lawhon and Joy Browne), Pernilla Stenman (Agneta Kleberg and Nikk Conneman), Aurelie Guillou and Peggy Laurent (Delphine Druart and Deborah Buehler)
- ❖ Senior Master NIDCAP Trainer: gretchen Lawhon
- ❖ Master NIDCAP and APIB Trainers: Delphine Druart
- ❖ Master APIB Trainer: Deborah Buehler
- ❖ Senior APIB Trainer: Nikk Conneman
- ❖ New NIDCAP Training Centers: Saint Briec NIDCAP Training Center, Saint Briec, France and Training Center Valenciennes, Valenciennes, France
- ❖ New NIDCAP Training Center-in-Development: Maisonneuve-Rosemont Hospital, Montreal, Canada

D. Vittner mentioned that Program priorities for the future include providing support to Trainers, such as online workshops, master classes or special sessions at the annual meeting. She also emphasized the importance of revising materials to be inclusive of other infant populations, using the NIDCAP Nursery Program (NNP) as an example. She mentioned that the NFI is actively seeking to hire a new NNP Director and encouraged the members, if interested, to contact her or D. Buehler.

- ❖ D. Vittner shared the activities of the Science and NIDCAP subcommittee, chaired by Dalia Silberstein and Ita Litmanovitz, which had distributed three R3 publications, and led the abstract submission and review process for the NIDCAP Trainers Meeting. She shared with the audience that a recent search of the literature showed a large number of publications addressing NIDCAP in the past year and urged all to push the science further.
- ❖ Congratulations to Dr. Samantha Butler, who was awarded the "Cardiac Neurodevelopmental Advocacy and Engagement Award". As founder of the Cardiac Newborn Neuroprotective Network, this group is dedicated to quality improvement, peer support and parent education through a multidisciplinary perspective.

Governance Committee: J. Powlesland and D. Silberstein, Co-Chairs

Dalia Silberstein briefly described the Governance Committee structure, function, subcommittees and thanked the members of each of the teams.

- ❖ Sub-Committees include Nominations and Elections, Financial Oversight, Intellectual Property, Member Services and the Task Force for the Reorganization of the Board of Directors' structure.
- ❖ Elections for the Board of Directors were held via electronic voting. There was one family representative seat, and two at-large seats open for election. Mandy Daly ran unopposed for the Family Representative seat and was reelected. Four nominees ran for the at-large seats: Geert Lingier, Monique Oude-Reimer, Jean Powlesland (incumbent) and Elsa Silva. J. Powlesland and M. Oude-Reimer were elected. D. Silberstein thanked all the nominees for their interest and consideration.

J. Powlesland discussed other aspects of the Governance Committee's Report:

- ❖ NFI membership categories, and number of members in each, were reviewed. There has been approximately a 10% growth in membership numbers from 327 to 360 in the past year.
- ❖ NFI Strategic Plan: The primary goal that applies to the Governance Committee is: "to enhance the organization's capacity and sustainability" continued from 2023 through this year. Activities towards that goal include beginning the transition to a Board that focuses on Governance, and the committees focused on carrying out activities.
- ❖ J. Powlesland shared graphics of a future Board structure, as well as a timeline for the reorganization.

Finance Committee: J. Hofherr and G. McAnulty, Co-Treasurers, Sandra Kosta, Assistant Treasurer.

Jennifer Hofherr said she would share a high-level look at the current year budget with projections for the end of the fiscal year.

She shared the budget spread sheet and highlighted some specifics:

- ❖ The NFI year began with a balance of approximately \$36,114.28. Approximately \$21,600 of that was restricted funds for Advancement and Membership support, leaving about \$14,500 as unrestricted funds.
- ❖ Projected revenue by the end of the year was \$340,574; projected expenses were \$307,506. The projected net was \$33,068.
- ❖ J. Hofherr reviewed key variances, including a delay in invoicing membership dues following an upgrade in accounting software, paying a deposit relating to the 2025 Trainers meeting earlier than expected, and having extra funds due to the vacant NIDCAP Nursery Program Director position.
- ❖ J. Hofherr introduced the idea of tracking key performance metrics to assess the financial strength of the NFI as an organization. Using the net margin ratio, the NFI has much improved

over the prior year. Another strength included three months of administrative costs in unreserved funds. Challenges included delayed invoicing which led to receiving membership dues late, and funds for programs' use is 46%, which is less than the goal of 65%.

Open Forum for Questions and Comments: Discussion Points

- ❖ *Do we know who all our members are, and are we capturing all the Professionals and Professionals-in-Training?* The NFI believes that we are missing individuals who do not initiate or do not maintain their membership. This is a missed opportunity both to help maintain quality by engaging with those individuals and a financial loss. The current database is available, but not consistently used, and it is difficult to extract useful data. The NFI prices the Annual NIDCAP Trainers meeting so that non-members pay more than NFI Members.
- ❖ *Who oversees fundraising? What is the plan for writing grants, or getting corporate sponsors?* The Advancement Committee oversees fundraising and communications yet has been stronger in the communications arena. In the past, the NFI grant writing has not been successful and the Advancement Committee has been looking to revamp and focus more strongly on fundraising, including grant writers. Members offered several suggestions. The NFI should have an exhibit table at this and other conferences to capture new members or to raise awareness. Perhaps the NFI can partner with parent organizations to fundraise. It was then noted that many parent organizations are strictly voluntary and do not have the resources to help the NFI but should be considered for their skills and expertise to assist the NFI. It has also been observed that certain funders are reluctant to support the NFI because it does not directly engage in frontline activities. However, having family members share their experiences of how the NIDCAP philosophy has positively affected their lives can help create a connection with prospective funders.

The meeting was adjourned at 1655.

Submitted by Secretary,

