



NFI Board of Directors Mid-Year Meeting FY 2025
Boston, Massachusetts USA
Friday, May 30, 2025

Attending Deborah Buehler, PhD, Mandy Daly, ACII, DLDU, Jennifer Degl, MA (joined at 11.14am- left at 12pm), Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, C-NICC Monique Oude Reimer-van Kilsdonk, RN, Juzer Tyebkhan, MBBS, FRCPC, Dorothy Vittner, PhD, RN, FAAN.

Online: Fatima Clemente, MD (joined at 25 mins past the hour), Juzer Tyebkhan, MBBS, FRCPC

Absent: Charlotte Tscherning, MD

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 May 14 Minutes and the Mid-Year Reports from the President and the Advancement, Governance, and Program Committees were approved.
- The Board reviewed the NFI Mission and Vision Statements.
- The Program, Advancement, Governance, and Finance Mid-Year Committee and President's Reports were approved by consent agenda.
- The Board reviewed the sections of the 2015 and 2023 Strategic Plan considering accomplishments and plans.
- D. Vittner, Program Committee Chair, presented an overview/update from the committee.

Reflection

The meeting commenced at five minutes past the hour. The NIDCAP Values from the 2015 strategic plan were reflected upon by the Board Members.

Board Business

Mission and Vision Statement

The NFI Mission and Vision statements were discussed by the Board.

G. McAnulty suggested that the wording of the Mission Statement be amended to include the word “mission” and to include the intent to carry out an action (i.e. to improve). The option to have two sentences in the Mission Statement were discussed to ensure that NFI education and training endeavors are also captured.

D. Vittner felt that in its current iteration, the Vision Statement is the articulation of the Mission Statement. Reorganizing the format of the existing Vision Statement was discussed to ensure that the important elements are featured first with expanded explanations later in the statement.

D. Beuhler agreed to combine all the discussions into a revised document and bring the document back to the board on the second day of the board meeting.

Minutes

May 2025 minutes were presented to the board by M. Daly for discussion and voting. J. Hofherr motioned to accept the minutes and J. Powlesland seconded the motion.

Upon motion duly made it was unanimously

Voted: To accept the May 2025 NFI Board Meeting Minutes

Consent Agenda

The President’s, Advancement, Governance and Program Mid-Year Reports were presented to the board. J. Powlesland motioned to accept all the mid-year reports in a consent agenda (i.e. to approve the set of reports) and Gloria McAnulty seconded the motion.

Upon motion duly made it was unanimously Voted: To accept the President’s, Advancement, Governance and Program Mid-Year Reports

End-Of-Year Reports

Regardless of when the Membership Meeting takes place each year, committee chairs agreed to submit End of Year Reports in January. The Mid-Year Report can be used as the basis for the report presented at the Membership Meeting with additions that are deemed necessary to reflect achievements, etc. that have taken place since the Mid-Year Report.

Board Development

D. Buehler circulated copies of two documents (Strategic Goal Activities and Strategic Plan Next Steps) to the Board for review and discussion.

STRATEGIC PLAN NEXT STEPS AND GOALS DOCUMENT

- **Development of Resources and Materials**
 - The use of AI to assist with translations was discussed.
 - All four points in this section remain priorities for the Board.
 - Include NIDCAP as an additional point. APIB development is already referenced but NIDCAP is not.

- **Development of NIDCAP Professionals, Trainers and Training Centers**
 - J. Hofherr requested that the word “benchmarking” be reworded to reflect the collaboration between Training Centers.

- **Development of Scientific Evidence**
 - No amendments were suggested.

- **Development of the NIDCAP Model Awareness, Education and Implementation**
 - An amendment to operationalize this activity is needed (**point three**).
 - An amendment to include access and affordability for NIDCAP in all countries was suggested.
 - J. Powlesland suggested that options be considered to explore how AI can help deliver training, etc. and that this be included in this document.
 - D. Vittner asked that Foundational Education also be included in the document.
 - M. Oude Reimer-van Kilsdonk asked that how we market the organization be reviewed and considered to also to include how to grow our membership.

- J. Hofherr raised the topic of archiving NFI documents and resources as a topic for inclusion.
- Reviewing the existing training database with a view to improving its operability was discussed and deemed a priority to include on this document.
- A new category Organizational Capacity will be added to this document.

STRATEGIC GOAL ACTIVITIES

- **To Increase NIDCAP and APiB Training Opportunities**
 - To expand education globally (M. Daly to be Board liaison). The role involves operationalizing this topic and reporting on the work done in this area.
 - Specific objectives are to be added to each goal in this section of the document.
 - J. Powlesland enquired if AI might be used to simplify the content of the training materials might be considered a priority for this section. D. Vittner suggested that by updating our training materials we could address this issue.
 - A new category about reinvigorating the Quality Assurance Advisory Council is to be added to this section of the document.
- **To enhance the NFI Board Directors and Organization's Capacity and Sustainability**
 - Individual objectives will be added within in this section.
 - Addressing the organization's reserve fund to guarantee sustainability was suggested by J. Hofherr who will take the lead on this topic.

GOVERNANCE/OPERATIONS ACTIVITIES

J. Powlesland reviewed board decisions since November 2024 and determined that all decisions taken by the Board have been appropriate for a governing board. Recent board agendas have included meeting objectives and committee updates have been "as meeting time allowed" reflecting a conscious shift by the board to be more efficient and effective in our discussions and decision making. The operational piece of restructuring the board is challenging. Boosting committee capacity will be necessary to redirect the tasks currently undertaken by the Board. Instilling accountability into the Committee assigned tasks is necessary to ensure that timeframes are adhered to and that tasks get completed. This not without its challenges, for example if Committee Chairs endeavor to get Committee members to complete a task are unsuccessful.

J. Powlesland suggested that every Committee have clear roles and responsibilities with annual objectives clearly outlined to guide the work of each Committee. Future Committee tasks might require a more structured approach from the Board to ensure that the Committee work gets done.

Board Elections

The following board positions are up for re-election this year, F. Clemente, C. Tscherning and J. Degl. The nomination period will open in late August and end Oct 1st. The NIDCAP Trainers Meeting may be used to encourage the Membership to consider running for election and to remind the Membership about the election process. The election will take place online and results will be announced in November with board positions commencing 1 January 2026.

J. Hofherr's board position and term length was discussed. A motion that J. Hofherr's board position expire on December 31st, 2025, and that she be approached to enquire if she is interested in running again will take place later was proposed by J. Powlesland and seconded by G. McAnulty.

Upon motion duly made it was

Voted: To accept that J Hofherr's board position expire on December 31st, 2025, and that she be approached to enquire if she is interested in continuing to serve another term. (1 abstention)

Program Committee

D. Vittner acknowledged with gratitude all the NFI members who have contributed towards the work of the Committee. The NFI has 31 active Training Centers, **FIX** inactive Centers, 70 active Senior Master Trainers, Master Trainers, Senior Trainers, Trainers and Trainers-In-Training and nine in-active and 12 active APIB Master Trainers, Senior Trainers, Trainers and Trainers-In-Training. J. Powlesland suggested that the term "in-active" be reframed to describe Trainers etc. who are no longer practicing. The title Trainer Emeritus as an alternative was discussed by the Board. Institution procedures typically see individuals apply to their institution to be considered for this status and D. Vittner indicated that no members have applied to the NFI for this status to date. A query was raised if in-active trainers were all members in good standing. It was agreed to forward this topic to the QAAC for review.

In the past seven months, the NFI has two new NIDCAP Trainers and three new APIB Trainers-in-Training.

Conversations are under way for three new NIDCAP Trainers, one new NIDCAP Training Center, two Master NIDCAP Trainers-in-Training and two APIB Trainers-In-Training.

Bonni Moyer, DPT was appointed the NIDCAP Nursery Program Director.

The Quality Improvement Special Interest Group (QI SIG) was established in January 2025.

Several foundation programs (CLE, WONDERbabies, PFSD and CIRENA) have been endorsed by the NFI. The CLE and CIRENA programs have committed to being considered Foundational Training for the NFI.

The NFI has also endorsed two resources: the NICU Parent Network Position Paper and Deborah Buehler's book "Being With You Is Everything: Discovering Your Baby's Voice." The NFI is an organizational partner of the Family- Centered Care Taskforce. Several neonatal conferences (Ireland, Spain, Portugal, Chicago) and International Kangaroo Care Day were endorsed by the NFI in 2024.

The Learning Center

Foundational Education is available for NIDCAP and APIB. A new Director has been appointed to lead the Learning Centre. Aspirations going forward include reigniting the webinar series and having standardized presentations for Industry partners.

NIDCAP and Science

Contributions include the R3, Abstract session, submissions to the *Developmental Observer* and suggestions to enhance the Poster Session at the NIDCAP Trainers Meeting.

NIDCAP Trainers Meeting

Planning for the NIDCAP Trainers Meeting (NTM) is well under way for the 36th annual meeting in Copenhagen 16-18 September 2025. A site for the 37th NTM is being explored by J. Hofherr and J. Powlesland. Discussions are underway for Belgium to host the 28th NTM in 2027 and The Netherlands to host the NTM in 2028. Future considerations into adult learning theory and the structure and function of the NTM may alter the way we deliver information at future NTMs. The format of the meetings including the positioning and planning of the Open Day was discussed by the Board. D. Vittner suggested that a guideline be developed for those planning the NTM to ensure continuity of content, structure, and other considerations. Future hosts will receive notification from F. Clemente with guidance around planning the Trainers Meeting. F. Clemente, J. Hofherr and D. Vittner will work to develop the NTM Guidance document.

J. Hofherr has been exploring dates and a venue in Columbus, Ohio for NTM 2026, Oct 11th -14th and shared the costs with the board. She learned that room rates at this time are \$164 plus taxes/night.

Opportunities and Next Steps

J. Tyebkhan reported that the digitized Android NIDCAP scan sheet is now available. He described that the equivalent Apple product is in development and scheduled for completion by the end of 2025. To date, no user feedback has been provided in relation to the android digitized scan sheet. A request was made enquiring if we were capturing data about user numbers for the android sheet. A webinar devoted to the digitized scan sheet to connect users with non-users and to showcase user experience was suggested.

The meeting was adjourned at 17.13.

Submitted by Secretary,

Mandy Daly

