



## NFI Board of Directors Conference Call FY 2025 Wednesday, October 8, 2025

**Attending** Deborah Buehler, PhD, Fatima Clemente, MD, Jennifer Hofherr, MS, OTR/L, Gloria McAnulty, PhD, Jean Powlesland, MS, RN, C-NICC, Juzer Tyebkhan, MBBS, FRCPC

**Absent:** Jennifer Degl, MS, Mandy Daly, ACII, DLDU, Monique Oude Reimer-van Kilsdonk, RN, PhD, Charlotte Tscherning, MD (arrived as meeting closed), Dorothy Vittner, PhD, RN, FAAN,

**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 by providing and assuring the quality of NIDCAP education, training and certification for professionals and hospital systems.*

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### **Highlights of the Meeting**

- Early planning for 2026 Mid-Year Board of Directors Meeting
  - Review of Nominations and Elections for open and family Board seats
  - By-law updates to be recirculated to the Board of Directors and voted on during November meeting
  - Discussion of NIDCAP Trainers Meeting and Membership Meeting evaluations received and plans to summarize and review
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## Meeting Minutes

The Minutes from Meeting from the 15<sup>th</sup> September 2025 and the Membership Meeting 16<sup>th</sup> Sept 2025 were tabled to allow time for review by the Board of Directors.

**Action Item** – Approval of these minutes tabled until next meeting November 2025

## Board Business

### Determine Board Vote

Check with D. Vittner and recording of Board Meeting 15<sup>th</sup> September in Copenhagen to confirm whether we formally voted to approve Nathalie Renaud as a NIDCAP Trainer.

**Action Item:** *To determine if a Board vote is needed to confirm NIDCAP Trainer status.*

### Mid-Year Board Meeting

It was previously suggested to hold the Mid-Year meeting alongside the Gravens Conference in June 2026 in South Bend, Indiana USA. Only two Board Members present are planning to attend the Gravens meeting. The estimated travel and hotel costs are likely higher in South Bend compared to the Boston area. April 2026 may be a preferred time since hotel costs are lower than in May/June. An April meeting is also about six months after the Full Day Board meeting in Copenhagen. New Board Members in January 2026; if we wait to finalize the venue and date for the Mid-Year meeting until after the elections, it may be too late to secure a venue.

**Action Item:** *J. Powlesland will send a poll to Board Members regarding their availability in April, May, June for the two-day Mid-Year meeting in the Boston area.*

### NFI Board of Directors Nominations and Elections

The closing date for nominations was 7<sup>th</sup> October 2025. The election process begins 20<sup>th</sup> October 2025 and will remain open for two weeks, until 3<sup>rd</sup> November 2025. Four nominations have been received for the Family Representative seat; and 1 one new nomination for the At-Large seat.

Discussion on the number of Family Representatives on the board and inviting Family Representatives with special skills to join the Family Advisory Council or other committees /working groups after the elections.

**Action Item:** *Governance Co Chairs J. Powlesland and D. Silberstein will communicate with these nominees to request their bios and related information.*

## **Bylaws**

**Action Item:** *J. Powlesland will recirculate the proposed updates to the Bylaws to Board Members, and these updates will be voted on at the November board meeting.*

## **NIDCAP Trainers Meeting (NTM) 2025**

### **Evaluations:**

Approximately 40 evaluations have been received following the NTM 2025.

Discussion on strategies to increase evaluation participation next year:

- Provide paper forms available at NTM 2026.
- Include a QR code and link as handouts in attendee's binders/folders and on each table.
- Remind attendees verbally each day to complete that day's portion of the evaluation.
- Suggest allowing attendees to share their names/emails so board or planning committee members can reach out for specific questions/concerns. Those who provide their information could be entered a raffle for a prize from the NFI shop.

**Action Item:** *S. Kosta will send reminder with QR code and link to the evaluation. She will also remind attendees that they can complete the evaluation in any language.*

### **Sustainability and AI Sessions**

**Action Item:** *Board members who facilitated the small group sessions groups are reminded to send summaries to the facilitator of the respective session(s) and to the NTM Chair/Board.*

### **NTM Planning Committee**

M. Oude Reimer-van Kilsdonk has indicated her interest in co-chairing this committee.

**Action Item:** *F. Clemente will discuss M. Oude Reimer-van Kilsdonk as the NTM Co-Chair with D. Vittner, as chair of the Program Committee.*

Meeting adjourned at 15:30 EDT.

Respectfully submitted,

Juzer Tyebkhan  
Honorary Scribe

