



NFI Board of Directors Conference Call FY 2025 Monday, September 15, 2025

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

Absent: Jennifer Degl, MS, Gloria McAnulty, PhD

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.

Highlights of the Meeting

- *Approval of two new NIDCAP Trainers (Angeline Perez, Eveline van Dijk) and one new NIDCAP Training Center, and one new NIDCAP Training Center (Ghent, Belgium)*
- *Approval of Board of Director Minutes (13 August 2025)*
- *Documentation review and Strategic Plan changes*
- *Review of NFI Committee updates*

Meeting Minutes

M. Daly motioned for approval for the Board of Director Minutes from August 13, 2025, J Tyebkhan seconded the motion.

Upon motion duly made it was unanimously

Voted: To adopt the minutes from the August 13th, 2025, NFI Board Meeting.

Board Business

D. Vittner motioned for approval for the certification of two NIDCAP Trainers (Angeline Perez & Eveline van Dijk) and one new NIDCAP Training Centre, Ghent, Belgium. J Powlesland seconded the motion.

Upon motion duly made, it was unanimously

Voted: To approve the certification of two NIDCAP Trainers (Angeline Perez & Eveline van Dijk) and one new NIDCAP Training Center in Ghent, Belgium.

NFI Strategic Plan

Committee Reports

J. Tyebkhan proposed that the board undertake a review of the committee report procedure. Under this approach, a report would continue to be prepared for the Annual Membership Meeting, while a concise summary version would also be produced for dissemination to the wider community.

Database Management

The Board of Directors discussed the need to allocate resources to improve database accessibility. It was agreed that NFI Board members will submit their requirements for the content of a new training database to J. Powlesland by November 6th, 2025 for discussion at the 12th November 2025 Board meeting. To ensure the revised training database meets the needs of NIDCAP and APIB Trainers, J. Powlesland will prepare a survey to gather their feedback.

The Board further discussed the management of a new training database, including whether a dedicated role should be established. It was noted that such a role might also include responsibility for the membership database, with general expectations for the position to be developed by the Board.

D. Vittner asked about the potential development costs for a new database. J. Hofherr will investigate licensing costs as well as other costs associated with the proposed role, and will report back to the Board.

Documentation Review and Archiving

J. Powlesland updated the Board on the NFI documentation review and archiving process. The Board acknowledged the contribution of her daughter, Miriam Browman, who has led this work to date. The process will consolidate all NFI policies in one location and include notification of upcoming review dates. This activity supports the Board in maintaining up-to-date policies. In addition, all By-laws have been reviewed, and a summary of proposed changes has been circulated to the membership.

NFI Membership Meeting

The NFI will host an exhibitor table at the NIDCAP Trainers Meeting 2025. J. Powlesland requested that Board members volunteer to be present at the table during breaks to provide an opportunity for NFI Members to ask questions. In addition, a box for questions and comments will be available for Members to submit written communications to the Board.

D. Buehler requested that future Membership Meetings be scheduled for two hours, noting that one hour is insufficient.

C. Tscherning suggested developing a document outlining the purpose of the Membership Meeting and providing guidance on how members can make the best use of it.

By way of maintaining membership numbers, the NIDCAP Trainers on the Board shared various methods for staying connected with NIDCAP professionals, including WhatsApp groups, social media platforms, and similar networks.

The Board discussed strategies for improving engagement with the NFI Membership during the Membership Meeting. Options included providing question prompts on tables to facilitate discussions and gather feedback for the Board, and/or posing questions directly to the Membership during the meeting.

Finance Committee Report

J. Hofherr presented the summary Mid-Year Finance Report that will be presented to the Membership as well as presented a detailed report to the Board.

J. Hofherr advised that four registration scholarships were awarded this year to support online attendance at the Annual NIDCAP Trainers Meeting. In the future, the awarding of similar scholarships will be dependent on available donations. The website will be updated to enable donors to contribute specifically to the scholarship fund. J. Hofherr will mention this opportunity during the Membership meeting.

D. Buehler confirmed that Stina Klemming has agreed (pending contract signing) to accept the role of Director of the Learning Center. An announcement confirming her decision will be made at the Membership meeting. Stina Klemming's NIDCAP Trainer's role will transition be affiliated with the NFI.

Program Committee Report

The Board discussed the topic of inactive Training Centers. D. Vittner recommended that the list of active/inactive Training Centers be updated. The Board discussed a proposal to develop a policy outlining the criteria for reactivating inactive NIDCAP Training Centers, as well as guidelines for how retired Trainers might continue to participate in training activities. This topic will be scheduled for discussion at a future Board meeting. In the meantime, Board Members are encouraged to send their input on the matter to D. Vittner.

D. Vittner presented the Program Report to the Board.

The necessity to apply for acknowledgement in respect of work done was brought to the attention of the Program Committee for discussion. J. Tyebkhan highlighted that the NIDCAP training progression is entirely dependent on others within a continuum; for example, if a trainee does not complete their training, their Trainer-in-Training may not receive recognition for their contributions to date. He noted that the current progression model is often perceived as a barrier to engagement with NIDCAP. From a capacity-building perspective, the NFI may wish to review the process to introduce greater flexibility to support the Trainer progression pathway.

Governance Committee Report

J. Powlesland presented the Governance Report to the Board. The Board discussed the option of inviting two Parent Representatives to join the NFI Board, ideally one from North America and one from Europe. J. Degl will explore potential candidates through the NICU Parent Network, while M. Daly will identify possible candidates from Europe. The Board was encouraged to explore additional potential Board candidates with specific skills that would support the Boards' work (i.e. marketing, fundraising).

Advancement Committee Report

D. Buehler presented the Advancement Committee Report to the Board. D. Buehler acknowledged the contributions of J. Degl and J. Helm to the Committees work.

Other Business

J. Powlesland inquired whether the NFI Mid-Year Board Meeting could be scheduled prior to the Graven’s Conference in June 2026 and held at the same venue in Indiana, USA, to enhance NFI’s presence at the conference. She will explore the costs associated with hosting the Mid-Year Board Meeting outside the usual Boston location.

The meeting was adjourned at 5pm.

Submitted by Secretary,

Mandy Daly

