

<b>ATTENDEES</b>	Regina Bouso, Kit Chesla, Sandra Eggenberger, Laurie Gottlieb, Naohiro Hohashi, Jane Lassetter, Birte Ostergaard, Cristina Garcia-Vivar Staff: Beth Kassalen, Debbie Zaporoni Unable to Attend: Kathy Knafl, Carole Robinson, Veronica Swallow
<b>GUESTS</b>	
<b>MINUTES PREPARED BY</b>	Sandra Eggenberger, Secretary

**Agenda topics**

**APPROVAL of MINUTES**

<b>DISCUSSION</b>	IFNA BOD Minutes 7/14/16 were approved.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**IFNA ANNOUNCEMENTS**

<b>DISCUSSION</b>	Jane Lassetter extended a warm welcome to Board of Directors (BOD) members as substitution in the absence of President Carole Robinson (CR).		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**FINANCIAL BOARD REPORT**

<b>DISCUSSION</b>	<p>In her absence, Kathy Knafl (KK) provided a written report of an expected pattern of income and expenditures. Total assets are still declining, though we anticipate a reversal of that trend in the upcoming months. Last month had the fewest renewals of the year. The opening of abstract submissions for the 2017 International Family Nursing Conference (IFNC) is an opportunity to target a membership drive to those who haven't renewed, urging them to submit an abstract as well. To date for this year, our total expenses have exceeded our income by about 29 K, with month expenses ranging from about 4.5K to about 7.5 K and monthly income ranging from \$740 to \$3140.</p> <p>Debbie Zaporoni is still working hard on the process for VAT recovery from Denmark.</p>		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**RESOURCE ADVANCEMENT COMMITTEE**

<b>DISCUSSION</b>	<p>Resource Advancement Committee (RAC) provided a written report indicating they did not meet in July, but will reconvene in August. The exhibitor prospectus has been finalized and sent to the various likely supporters (e.g. prior donors, deans/directors, chief nurse executives). Beginning in September RAC meeting will be with an expanded group of international members. Members will follow-up with personal requests for support from those in their network of colleagues. Donations have already been received from the University of California, San Francisco and Duke University. The Board of Directors (BOD) is asked to take the prospectus to their administrative units. The BOD is requested to submit their individual donations which demonstrate an investment in IFNA by the BOD and their commitment which that can be discussed with other potential donors.</p>		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

	RESPONSIBLE	
Debbie will provide the Exhibitor Prospectus to the IFNA BOD for reference when discussing IFNC13 support / sponsorship with their respective administrators / universities. Debbie will provide the link for board members to make their own donations to IFNA, along with the IFNA mailing address for those in the US and able to send a check.		

### NOMINATION COMMITTEE

DISCUSSION	<p>Sandra Eggenberger (SE) reported that the nominations committee has explored with Carole Robinson (CR) how their activities may be more explicit in the strategic plan The Nominating committee recommends the following revision to the IFNA Strategic Plan 2016-2019:</p> <p>Revise Goal 9 ENHANCE VISIBILITY FOR IFNA AS A CREDIBLE GLOBAL VOICE FOR FAMILY NURSING to include specific reference to the Nominating Committee in the header.</p> <p>Add 2 metrics that relate to the credibility of the board and the organization:</p> <ol style="list-style-type: none"> <li>4. Evaluate and enhance disclosures about director qualifications, board composition and board assessment processes</li> <li>5. Integrate diversity, expertise and tenure considerations into board composition and succession planning</li> </ol> <p>The committee plans to further discuss our Terms of Reference and make recommendations to the Board (e.g., perhaps drafting policies regarding disclosures required from members of the Board) and procedures (e.g., about Board assessment including such things as exit interviews with departing Board members, which could be done by the Nominating Committee members). The Committee could also undertake a review of the nomination criteria (and set a policy about how frequently review should occur), as well as provide the membership with a report regarding Board diversity over the years, and then in the annual report. The committee plans to continue exploring mechanisms for maintaining our commitment to creating a global voice on the IFNA Board of Directors.</p> <p>KC recommended approval of the revisions to the strategic plan as recommended by the Nominations Committee. Motion carried.</p>		
	<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
SE as board liaison will continue discussions with nominations committee			

### AWARDS COMMITTEE

DISCUSSION	<p>Naohiro Hohashi (NH) reported the July Awards committee meeting:</p> <ol style="list-style-type: none"> <li>1) At the subcommittee of the awards committee, details of the awards criteria and scoring were discussed.</li> <li>2) Awards committee decided that three people could sponsor nominations, two will be IFNA members and one non-member. Further clarification indicated that last year one letter of nomination with more sponsors/support signatures were required; however, this year one nomination with a minimum of three supportive sponsors/signature would be submitted to the Awards committee for their review.</li> <li>3) According to the future schedule, we will accept applications from Oct. 2016 to Jan. 2017, and then make decisions in Feb. and Mar. of 2017.</li> <li>4) Publicity for award nominations will be conducted via LinkedIn, Twitter, the IFNA Web site and Newsletter.</li> <li>5) An idea was offered concerning creation of one or more named awards, whereby a senior family nursing scholar might be honored. This might also serve as a fundraising opportunity within IFNA. The next step is to talk with the Chair of RAC, Jan Deatrck and invite her to next meeting of the Award Committee to understand her ideas for such a named award.</li> <li>6) The next meeting of the awards committee will be held in October.</li> </ol>		
	<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The BOD encourages the Awards committee to discuss the senior family nursing scholar award with the RAC.			

### EDUCATION COMMITTEE

DISCUSSION	On August 9, 2016 a webinar Expanding Simulation Strategies to Include a Focus on Family was offered by Dr. Colleen Royle. This webinar had 37 registrants with 20 attendees. 7 participants paid for their participation (3
------------	--

	nonmembers and 4 members requesting CE credit) each paid \$15.00. Registrants were from approximately four countries. This was the first free educational webinar, not related to conference promotion, offered by IFNA. The BOD expresses appreciation to the presenter Dr. Royle and to the Education Committee for their hard work in offering this webinar. The BOD greatly appreciates the efforts of the Education Committee in working to offer program of webinars and continuing education.
--	--

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMUNICATION**

<b>DISCUSSION</b>	The BOD discussed the communication and proposal from the communication committee about access to a digital media and communication specialist. BoD discussed the need for communication throughout the association, but also noted the budgetary constraints. The BOD discussed the need to delineate the goals of our organization for this communication. Beth Kassalen presented initial thoughts based on her experiences, such as the expenditures that may be required with a communication specialist and consultation. The BOD would like to further explore with the experts on the communication committee their thinking and possible outcomes and strategies. The BOD will request the co-chairs of the Communication Committee attend the next BOD meeting to further explore goals, avenues to meet the goals, and budgetary needs of the committee.
-------------------	---

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**2017 CONFERENCE**

<b>DISCUSSION</b>	Jane Lassetter (JL) reported that plans for the 13th International Family Nursing Conference in Pamplona, Spain June 14 – 17, 2017 continue. The calls for abstracts, preconference and expert lectures have been distributed. The website is continuing to be refined as the conference committee moves forward. Cristina Garcia-Vivar reported confirmation of the Keynote Presenters, including recently confirming Professor Carolina Montoro-Gurich . Carolina is Professor of Human Geography at the University of Navarra. She is the Vice Dean of Research at the School of Humanities and Social Sciences and <b>the Sub Director of the Institute of Sciences for the Family</b> at the University of Navarra.  Her research area is mainly on migration and family policies.  The presentation will give attendees a global perspective of Family health issues in Spain.
-------------------	--

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**PRACTICE COMMITTEE**

<b>DISCUSSION</b>	Practice committee recommended the following addition to the strategic plan: <b>Goal 11</b>		
	<b>PROMOTE GLOBAL DEVELOPMENT OF FAMILY AS THE UNIT OF NURSING PRACTICE</b>		
	<i>Outcome</i>	<i>Metric</i>	<i>Value</i>
	Increased focus on delivery of family nursing care in all nursing practice settings.	Promote integration of care for the family into existing practice settings. Support institutional nurse-governance that promotes family nursing as the unit of care. Promote visibility of family nursing care, and encourage healthcare leaders to implement a family nursing focus.	Improves overall family health. Empowers practicing nurses to shift the focus of care from the individual to the family. Involvement with family in patient care provides better health outcomes

		Support the collection of family outcome data in clinical practice.	Enhances understanding of efficacy of family nursing practices.
KC recommended approval of this addition to the strategic plan. SE seconded. Motion carried.			

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
KC will report the revision of the strategic plan to Kathy Anderson (Co-Chair) of the practice committee.	KA	

**RESEARCH COMMITTEE**

<b>DISCUSSION</b>	B. Oestergaard reported on the activities of the Research Committee. The measurement subcommittee group is moving forward. There is a desire for research committee members who are focused on adult and pediatric intensive care unit family interventions and family care to meet as a subgroup. There are plans to offer a webinar on how to submit a winning abstract Wednesday, September 14 <sup>th</sup> . The BOD expresses appreciation for the efforts of this committee, subcommittees, and for facilitating this webinar.		
-------------------	---	--	--

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Work group continues within this committee.		

**POLICIES: CHAPTER CHARTER DEVELOPMENT**

<b>DISCUSSION</b>	Beth Kassalen (BK) shared the draft of policies related to chapter charter development. The BoD expresses appreciation for BK's work in preparing these quality documents. BOD had a discussion surrounding the benefits of chapters to IFNA and IFNA to chapters began. BK will share the drafted documents of policies and application (see Appendix A and B ) with Veronica Swallow who has expressed interest in developing an IFNA chapter in the UK.		
-------------------	--	--	--

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BK will discuss with Veronica Swallow.		

**MEMBERSHIP COMMITTEE**

<b>DISCUSSION</b>	Laurie Gottlieb (LG) indicated membership committee will be meeting next month.		
-------------------	---	--	--

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**RECIPROCAL AGREEMENT**

<b>DISCUSSION</b>	<p>Reciprocal Agreement related to communication among the organizations that Kassalen manages was explored. There may be a preference for shared communication. Quite possibly webinars, conferences, and position statements would be supportive for multiple associations.</p> <p>When possible, announcements will be included with existing IFNA communications in an effort to minimize an increase to IFNA members' inbox.</p> <p>KC moved to accept the reciprocal agreement. SE seconded. Motion carried. [Appendix C]</p>		
-------------------	---	--	--

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BK will share with interested parties.		

**SHOP for A CAUSE**

<b>DISCUSSION</b>	BK reported on annual charity program sponsored by Macy's called Shop for a Cause. This is a fundraiser for the Foundation of IFNA, in an effort to get start up monies for the Foundation. Although not all donated funds thus far have come from this effort, we have received other donations in to the Foundation and have been able to establish a bank account.
-------------------	---

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	BK	

**14<sup>th</sup> International Family Nursing Conference (2019)**

<b>DISCUSSION</b>	Jane Lassetter (JL) initiated a discussion of the IFNC-14 (2019) location. Initial quoted prices for hotel rates at Disneyland were provide, \$259/night. The group discussed and requested exploring quotes for the months of March, April.
-------------------	--

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>DISCUSSION</b>	The following agenda Items need follow-up at next meeting.
-------------------	--

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Next Meeting <ul style="list-style-type: none"> <li>• Communication Specialist</li> <li>• Chapter Development</li> <li>• Committee Reports</li> </ul>		

Attachments

Appendix A

**IFNA  
POLICY AND PROCEDURES**

**Title:** New Chapter Chartering

**Category:** Operational

**Policy:** Operational guidelines when Board or Board Chapter Liaison receives documentation for a new chapter charter.

**Purpose:** Provides accurate and consistent approach regarding the documentation, interactions, and acknowledgements for newly chartered chapters.

**Procedure: Chapter Charter Application items to be submitted:**

\_\_\_\_\_ Charter Petition signed by at least 5 persons who are current IFNA, dues-paying (International AND local) members

\_\_\_\_\_ Brief description of chapter strategic plan, including:

- Geographic regions to be included
- List of potential planned activities to foster interest in family nursing

\_\_\_\_\_ List of attendees (names and emails) from organizing meeting

\_\_\_\_\_ List of names, and emails of chapter officers or leaders

Once all documentation above is received, the IFNA Board Chapter Liaison will review for completion and accuracy. A summary recommendation is prepared by the Board Liaison to present the submitted information to the Board of Directors at the next board meeting or conference call. The BOD must exhibit a vote of majority approval for the chapter to officially be granted charter. Once this occurs, the Board Liaison, Executive Director, or President will proceed with the following activities.

**Once a Chapter has been approved:**

**ACTION ITEMS**

\_\_\_\_\_ President to email chapter leaders of their charter approval

\_\_\_\_\_ Send Chapter leaders an officially signed letter by the IFNA President for their archives (see attached)

\_\_\_\_\_ Email/fax a copy of congratulations letter to IFNA Headquarters for archives

\_\_\_\_\_ Add Chapter Leaders' names/contact information to:

- Chapter Excel spreadsheet
- IFNA Website or Communications Committee Chair
- Newsletter or e-update
- Consider an official plaque to be physically presented to the Chapter leader in person at the next IFNA Conference.

Policy development date: July 2016

Board Approval: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Office Use Only:

- Remove from "Chapters Under Development" (in files and on website/newsletter) Add to "Active Chapters" (in files and on website/newsletter) within labeled sections
- Email IFNA Headquarters to order plaque for chapter (Name and chartering date) for acknowledgment at the Biannual Conference Business Meeting
- Email chapter president/leader about chartering ceremony at Business Meeting
- Consider asking newly chartered chapter to write an article for next newsletter or e-update
- May want to also follow-up and provide the Policy/Procedure "Maintenance of Active Chapter Status/ Reporting" to new Chapter Leader

This Policy is set up to use as a checklist to be placed in chapter file once completed.

---

**SAMPLE LETTER**

Date:

Chapter Leaders

Address

Dear \_\_\_\_\_

We thank you for submitting your application to charter the “\_\_\_\_\_Chapter” of the International Family Nursing Association. The submitted application was reviewed and voted on by the Board of Directors and was unanimously approved. Congratulations!!!

We will formally recognize the newly chartered \_\_\_Chapter at the Biannual Conference and Business Meeting taking place in \_\_\_\_\_, \_\_\_\_\_. Your chapter will be presented with a plaque showing your official charter date at the next biennial Conference so we hope you and several other members of your chapter will be able to attend. I am happy to continue to be a resource to you regarding any questions or obstacles you and your chapter may encounter during your continued growth and development.

Thanks again to you and your chapter for all your hard work and support of IFNA. We look forward to seeing you soon at the Biannual Conference and please don't hesitate to call on us if you need anything.

Congratulations and we welcome your regional community to our international global community.

NAME \_

President, IFNA

NAME \_\_\_\_\_

Chapter Board Liaison, IFNA

---

## Appendix B

### Chapter Charter Application

Thank you for your interest in creating a regional or local chapter of the International Family Nursing Association. In order for the Board of Directors to review and, hopefully, approve your chapter application, we request the following information from the initial chapter organizers:

\_\_\_\_\_ Charter Petition signed by at least 5 persons who are current IFNA, dues-paying  
(International AND local) members

\_\_\_\_\_ Brief description of chapter strategic plan, including:

- Geographic regions to be included
- List of potential planned activities to foster interest in family nursing

\_\_\_\_\_ List of attendees (names and emails) from organizing meeting

\_\_\_\_\_ List of names, and emails of chapter officers or leaders

The above items should be submitted to the IFNA Board Chapter Liaison (NAME). (NAME) can be reached by email at (EMAIL) should you have any questions. Once all documentation above is received, the IFNA Board Chapter Liaison will review for completion and accuracy. A summary recommendation is prepared by the Board Liaison to present the submitted information to the Board of Directors at the next board meeting or conference call.

IFNA is proud to have your regional group of family nursing professionals interested in becoming officially affiliated and recognized as part of our global association. IFNA provides support to all chartered chapters through non-financial and non-

judicial means.

Specifically, IFNA will:

- Provide access to the IFNA Board of Directors through an official Board Liaison dedicated to working with chapters by providing information and resources from the global association.
- Provide your chapter with a web page, or portion thereof, for your chapter under its official Affiliated IFNA Chapters page.
- Distribute information about chapter activities, organizational meetings, and other electronic announcements relating to the promotion of family nursing.
- Encourage you to submit timely information about the activities of your chapter for global communication pieces such as the website, newsletter, or e-updates.
- Promote local meetings, conferences, and webinars to all IFNA members.
- Provide your chapter with recruitment information to ensure the continual growth of IFNA as interest in your local chapter grows.

Once officially chartered, your chapter will be responsible for providing annual reporting information on your activities and your members to identify the positive impact your chapter is contributing to the overall IFNA goals and strategic plan. More information on reporting requirements will be provided after an official approval determination is made by the Board of Directors.

Original application draft: July 2016

Board approval: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Updates:  
July 2016

---

Appendix C

### **Reciprocal Agreement**

The purpose of this reciprocal agreement is to expand the promotion and distribution of appropriate educational materials and offerings among interest-related professional nursing clients.

In addition to the International Family Nursing Association (IFNA), Kassalen Meetings & Events (KME) manages 7 other organizations, 3 of which are also nursing organizations (Appendix A).

This agreement provides that KME may share IFNA educational materials and offerings, such as webinars with the other organizations that KME manages and that KME may share appropriate educational materials and offerings with the IFNA Membership as per the same agreement with the other organizations that KME manages.

Shared information may include:

- Webinar Offerings
- Conference Announcements
- Written Resources

KME will facilitate distribution of all educational materials and offerings.

KME will not share IFNA Member emails with the other organizations.

There is no financial gain to KME or any of the organizations that also have a reciprocal agreement in place. The purpose is to share related information.

There is no financial obligation to IFNA.