

ATTENDEES	Carole Robinson (President), Kit Chesla, Kathy Knafl, Jane Lassetter, Regina Bousso, France Dupuis Unable to Attend: Cristina Garcia-Vivar, Birte Ostergaard, Sandra Eggenberger, Wendy Looman, Laurie Gottlieb Staff: Beth Kassalen, Debbie Zaparoni
GUESTS	
MINUTES PREPARED BY	Debbie Zaparoni, KME Staff

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BoD Minutes 12/10/15 were approved with edits. The edits included adding in the Committee TOR that were approved and/or discussed at the 12/10 meeting. The board approved the Conference and Communications Committee TORs. The Education and Membership Committees TORs were reviewed with suggestions sent back to the respective committee for consideration.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

FINANCIAL BOARD REPORT

DISCUSSION	Kathy Knafl (KK) reported a healthy financial status for IFNA. Currently the IFNA bank balance is double the amount that it was in early 2015. The VAT Recovery process from IFNC12 continues to be explored by Debbie Zaparoni (DZ).		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

COMMITTEE REPORTS AND TERMS OF REFERENCE (TOR)

DISCUSSION	<p>Awards Committee TOR – Kit Chesla (KC) presented the TOR for the committee. These are fairly straight-forward. It was suggested, if the foundation is active, funding these awards would be a perfect use of its monies. Of note, some coordination with the RAC would be necessary. The board suggested adding coordination with the RAC in the last bullet point. Carole suggested raising foundation money via a “named” award. The group considered this favorable. KK will address in the upcoming RAC meeting. Jane Lassetter (JL) suggested recognition of an excellence award for Research, Education and Practice. Kit noted that this was actually the intent in 2015, the committee argued for flexibility with the awards. The board reviewed and approved this document.</p> <p>Bylaws Committee TOR– Carole Robinson (CR) reported, the committee has been extremely active. The committee consists of one member (Roberta Rehm), CR is the Board Liaison and Beth Kassalen has been very helpful in the review. An area of focus is Membership. This area needs to be reviewed in coordination with the Membership Committee. Carole asked if there were any board concerns with working with such a small group. KK commented that this perhaps is the most efficient way to handle the review. TOR for this committee will be deferred until the complete review of the current bylaws.</p> <p>Education Committee TOR– Regina Bousso (RB) reported, this committee will meet on Tuesday, January 19th. Regina did discuss with Lorraine about the intent for the change in wording of the purpose statement. This wording was discussed and developed during the committee meeting in Denmark. The committee wanted to better reflect the actual work it is doing. Carole commented that the work of this committee is interesting and exciting. The board reviewed and approved this document.</p> <p>Membership Committee TOR – Laurie Gottlieb (LG) was unavailable for this meeting. The Board had asked Laurie</p>
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	<p>to take comments back to the membership committee, specifically regarding the reference of exploring options to have an “Affiliated” Membership. This committee has not met since the last board meeting. CR suggested to the board to provide a simple statement for the membership committee to consider. The board created a statement. This edited / highlighted document will be provided back to the committee for their consideration.</p> <p>Nomination Committee TOR – Sandra Eggenberger (SE) was unavailable for this meeting. CR noted areas in the guidelines where it references that the BOD “approves” the slate of candidates. This is not accurate. The slate comes to the BOD for review and discussion, not approval. Kathy also noted a discrepancy in the statement requiring representation for “all regions of the world”. The board agreed that these TOR are overly descriptive / detailed, questioning whether it was necessary to include the committee’s guidelines and timeline in the TOR. It was suggested that the Procedure and Guidelines stand apart from the TOR for the committee. Suggestions will be provided to the committee for their consideration in make revisions to their TOR.</p> <p>Practice Committee TOR–CR commented that this committee is also taking action and running with the ideas. KC noted a few typos in the document. DZ will correct typos and will adjust the formatting. The board reviewed and approved this document.</p> <p>Research Committee TOR – Birte Oestergaard (BO) was unavailable for this meeting. CR noted that the research committee is doing some innovative work around the “doing of research”. KK suggested deferring the discussion until next month, given the absence of BO. The group agreed. CR has reached out to Sonja Meiers for additional information as well. Review and discussion of the Research Committee TOR will be deferred until February.</p> <p>Resource Advancement Committee TOR – KK reported that the TOR will be reviewed at the 1/18 meeting. The RAC TOR will be brought back for review at the February BOD meeting.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
<p>DZ will send the document back to the membership committee (LG) with the board suggestions highlighted for their review and consideration.</p> <p>DZ will send the document back to the nominating committee (SE) with the board suggestions highlighted for the review and consideration.</p> <p>Research and RAC deferred discussions until February’s meeting.</p> <p>Bylaws Committee TOR will be deferred until the bylaws are reviewed.</p>		

BOARD LIAISON COMMITTEE REPORTS

COMMUNICATION COMMITTEE

DISCUSSION	Wendy Looman (WL) was unavailable for this meeting. There was nothing further to report.				
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CONFERENCE COMMITTEE

DISCUSSION	<p>Cristina Vivar-Garcia (CVG) was unavailable for this meeting. JL reported that the conference committee has established regular meeting times. The cover design for the brochure is nearly finalized. Upon request KK and KC provided suggestions for keynote speakers. Various IFNA Committee members have been invited to join the conference planning committee. JL, DZ, and potentially June Horowitz will be doing a site visit to Pamplona within the next 6 weeks. Hotel rates are very reasonable, less than \$100/night.</p> <p>The committee will need to organize the conference program in a slightly different way than initially proposed. The Museum rooms are not conducive to accommodate the breakout sessions. As a result, we will most likely have General</p>
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	<p>Sessions, Poster Sessions, breaks and meals within the Museum, but will move to the Amigos (The Friends) Building for the Concurrent Breakout Sessions.</p> <p>The committee is considering a special session on the family culture and health care in Spain. Also considering having some sessions given in Spanish.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

PRACTICE COMMITTEE

DISCUSSION	<p>France Dupuis (FD) reported that the Practice committee meets regularly and is very active, however moving slowly on the development of the competency for Advanced Family Practice Nursing. France welcomed comments / questions from the BOD regarding the committee’s TOR submitted.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>KK reported the RAC met on 12/21 and will meet again on 1/18. The December meeting focused on identifying additional RAC members who would reflect the international reach of IFNA. The committee successfully recruited new members from Japan (Junko Honda), and Spain (Nuria Esandi Larramendi) with pending invitations to colleagues in the UK, Switzerland, Denmark, Sweden, Iceland, Switzerland and Finland. Catherine Gilliss also has joined the RAC.</p> <p>Continuing members of the RAC include - Carol Loveland-Cherry, Linda Young, and Suzanne Feetham.</p> <p>A draft of the TOR has been circulated to RAC members and will be finalized at the upcoming meeting.</p> <p>KC asked “how” the group achieved the international representation. KK indicated that there was some brainstorming for names, and then Jan Deatrick sent out an invitation to those members.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

STRATEGIC PLANNING

DISCUSSION	<p>CR reported that she, KC, JL, BK and DZ comprise the group creating the Strategic Planning process and survey. She invited Sonja Meiers to determine the direction of the research committee. The group is looking at the TOR for each committee to determine if there are goals that need to be incorporated into the SP survey. The group is reviewing the past SP member survey in anticipation of developing a new member survey.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE