

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

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BoD Minutes 2/11/16 were approved.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
<p>Birte Oestergaard (BO) asked if there were written guidelines that would provide direction to the board members regarding their role/responsibility as liaisons to the committees. Kit Chesla (KC) indicated that the role of board members, as liaisons, is to serve as a conduit of two-way communication between the board and the IFNA committees. Additionally, developing such guidelines could be included as a task for the (to be formed) working group to develop IFNA Policies.</p>	Policies Working Group	In due time.	

FINANCIAL BOARD REPORT

DISCUSSION	Debbie Zaparoni (DZ) reported a healthy financial status for IFNA. Expenses exceed income for the month of February. However, there was no significant variance or unexpected income / expense for the month. Again, noted the importance of member retention during a non-conference year.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

AWARDS COMMITTEE

DISCUSSION	KC reported, the committee is aware of their responsibility regarding the IFNA Awards. There is no specific information to report at this time.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

BYLAWS COMMITTEE

DISCUSSION	In Carole Robinson’s absence, it was noted that the IFNA Bylaws review continues to be in process.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

COMMUNICATIONS COMMITTEE

DISCUSSION	<p>Wendy Looman (WL) provided a written reported. Additionally, later in the agenda she will present two website agreements to the board for review / approval.</p> <p>Social Media</p> <ol style="list-style-type: none"> Goals for 2015-2016 include increasing visibility of IFNA through active participation in social media. WS will be leading Twitter chats related to family nursing, and has been building the library of IFNA videos on its YouTube channel (currently 25 videos). Guidelines/Procedure for submitting videos for the IFNA YouTube channel were developed and approved by the committee, and disseminated by WS on 1/22/2016 to the IFNA listserv. <p>IFNA Position Statements Dissemination Plan</p> <ol style="list-style-type: none"> Dissemination plan for the position statements on pre-licensure family nursing education and generalist competencies for family nursing practice was approved by the IFNA BoD on 12/10/2015. <i>The committee requests that the IFNA BoD and IFNA President review the resources and strategies presented in this plan.</i> Challenge: no process in place for generating list of potential recipients of messaging (including key organizations and leaders) to ensure message is delivered but not duplicated unnecessarily. WS will plan future Twitter Chats on the position statements. Webinar on curriculum evaluation using IFNA competencies will be recorded & posted on website – link can be tweeted, webinar may be added to the IFNA YouTube channel. <p>Generating Fresh IFNA Website Content and News</p> <ol style="list-style-type: none"> Communications Committee has met with the Education and Practice Committees to solicit their help in generating news items for the IFNA website and newsletter; planning future meeting with Research Committee. The aim is for each IFNA standing committee to regularly seek and report on fresh content related to their respective committee mission and goals, and to communicate this to the Communications Committee for dissemination in the newsletter and website. <p>New Initiative: Family Nursing Blog posts on IFNA website</p> <ol style="list-style-type: none"> Plan: Replace Online Community Forum with blog initiative. Blogs related to IFNA’s mission and family nursing will provide a voice to members and deliver fresh content. Will plan scheduled posts and links to existing member blogs as appropriate. New committee member, Joel Anderson has experience and interest in this area and was welcomed to the committee with a leadership role in rolling out this initiative.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CONFERENCE COMMITTEE

DISCUSSION	<p>Cristina Garcia-Vivar (CGV) reported a successful and productive site visit and touring of the conference meeting space at the University of Navarra with June, Jane and Debbie.</p> <p>The group drafted the conference program. It is anticipated that there will be a pre-conference session and one of the concurrent sessions throughout the conference presented in Spanish. Concurrent sessions were set in 1-hour intervals with 4 abstract per to be consistent throughout the program.</p> <p>Visited two potential sites for the conference banquet dinner.</p> <p>Hotel rates are very reasonable, less than \$100 US.</p> <p>Laurie Gottlieb (LG) expressed encouragement and support of some sessions being offered in Spanish.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
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	RESPONSIBLE	

EDUCATION COMMITTEE

DISCUSSION	Regina Bousso (RB) reported no specific update.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP COMMITTEE

DISCUSSION	<p>LG reported, the February meeting for this group was canceled. It is a small working group that is struggling to move forward.</p> <p>One of the goals is to increase global/international participation in this committee. IFNA members from Turkey and Thailand were invited to join.</p> <p>The revised Terms of Reference were reviewed and approved by the BOD.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Beth Kassalen (BK) or Debbie Zapanoni (DZ) will join the next meeting of this committee.		

NOMINATING COMMITTEE

DISCUSSION	The revised Terms of Reference were reviewed and approved by the BOD.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PRACTICE COMMITTEE

DISCUSSION	<p>France Dupuis was unable to attend this meeting, no report given.</p> <p>Agenda item #9, Collaboration with Researchers who develop resources from IFNA Products was deferred until the April Meeting, pending additional information.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Follow up with Donna Curry and France Dupuis on this item.	KC	

RESEARCH COMMITTEE

DISCUSSION	<p>BO reported that Janice Bell, as chair of the Communications Committee, was invited to join an upcoming meeting to increase the collaboration between the two committees.</p> <p>The TOR were reviewed and the recommendation from the BOD is to have the Goals/Action items revised to be more succinct.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Provide message back to the Research Committee, along with a sample of another committee's TOR.	DZ	Immediately

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	Kathy Knafl (KK) reported the committee's next meeting is Monday March 14 th . The committee is working on effective messaging and strategizing.	
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	<p>There was a potential funding source through the Robert Wood Johnson Foundation; however, after further review IFNA did not qualify.</p> <p>The Terms of Reference were reviewed and approved by the BOD.</p>				
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STRATEGIC PLANNING

DISCUSSION	<p>KC reviewed the Strategic Plan draft. This was drafted from the Terms of Reference received from each committee.</p>				
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CR, KC, JL, BK, DZ	In due time.				

SIGNATURE BANNER

DISCUSSION	<p>The group reviewed the signature banner, acknowledging IFNA membership. BO referenced a cultural difference in using/including the word “proud”. The group agreed to have two banners, one with and one without the word “proud”.</p> <p>It was suggested that these be distributed to the current membership and included with the initial membership letter.</p>				
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PERSON RESPONSIBLE	DEADLINE				
DZ	In due time.				

CANS Round Table Update

DISCUSSION	<p>KK reported, NINR is major source of funding for nursing research in US; every year host a research round table (large groups with research in their mission statements; IFNA was not invited to the main Round Table, but was invited to a reception following the Round Table.</p> <p>Suzanne Feetham attended on behalf of IFNA; KC, CR and KK conferred and worked with DZ and Suzanne to develop a one page overview of IFNA that Suzanne took to the gathering, highlighting IFNA as the “go to” organization for people in nursing doing family research</p> <p>This was a good opportunity for IFNA; Suzanne/IFNA was the only group that was not at the main Round Table who showed up at the reception following the Round Table. Hand-out was a good idea.</p>				
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WEBSITE MAINTENCE PROPOSALS / AGREEMENT

DISCUSSION	<p>WL presented 2 website proposals from Kris Isaacson (Web Master) for board approval. The first is to continue our contract with Ms. Isaacson for ongoing website maintenance. The second was a Responsive Design proposal to redesign the website to allow for accessibility via mobile devices as well as the desktop.</p> <p>After discussion, KK moved to accept both agreements, and JL seconded the motion.</p> <p>The board unanimously approved both of these agreements with Ms. Isaacson.</p>				
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PERSON RESPONSIBLE	DEADLINE				
DZ	Immediately.				

agreement.		In due time.
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DISCUSSION	The following agenda Items were deferred until the April meeting.	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Deferred to the April Meeting <ul style="list-style-type: none"> • #6 Policy / Procedure Work Group Participation • #9 Collaboration with Researchers who develop resources from IFNA Products • #10 Chapter Development • BOD Meeting attendance / Written committee summaries • Refugee Crisis (Practice Committee) 		