

<b>ATTENDEES</b>	Kit Chesla, Sandra Eggenberger, Kathy Knafl, Jane Lassetter, Wendy Looman Jane Lassetter chaired this meeting <b>Staff:</b> Beth Kassalen, Debbie Zaparoni <b>Unable to Attend:</b> Regina Bouso, Laurie Gottlieb, Birte Ostergaard, Cristina Garcia-Vivar, Carole Robinson
<b>GUESTS</b>	Janet Deatrick (Chair of Resource Advancement Committee), Barbara Preusse (Nominations Committee Chairperson)
<b>MINUTES PREPARED BY</b>	Sandra Eggenberger, Secretary

**Agenda topics**

**APPROVAL of MINUTES**

<b>DISCUSSION</b>	IFNA BoD Minutes 3/10/16 were approved.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Policies/Procedures working group is being formed. Beth Kassalen (BK) will develop and distribute an overall topic list that identifies potential policies to examine. BoD will indicate interest in developing specific policies/procedures.		BK Policies Working Group	In due time.

**VACANT BOARD POSITIONS**

<b>DISCUSSION</b>	The BoD has received the resignation of board member France Dupuis whose term ends in June. BoD expresses great appreciation for her expertise, time, and energy. The BoD extends gratitude for her hard work and service to IFNA Board and IFNA committees. Carole Robinson will serve as the liaison to the Practice committee for this time period.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**FINANCIAL BOARD REPORT**

<b>DISCUSSION</b>	<p>Kathy Knafl (KK) reported a healthy financial status for IFNA. Expenses exceed income; however, there was no unexpected income / expense for the month in this off-conference year. Membership retention is fairly stable for this non-conference year with expectations of a rise in memberships with upcoming conference year.</p> <p>The process for VAT recovery continues. These funds relate to services paid by IFNA organization. Options for being able to receive these funds are being explored with the BCA organization that specializes in VAT recovery processes. BoD supports acting on the proposed option. BoD extends appreciation for Debbie Zaparoni's (DZ) continued efforts.</p> <p>Kit Chesla (KC) described the past procedure of the Board members of IFNA showing their support by making donations. This process aligns with other organization's board positions and helps with seeking funds from potential sponsors. KC suggests that board members be reminded to provide financial support at the beginning of each year.</p>		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
		DZ	

**RESOURCE ADVANCEMENT COMMITTEE**

<b>DISCUSSION</b>	<p>Janet Deatrck (JD) (Chair) presented an update from the Research Advancement committee (RAC). RAC reviewed the importance of consistently and effectively communicating the influence and impact of IFNA in order to attract sponsors and donors that will support continued success and long-term financial health. RAC seeks to engage the BoD and members in identifying those IFNA influences and impact that can be useful. RAC provided examples (see attached). RAC requests the BoD engage in this process. RAC requests committees provide examples and data that could be used to explain the influence and impact of IFNA’s work in practice, research, and education. Narratives and telling the story of IFNA members, as well as quantifiable elements such as social media statistics were suggested. Board Liaisons will speak with each of their committees to generate ideas and data related to impact and influence of IFNA. DZ will collect these ideas. BK reported that the operational matrix of IFNA and how committees are relating to each other, and influencing family nursing and family health are being explored. DZ and BK will continue to work on prospectus with plans to include examples of the influence and impact of IFNA.</p> <p>JD expressed appreciation for current and prior experts on the committee who are dedicated to seeking funds. JD values the work of the BoD and committees in engaging in resource advancement.</p>		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
<p>BoD Liaisons will ask committees to identify influence and impact within next two weeks. DZ and BK will continue working on prospectus with suggested changes.</p>	BoD	June	

#### NOMINATION COMMITTEE

<b>DISCUSSION</b>	<p>Barbara Preusee presented the current slate of candidates for election to Board of Directors (3), Secretary (1), and Nominating Committee (3). The qualifications, number of candidates, and international representation were recognized as positive elements of the slate. The slate of nominees will be distributed to the members for voting.</p> <p>The BoD expressed appreciation for the diligent work of the Nomination committee: Barbara Preusse-Bleuler (Chairperson), Akiko Araki, Jyu-Lin Chen, Carol Loveland Cherry, and Karen LeGrow. DZ was recognized for her careful attention to nomination processes and management of calls and nomination voting. Sandra Eggenberger (SE) was also recognized for her role as Board Liaison to the nomination committee.</p>		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
DZ will distribute ballots to the members per timeline.	DZ		

#### PRACTICE COMMITTEE

<b>DISCUSSION</b>	<p>The IFNA Practice Committee shared an evolving document: IFNA Response to the Global Refugee Crisis: Caring for Refugee Families. This document includes current literature; Position statements about refugees and refugee families; and nursing and health care organizations that have addressed refugee health. The plans are for this to be a living document with members adding resources. This tool kit is located on the IFNA website: <a href="http://internationalfamilynursing.org/2016/02/18/caring-for-refugee-families/">http://internationalfamilynursing.org/2016/02/18/caring-for-refugee-families/</a> The BoD shared several examples of this toolkit providing support to a health care providers, students, and families.</p> <p>The BoD extends appreciation to the IFNA practice committee for their significant work in this important area.</p>		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

#### CHAPTER DEVELOPMENT COMMITTEE

<b>DISCUSSION</b>	<p>An IFNA Country Liaison requested dialogue about creating a UK and Ireland chapter group. BoD expressed appreciation for Veronica Swallow’s (VS) initiative of the dialogue and connections. IFNA bylaws Article VIII were reviewed. Overall the BoD affirms a forward movement in chapter development.</p> <p>BoD recognized need to move forward promptly to formalize the processes and consider the structure and body of entities related to IFNA. BK shared some of her prior experiences in this area. BK will work on developing guidelines and processes that align with IFNA bylaws and directions. Bylaws are currently being reviewed by the bylaws</p>		
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	committee that may also address this direction. KC and KK volunteered to examine these ideas before the next meeting.
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<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
BK will develop guidelines. KC and KK will further examine topic prior to next meeting.	BK, KC, and KK	

**IFNA COLLABORATION**

<b>DISCUSSION</b>	This agenda item addressed how IFNA wants to collaborate with researchers who develop resources from IFNA products. KC reported a discussion with particular school using IFNA competencies and documents for curriculum evaluation processes. Competencies and position statements are currently uploaded on IFNA website and webinars have been presented that address competencies and evaluation processes. Faculty encouraged to continue following the suggested copyright and citation systems.
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<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**STRATEGIC PLAN**

<b>DISCUSSION</b>	KC shared the current draft of the IFNA strategic plan for 2016-2019. The strategic plan includes 8 overarching goals with metrics and value statements. Plans include distributing the strategic plan to all members with specific questions via survey monkey to further inform approaches to operationalize the strategic plan. Input about their questions is needed from additional committees. DZ will request committees to submit their questions.
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<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
BoD will offer their input within the next two weeks. DZ will request remaining committees submit their questions. Finalize and distribute to the IFNA Membership at the next meeting.	DZ BoD	At the next meeting

**AWARDS COMMITTEE**

<b>DISCUSSION</b>	Awards committee is aware of their responsibilities with plans for near future.
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<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**BYLAWS COMMITTEE**

<b>DISCUSSION</b>	Bylaws committee is working on revisions with plans to distribute to members in near future.
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<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMUNICATION**

<b>DISCUSSION</b>	Wendy Looman (WL) reported a twitter chatter is being planned for Wednesday April 20. All members are wanted.
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<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
		In due time.

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**BOARD of DIRECTOR MEETING ATTENDANCE**

<b>DISCUSSION</b>	BoD attendance was the agenda item. Bylaw related to BoD participation was reviewed. Suggestions were made to further delineate expectations in the bylaws. The call for BoD positions indicated the working nature of the Board. Engagement in the BoD activities can occur in multiple ways of communication. BoD activity reports can be submitted in writing and verbally.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Bylaws committee will review.			

**RECIPROCATING AGREEMENT**

<b>DISCUSSION</b>	BK reported their management of several nursing groups. These organizations offer webinars and educational opportunities. BK asked the BoD to consider the possibility of providing appropriate information to all groups and offering reciprocal group attendance.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
BK will draft a letter describing this reciprocal working relationship among the KME managed nursing organizations that President can sign.	BK	In due time.	

<b>DISCUSSION</b>	The following agenda Items need follow-up at May meeting.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
May Meeting <ul style="list-style-type: none"> <li>• Strategic Plan</li> <li>• Chapter Development</li> <li>• Policy / Procedure Work Group Participation</li> <li>• Reciprocating agreement Letter</li> <li>• Committee Reports</li> </ul>			