

ATTENDEES	Kit Chesla, Sandra Eggenberger, Cristina Garcia-Vivar, Kathy Knafl, Jane Lassetter, Wendy Looman Carole Robinson, Staff: Debbie Zaporoni Unable to Attend: Regina Bouso, Laurie Gottlieb, Birte Ostergaard
GUESTS	Helene Moriarty and June Horowitz (Co-Chairs of the IFNA Research Committee)
MINUTES PREPARED BY	Sandra Eggenberger, Secretary

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BoD Minutes 4/14/16 were approved with a revision.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

IFNA COMMUNICATION

DISCUSSION	<p>IFNA Research Committee co-chairs Helen Moriarty and June Horowitz initiated dialogue with the Board of Directors (BoD) to seek clarification of communication processes among BoD and committees, responsibilities of board liaisons in their work with IFNA committees, processes for posting to the IFNA website, and distribution of meeting minutes. Issues and concerns were raised with an aim of increasing dialogue among IFNA BoD, committees, and members. Co-chairs discussed perceptions and experiences with BoD communication and feedback. Prior communication with research committee members was also discussed. The BoD expressed appreciation for the active engagement of the research committee and the co-chairs' proactive stance on improving communication. The importance of the role of Board Liaisons to committees was highlighted and responsibilities clarified. Discussed the need to clarify processes for posting and dissemination of materials that represent the voice of the entire IFNA organization is involved, but avoid rigid policies that limit committee work.</p> <p>Outcomes of the Dialogue: Enhanced BoD transparency, ongoing communication, and clarification of processes remain important to IFNA functioning as the organization grows and evolves. Clarified expectations of board liaisons to attend committee meetings, facilitate back-and-forth communication between the BoD and committees, prepare monthly reports with goals of enhancing communication with IFNA BoD and committees. BoD finalized procedures for posting BoD meeting minutes promptly on the website. Committee minutes will also be posted on the website for all members. Further dialogue is needed to increase understandings about the role of BoD in committee activities; such as when affirmation is needed, when notification is expected, and when approval is required.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE
CR will re-visit with all BoD members the importance of their role as board liaisons, as well as clarify responsibilities. CR will clarify expectations of board liaisons to prepare monthly reports for BoD. SE and DZ will continue processes related to posting BoD meeting minutes and adding committee meeting minutes. DZ will notify chairs of committee about the opportunity to post minutes on IFNA website to maintain communication.		CR SE and DZ DZ	

FINANCIAL BOARD REPORT

DISCUSSION	<p>Kathy Knafl (KK) reported a healthy financial status for IFNA. Webpage indicates IFNA currently has 459 members, representing 35 countries. Expenses exceed income as the 2017 conference expenses rise. This is an expected pattern until the abstract submission begins.</p> <p>The process for VAT recovery continues.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	Kathy Knafl (KK) reported the Resource Advancement Committee (RAC) is meeting monthly. Janet Deatrick (JD) (Chair) and KK have been meeting and expressed appreciation for BoD conversation that further developed ideas for supporting fundraising. Two documents are being prepared: the sponsor prospectus and “Ask” Statement. Ideas for an “ASK” statement about why to give to IFNA are being developed. Beth and Debbie are working closely with KK and JD. RAC committee is speaking with leaders of other organizations about their successful fund-raising efforts. There is a need for RAC and membership committee to continue working collaboratively. Discussion of the Foundation and “shop for cause” activity was tabled until the next meeting.	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ is sending email to BoD Liaisons to continue asking committees to identify impact of IFNA for the documents being prepared by RAC. KK will facilitate RAC and membership collaboration.	DZ KK	

NOMINATION COMMITTEE

DISCUSSION	Sandra Eggenberger (SE) reported the 2016 Elections are underway for Board of Director and Nominating Committee positions. The deadline to cast vote is Wednesday, May 18th. DZ reported ballots are returning with reminder emails.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

AWARDS COMMITTEE

DISCUSSION	Kit Chesla (KC) reported committee is aware of their responsibilities with plans for meeting in near future.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
KC will encourage committee meetings to continue their efforts to seek nominations for awards.	KC	

BYLAWS COMMITTEE

DISCUSSION	Carole Robinson (CR) reported bylaws are being revised, but additional work is needed. Membership structure was raised and requires additional in-depth discussions; tabled the discussion for the next meeting.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
KC and KK will continue the chapter development discussion. KC will assure the membership and RAC also further discuss this topic.	KC and KK	Next meeting

STRATEGIC PLAN

DISCUSSION	CR shared the IFNA strategic plan for 2016-2019. The BoD expressed appreciation for the quality of the strategic plan. The positive aspect of connecting the strategic plan to the committee structure was noted. KC recommended approval of the strategic plan. SE seconded the motion. Motion carried. Appreciation was expressed to members for their participation in developing the strategic plan. BoD plans to distribute the strategic plan and questions prepared by committees, to committee chairs and board liaisons. Email communication will include strategic plan with specific questions that will be distributed via survey monkey to further inform implementation of the strategic plan. Communication will clearly state how the strategic plan and questions were developed from the input of committee members. The subsequent step will be distribution to all IFNA members.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
CR / DZ will distribute strategic plan and questions about implementation to the	CR / DZ	

committee chairs and board liaisons and then IFNA membership.		
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COMMUNICATION

DISCUSSION	Wendy Looman (WL) reported that on April 21, 2016, the IFNA Communications Committee launched the first IFNA Blog Post. IFNA members are invited to participate on the blog which is another way for community to engage and share. The BoD expressed appreciation for the efforts of Co-chairs of the Communications Committee, Janice Bell and Wilma Schroeder, as well as Joel Anderson who is a member of the IFNA Communications Committee managing the blog.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PREDATORY CONFERENCE

DISCUSSION	A description of a predatory conference has been developed by the communication committee, as requested by the IFNA executive committee.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Board will read the description of predatory conferences and send input to CR within next two weeks. Thanks to the Communication Committee for their quick response to the request. CR will clarify that a position statement is not being developed; rather information is being shared with IFNA members and notify the communication committee when there is approval to disseminate the statement.	Board CR	Two weeks

PRACTICE COMMITTEE

DISCUSSION	A co-chair with Kathy Anderson is needed.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

POLICIES

DISCUSSION	Beth Kassalen developed a comprehensive list of potential policies that could be developed for IFNA. BoD will set priorities for policy development. The BoD is grateful for BK's comprehensive list.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Prioritize policy development. For discussion at the next meeting.	BoD	

UPDATE ON DISSEMINATION OF POSITION STATEMENTS

DISCUSSION	CR reported that position statements are being distributed globally to nursing leaders and other organizations on a regular basis (over 70 emails have been sent). Dissemination of statements continues to be a priority.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
	CR	Actively Continuing

2017 CONFERENCE

DISCUSSION	Cristina Garcia-Vivar Chair, Host City Planning and IFNA Board Liaison reported that plans for the 13th International Family Nursing Conference in Pamplona, Spain June 14 – 17, 2017 continue. Preconference workshops will occur on June 14 th . Conference Co-chairs June Horowitz and Jane Lassetter reported conference plans actively continue. The BoD extends appreciation to conference co-chairs and conference committees for dedicating significant time to creating a quality conference experience for the members.	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
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IFNA BOARD MEETING SCHEDULE

DISCUSSION	BoD expressed a need for longer meeting time since the agendas are long with significant IFNA work moving forward. IFNA meeting will be extended to two hours beginning with June meeting.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
11 – 1:00pm (Eastern time) for IFNA Board meetings		

DISCUSSION	The following agenda Items need follow-up at June meeting.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
June Meeting <ul style="list-style-type: none"> • Bylaws – membership structure • Chapter Development • Policy / Procedure Work Group Participation – prioritization of policies/procedure for development • Shop for a Cause • 2017 Conference Planning • Committee Reports 		