

ATTENDEES	Regina Bouso, Kit Chesla, Sandra Eggenberger, Laurie Gottlieb, Kathy Knafel, Wendy Looman, Birte Ostergaard, Carole Robinson, Cristina Garcia-Vivar Staff: Beth Kassalen, Debbie Zaporoni Unable to Attend: Jane Lassetter
GUESTS	
MINUTES PREPARED BY	Sandra Eggenberger, Secretary

Agenda topics**APPROVAL of MINUTES**

DISCUSSION	IFNA BOD Minutes 5/12/16 were approved.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

IFNA ANNOUNCEMENTS

DISCUSSION	<p>Carole Robinson (CR) extended gratitude to Wendy Looman (WL) for her outstanding service to the Board of Directors (BOD).</p> <p>Congratulations to individuals elected to positions in the International Family Nursing Association:</p> <p>Secretary <i>Dr. Sandra K. Eggenberger, (USA)</i> Dr. Eggenberger will serve as a liaison to the Nominating Committee.</p> <p>Directors <i>Dr. Cristina Garcia-Vivar (Spain)</i> Dr. Garcia-Vivar will serve as a liaison to the Conference Committee. <i>Dr. Naohiro Hohashi, (Japan)</i> Dr. Hohashi will serve as a liaison to the Awards Committee. <i>Dr. Veronica Swallow, (United Kingdom)</i> Dr. Swallow will serve as a liaison to the Communications Committee.</p> <p>Nominating Committee <i>Dr. Marion L. Mitchell, (Australia) (Chair 2017 - 2018)</i> <i>Dr. Kiyoko Kamibeppu (Japan)</i> <i>Dr. Lisa Whitehead (Australia)</i></p> <p>Kit Chesla (KC) will be moving from the liaison to the Awards Committee to the Practice committee liaison.</p> <p>The description of a predatory conference has been developed by the communication committee and distributed by CR. Positive feedback has been received.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE
Kit Chesla will support Awards Committee transition to new liaison Dr. Hohashi. Wendy Looman (WL) is currently communicating with new liaison Dr. Swallow.		KC WL	

FINANCIAL BOARD REPORT

DISCUSSION	<p>Kathy Knafl (KK) reported a healthy financial status with an expected pattern until the abstract submission begins. Currently expenses continue to exceed income month to month. This trend is expected to reverse later this year, once we start to receive conference income. This month IFNA incurred some additional fees for the US tax return filings.</p> <p>The process for VAT recovery from Denmark continues and looks promising.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>Kathy Knafl (KK) reported the Resource Advancement Committee (RAC) is meeting monthly. Recent actions include:</p> <ul style="list-style-type: none"> Janet Deatrck (JD) (Chair) and KK met with the conference co-chairs to discuss local fund raising initiatives. As a follow-up to that meeting held a conference call with Cristina and Nuria (Local Arrangements leaders in Pamplona) to discuss their plans and strategies for supporting fund raising and support locally. RAC reports positive outcomes of the meeting. The sponsorship prospectus has been completed and submitted to the graphic designer. The input from talking with leaders from other organizations (e.g., ONS) about their successful fund raising efforts was very useful in this regard. Currently completing revisions of “ask letters” to individuals and organizations tailored to their prior support and links to family. These letters are being developed to allow IFNA to specifically target particular organizations. 		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

NOMINATION COMMITTEE

DISCUSSION	<p>Sandra Eggenberger (SE) reported the 2016 Elections have been completed for the Board of Director and Nominating Committee positions. The BOD welcomes the newly elected members and expresses appreciation for the time, expertise, and energy of those leaving their position. IFNA continues to value the dedication and commitment of all those involved in the significant work of this international organization.</p> <p>The BOD expresses appreciation to the Nominating Committee for their hard work in preparing a strong slate of candidates to serve this international organization. A special thank you to Chair, Dr. Barbara Preusse-Bleuler and committee members Dr. Akiko Araki, Dr. Jyu-Lin Chen, Dr. Karen LeGrow and Dr. Carol Loveland-Cherry.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

AWARDS COMMITTEE

DISCUSSION	<p>Kit Chesla (KC) reported that the Awards committee plans to move forward with their preparations and responsibilities. Kathy Knafl reported that RAC has expressed the ideas of offering awards for conference that may also be tied to funding, examples such as student presentation, or lecture sessions. These awards could be related to seeking funding or offering funds to the recipient.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
KC will explore this idea with Awards Committee.	KC		

BYLAWS COMMITTEE

DISCUSSION	<p>Carole Robinson (CR) reported bylaws are in the process of being revised. Further discussion is needed related to membership structure.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
Further discussion at future meeting			

COMMUNICATION

DISCUSSION	<p>Wendy Looman (WL) shared a proposal for discussion from the communication committee about the need for a digital media and communication specialist. This position and/or these services would be in addition to what is already occurring with the communications committee. The BOD engaged in dialogue about communication being a significant element of IFNA and voice of this organization as vital to growth. The need for a strong credible voice for IFNA at this point in time is recognized. The critical nature of social media for IFNA was explored. The communication committee is engaged, dedicated and producing. The BOD extends gratitude for the significant work that the communication committee is currently initiating and maintaining a variety of initiatives, such as:</p> <ul style="list-style-type: none"> • Newsletters –Members are encouraged to review the newsletter (30th issue). Anticipating a revision of the NL to a mobile friendly version. • Blogs are being maintained by Joel Anderson, new communications member who is dedicating much time and energy to blogs- “guest” Blog entries are being requested and encouraged. • Increased traffic from twitter, facebook, social media • Videos from Research committee related to worldwide perspectives on have been uploaded to IFNA You Tube site by Communications co chair Wilma Schroeder. Thanks to IFNA research committee members and Dr. Sonja Meiers, Dr. Cynthia Danford for making videos possible. <p>The BOD values the thoughtful and planned proposal for a communication specialist and services. An initial discussion of costs and benefits is needed. Beth Kassalen (BK) reported other organizations also recognize a need for this type of focus and expertise and quite possibly there could be a sharing of this cost and person among organizations supported by the management company.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
BK will further examine this issue of digital media/communication specialist, connect with the communications committee, and then propose ideas in the future. BK will discuss this proposal with newly elected communications liaison.	BK		

2017 CONFERENCE

DISCUSSION	<p>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. Keynote speakers Martha Dreissnack and Linda Shields have been confirmed as Keynote Speakers and other speakers are in the process of being confirmed. Research committee is involved in the abstract submission process and planning so that a webinar related to submitting a successful abstract could be planned. Local options are also being worked on. The BOD extends appreciation to conference co-chairs and conference committees for dedicating significant time to creating a quality conference experience for the members. The call for abstracts will be distributed soon. Abstracts will be accepted beginning approximately July 18 and closing October 7th.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

EDUCATION COMMITTEE

DISCUSSION	<p>Regina Bouso (RB) reported current activities of the education committee:</p> <ul style="list-style-type: none"> • Prelicensure position statement is being translated in to Japanese, Spanish, French, and Portuguese. Graduate level education position statements are in a draft form at this time. • Teaching resources are being developed. Subcommittee J Karpa and F. Demontigny indicated some of the teaching resources being linked to other sites through the IFNA website. • Education subcommittee members Donna Curry and Cynthia Steinwedel expressed desire for a discussion about offering webinars at no cost and offering continuing nursing education for those that request. The <p>Education Committee indicated a perceived value in offering free webinars for members as a tangible benefit of membership in IFNA. Education committee has dedicated time to seeking approval from Ohio Nurses Association for</p>		
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	<p>one contact hour. Webinars could be posted online and used for educational purposes. At this time it appears that webinars have not produced significant income. The BOD expresses appreciation for the Education Committee’s tremendous ongoing efforts to offer educational opportunities and resources for IFNA. Upcoming webinar by Dr. Colleen Royle, “Using Simulation Pedagogy to Teach Family Nursing Practice” is currently being planned for August 9th.</p> <p>CR moved to pilot the IFNA education committee proposal to offer webinars at no charge for active IFNA members and 15\$ for non-members, or those wanting CE credit. CR suggested the continuing nursing education offering being a trial. KK seconded. Motion carried</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
The KME office will track the costs and benefits of webinar offerings and continuing education requests for further evaluation in the future.	BK and DZ	

PRACTICE COMMITTEE

DISCUSSION	The BOD expresses appreciation for Dr. Maria do Ceu Barbieri – Figueiredo who will serve as co-chair of the Practice Committee with Dr. Kathy Anderson.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

RESEARCH COMMITTEE

DISCUSSION	<p>B. Oestergaard presented the terms of reference prepared by the Research Committee. BO recommended approval as distributed. KK seconded. Motion carried.</p> <p>Discussion occurred regarding the need to continue striving to work across committees since much of the IFNA work overlaps. It has become apparent to the BOD that the board liaisons need to continue working to maintain lines of communication and the integration of the work of various committees. As part of the strategic planning process the BOD will continue to help committees communicate in their areas of mutual responsibility and efforts.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

POLICIES

DISCUSSION	Beth Kassalen’s comprehensive list of policies was tabled to the next meeting.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Prioritize policy development. For discussion at the next meeting.		

MEMBERSHIP COMMITTEE

DISCUSSION	<p>Laurie Gottlieb shared the proposals from membership committee. Co-chairs of the committee are Jyu-Lin Chen and Cheryl Corbett. Membership committee has been active and engaged. The BOD expresses appreciation for membership committee’s interesting ideas on memberships. Their proposals include:</p> <ul style="list-style-type: none"> • Group Rates. Groups of five members could receive a discount for joining at the same time. Kit Chesla (KC) moved to offer group rates with a 10% discount. Sandra Eggenberger (SE) seconded. Motion carried. • Idea of a membership drive was supported. Laurie Gottlieb will discuss with membership committee and ask the membership committee to consider developing a plan for the BOD to review/consider that includes a suggested incentive/prize offered. • Options for automatic renewal. A brief discussion ensued; logistical challenges reviewed/considered and the board agreed that this option is logistically prohibitive at this time.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CHAPTER DEVELOPMENT UPDATE

DISCUSSION	BK, KK and KC met to discuss developing IFNA Chapters. BK will provide guidelines for review by the BOD. The guidelines will include, criteria to be considered a chapter, an application form, suggestions/options for supporting IFNA chapters, for example a dedicate page on the website.	
	PERSON RESPONSIBLE	DEADLINE
	BK	

SHOP for A CAUSE

DISCUSSION	BK reported an annual charity program sponsored by Macy’s called Shop for a Cause. Any 501c3 (USA designation) can sign up for the program to raise funds. Even though not global, KME could handle all with no charge to IFNA so it is a free opportunity to raise funds. SE moved to pilot a trial year. KC seconded. Motion carried.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
	BK	

NEXT MEETING

DISCUSSION	Typically the IFNA BOD does not hold a meeting in either July or August. DZ will send a doodle poll to check on availability for both months and then make decisions about next meeting.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	The following agenda Items need follow-up at next meeting.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Next Meeting <ul style="list-style-type: none"> • Digital media and Communication Specialist • Bylaws – membership structure • Chapter Development • Policy / Procedure Work Group Participation – prioritization of policies/procedure for development • Committee Reports 		