

ATTENDEES	Regina Bousso, Kit Chesla, Sandra Eggenberger, Laurie Gottlieb, Naohiro Hohashi, Kathy Knafl, Jane Lassetter, Carole Robinson, Veronica Swallow Staff: Beth Kassalen, Debbie Zaporoni Unable to Attend: Birte Ostergaard, Cristina Garcia-Vivar
GUESTS	Junko Honda, Kathy Anderson
MINUTES PREPARED BY	Sandra Eggenberger, Secretary

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes 6/09/16 were approved.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

IFNA ANNOUNCEMENTS

DISCUSSION	Carole Robinson (CR) extended a warm welcome to new Board of Directors (BOD) members Veronica Swallow and Naohiro Hohashi. Congratulations to individuals elected to positions in the International Family Nursing Association (IFNA).		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

FINANCIAL BOARD REPORT

DISCUSSION	Kathy Knafl (KK) reported a healthy financial status with an expected pattern of income and expenditures. Currently expenses continue to exceed income month to month. Membership renewals continue at a usual pace with anticipation of an increase later this year when International Family Nursing Conference (IFNC) is near and abstract submission begins. The process for VAT recovery from Denmark continues.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	Kathy Knafl (KK) reported the Resource Advancement Committee (RAC) continues to meet on a monthly basis. The focus of RAC activities has been on the development of materials to support fund raising for the IFNC13. The sponsorship/exhibitor prospectus is being printed. RAC is in the process of finalizing “ask” letters that will be tailored to different constituencies (e.g., prior donors, deans, health systems administrators). RAC is incorporating the input received from other IFNA committees (much appreciated) on the benefits of being an IFNA member and supporting the association. Plans are being made to launch a separate “Honor a Family Nurse” fund raising initiative with the intent of promoting this option to individual IFNA members as well as nursing deans and organization leaders. The BOD extends appreciation to the RAC committee for their significant efforts.		
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

NOMINATION COMMITTEE

DISCUSSION	Sandra Eggenberger (SE) reported nominations committee has explored with Carole Robinson (CR) how their activities may be more explicit in the strategic plan. Modifications in the strategic plan may more clearly highlight goals and work of the nomination committee. Committee is discussing bylaws requirements for a global representation on the BoD and ways to support this outcome. This discussion will continue with nominations committee.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
SE will continue discussions with nominations committee about strategic plan additions.		

AWARDS COMMITTEE

DISCUSSION	Naohiro Hohashi (NH) reported the Awards committee meeting is the end of this month. The chair Dr. Norma Krumwiede is working to organize the committee's work. Chair and new board liaison (NH) are communicating.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

BYLAWS COMMITTEE

DISCUSSION	Carole Robinson (CR) reported bylaws are in the process of being reviewed and revised. Further discussion is needed related to membership structure. Currently IFNA offers individual and corporate membership; however, the possibilities of affiliate, chapter, and organizational memberships have also been discussed. The BoD expressed interest in further exploring possibilities in bylaw additions that could address additional membership structure options. The BoD supported consistency in membership approaches among various groups. At the present time members of IFNA and Japanese Association for Research in Family Nursing (JARFN) have a relationship that could be extended to others. The BoD explored the potential impact on membership, revenues, and benefits to members. Naohiro Hohashi (NH) will clarify JARFN and IFNA memberships and benefits that may provide information that can inform the effectiveness of this approach. NH was also requested to bring information to the BoD about how JARFN advertises and promotes membership in IFNA. Debbie Zaparoni (DZ) will also review JARFN and IFNA membership data.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
NH and DZ will report impact of JARFN and IFNA memberships at the next meeting. Further discussion at future meeting about the committee/group that may address options of membership structure.		

COMMUNICATION

DISCUSSION	Upcoming communication committee meetings are scheduled for August. Veronica Swallow (VS) received an orientation from prior board liaison Wendy Looman (WL). The BoD briefly discussed the proposal from the communication committee about the need for a digital media and communication specialist (See Appendix A). Beth Kassalen explored some possibilities related to the hiring of a communication specialist; at this time no interns are available and no other organizations managed by Kassalen can dedicate funds to this position. BoD discussed the budget issues that this position may create and how hiring a consultant may illuminate gaps but implementation may remain an issue. The BoD values the proposal for a communication specialist and would like to continue to explore this need. BoD will seek further information from the communication committee and explore options, such as a graduate assistant who could assist with the activities of this position.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Communication committee Board liaison Veronica Swallow (VS) will further discuss this proposal with communication committee	VS	

2017 CONFERENCE

DISCUSSION	Jane Lassetter (JL) reported that plans for the 13th International Family Nursing Conference in Pamplona, Spain June 14 – 17, 2017 continue. Invitation and objectives are posted on the IFNA website. The host hotel and other nearby hotels are being confirmed. Dr. Martha Driessnack has been confirmed as opening keynote. This opening session weaves children’s art and stories with emerging research on the importance of intergenerational relationships and family lore, shifting the common question of "Where are you from?" to the more revealing "Who are you from?" Dr. Linda Shields has been confirmed as the closing keynote with a topic of Looking back and looking forward - family-centred care into the future.” A panel related to health care in Spain is being planned. Conference and pre-conference registration fees are being finalized. Local options and banquet are also being finalized. The call for abstracts will be distributed the week of July 18. The call for preconference and expert lectures will be distributed in August. The BOD extends appreciation to conference co-chairs and conference committees for dedicating significant time to creating a quality conference experience for the members.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

EDUCATION COMMITTEE

DISCUSSION	Regina Bousso (RB) reported current activities of the education committee. The committee is piloting webinars at no charge for IFNA members with a movement toward offering continuing education units. The Graduate level position statements are actively being refined with ongoing movement forward. The BOD expresses appreciation for the Education Committee’s tremendous ongoing efforts to offer educational opportunities and resources for IFNA.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PRACTICE COMMITTEE

DISCUSSION	Kathy Anderson (KA) co-chair of the Practice Committee met with the BoD to discuss concerns about the uptake of family nursing practice. Data from the research committee’s survey supports the need for IFNA to continue its mission of promoting family nursing practice. The role of IFNA in supporting the uptake and implementation of family nursing in practice was discussed. The current work of the research, education, and practice committees aims to influence family nursing practice; however, additional tactics and strategies may be needed and these are not clear. KA will convene the co-chairs of the committees and invite BoD to further examine ways to more actively promote family nursing. BoD commends practice committee on their ongoing work on graduate practice position statement and competencies. BoD acknowledges the work on all committees to move nursing practice forward in the areas of family care	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
KA will convene Co-chairs of research, education, and practice committees to further discuss this issue.	KA	

RESEARCH COMMITTEE

DISCUSSION	BoD commends the significant work and progress of the Research Committee. B. Oestergaard presented a written report from the Research Committee: Helene Moriarity and Sonja Meiers continue managing abstract submission and program planning along with Debbie Zaparoni for the next conference. Newsletter group is working to solicit news from around world; S. Meiers suggested highlighting work of C. Danforth in communication. The leader of a measurement subcommittee group, M. VanRiper, plans to start regular meetings soon. It is anticipated that a survey may be sent to the membership to discover the current state of family measurement and measures used by IFNA Members. The International collaboration subcommittee is making progress in analyzing the data from the “Defining Family Nursing” survey. Analysis leads are Cindy Danforth, Kathy Anderson, Lindsay Smith, and Birte Østergaard. Research committee is also working on a statement of the scientific development of family phenomena, such as family management and family functioning. The family measure subcommittee is working to emphasize the need for clarity of family phenomena definitions and related family measures. Work is also needed to explore family outcomes within intervention studies; advocate for articulation of family outcomes; and examine active ingredient of family within studies and outcomes. The international perspective is critical within all these plans.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

	RESPONSIBLE	
Work group continues within this committee.		

POLICIES

DISCUSSION	Beth Kassalen (BK) suggested priorities in the list of policies (See asterisk in Appendix B). BoD encourages the development of policies to support work of IFNA. The BoD identifies the need for a policy manual and expresses appreciation for BK’s comprehensive list and assistance in this area. BK has begun to develop policies such as orientation of new IFNA BoD members. Priority policies were identified.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BK will assist in developing approaches to developing policies.	BK BoD	

MEMBERSHIP COMMITTEE

DISCUSSION	Laurie Gottlieb (LG) shared the activities of membership committee. A membership drive is being planned. Details in the year opposite IFNC are being developed.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CHAPTER DEVELOPMENT UPDATE

DISCUSSION	BK shared proposal for a chapter chartering policy (Appendix C). BK shared draft of chapter application (Appendix D). BoD will review and provide BK with input. The BoD expresses appreciation for BK support in policy identification and development.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BOD will provide feedback to BK and vote on approval of chapter chartering policy and chapter application at next meeting.	BK BoD	

SHOP for A CAUSE

DISCUSSION	BK reported on 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. KME is handling the processes. Additional global initiatives to raise funds for non-profit organizations will continue to be sought.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
	BK	

14th International Family Nursing Conference (2019)

DISCUSSION	Jane Lassetter (JL) initiated a discussion of the IFNC location for 2019 since the conference location will be highlighted at the IFNC13, in Spain. The BoD explored prior processes for identifying IFNC locations e.g. developing applications by local groups, identifying global locations that represent the international association, participating in a decision-making process within context of economic feasibility, and returning to North America every second or third conference. The BoD discussed the benefits of altering the application process and, instead, having BoD determine the location for the IFNC14 (2019) considering factors of economics and feasibility. The benefits for a conference in North America were discussed, after being in Denmark in 2015 and Spain in 2017. With KME recent experience at Disneyland the BoD asked BK to explore possible venues in California and Florida.	
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"> • Communication Specialist • Bylaws – membership structure • Chapter Development • Nomination Committee-Strategic Plan • Committee Reports 		

Appendix A

To: IFNA Board of Directors

From: IFNA Communications Committee

Date: June 6, 2016

Re: Request for the services of a Digital Media and Communication Specialist

Today, our IFNA Communications Committee's fingerprints are found throughout the IFNA organization including all IFNA social media activities, publications, and online communications through the following channels: IFNA website, monthly newsletter, listserv, Constant Contact announcements, Twitter, YouTube, blog, LinkedIn group, and webinars. We've helped to publish and disseminate two official IFNA Position Statements and two recent IFNA documents about the global migration crisis and the issue of predatory conferences. With the guidance of a dedicated Digital Media and Communication Specialist, we would ensure that all our IFNA messages are cohesive, on-brand, and are making the most effective use of the various digital media channels available.

When the IFNA organization was established in June 2009, the first thing we did with volunteer help and donated web designer time was build a website (thanks to the largesse of Dr. Sharon Denham). Over the past 7 years, our IFNA Communications Committee has been diligently building a brand for IFNA with limited resources. Our intention is for IFNA to be the strongest and most credible voice for family nursing in the world! (The stakes are high!) But as we continue to reach out across the globe and make use of more social media channels, it has become obvious to our team that we would benefit from professional guidance and assistance of a dedicated Communication Specialist who could take IFNA to the next level. This kind of expertise would not necessarily replace the volunteer efforts already in place but would provide greater strategic direction and knowledgeable leadership for the communication and visibility of IFNA. This expertise might in the form of a one-time consultation or quarterly consultation, or if funds were available, in the form of a full-time Digital Media and Communications Specialist position for the IFNA organization.

To date, the work of the IFNA Communications Committee has been primarily focused internally on connecting members with each other and growing the IFNA organization. We've created several vibrant social media channels to create conversation within the IFNA organization. With the expertise of a Communications Specialist, we could develop an even more coordinated communication strategy within IFNA and strategically expand the conversation to an external audience who are also interested in family focused health care (e.g., interprofessional health care providers, other family health organizations, the public).

Thank you for your consideration of this request.

Appendix B

IFNA Policies for Development 7/2016

- Finance: Income and Expense Handling*
- Finance: Tax Filings
- Committees: Appointing Chairs/Co-Chairs*
- Committees: Annual Reporting
- Board: Role Descriptions and Duties
- Board: Conflict of Interest
- Board: Nominations/Elections Process
- Board: Transition for New Board Members *
- Board: Annual Reporting
- Board: Whistleblower
- Board: Document Retention and Destruction
- Board: Archives
- Chapters: New Chapter Chartering*
- Chapters: Annual Reporting*
- Committee: Project Planning Outline
- Committee: IFNA Awards
- Committee: Conference Planning*
 - a. Site selection
 - b. Speaker honorarium and travel reimbursement
- Foundation: Board Appointments*
- Foundation: Board Roles and Duties*
- Foundation: Charitable Giving*
- Global: Finance
- Global: Country Liaisons
- IFNA Communications: General Policy
- IFNA Communications: Conference Call Management
- IFNA Use of IFNA-Branded Products and Materials
- IFNA Management Company
- IFNA Written Materials and Media Authorship
 - a. Project Contributors and Authors (Pre-Project Form)
 - b. Project Contributors and Authors (Post-Project Form)

Appendix C

POLICY AND PROCEDURES

Title: New Chapter Chartering

Category: Operational

Policy: Operational guidelines when Board or Board Chapter Liaison receives documentation for a new chapter charter.

Purpose: Provides accurate and consistent approach regarding the documentation, interactions, and acknowledgements for newly chartered chapters.

Procedure: Chapter Charter Application items to be submitted:

Charter Petition signed by at least 5 persons who are current IFNA, dues-paying (International AND local) members
_____ Brief description of chapter strategic plan, including:

- Geographic regions to be included
- List of potential planned activities to foster interest in family nursing

List of attendees (names and emails) from organizing meeting

List of names, and emails of chapter officers or leaders

Once all documentation above is received, the IFNA Board Chapter Liaison will review for completion and accuracy. A summary recommendation is prepared by the Board Liaison to present the submitted information to the Board of Directors at the next board meeting or conference call. The BOD must exhibit a vote of majority approval for the chapter to officially be granted charter. Once this occurs, the Board Liaison, Executive Director, or President will proceed with the following activities.

Once a Chapter has been approved:

ACTION ITEMS

President to email chapter leaders of their charter approval

Send Chapter leaders an officially signed letter by the IFNA President for their archives (see attached)

Email/fax a copy of congratulations letter to IFNA Headquarters for archives

Add Chapter Leaders' names/contact information to:

- Chapter Excel spreadsheet
- IFNA Website or Communications Committee Chair
- Newsletter or e-update
- Consider an official plaque to be physically presented to the Chapter leader in person at the next IFNA Conference.

Policy development date: July 2016

Board Approval: _____ Signed: _____ Date: _____

Office Use Only:

* Remove from “Chapters Under Development” (in files and on website/newsletter) Add to “Active Chapters” (in files and on website/newsletter) within labeled sections

* Email IFNA Headquarters to order plaque for chapter (Name and chartering date) for acknowledgment at the Biannual Conference Business Meeting

* Email chapter president/leader about chartering ceremony at Business Meeting

* Consider asking newly chartered chapter to write an article for next newsletter or e-update

* May want to also follow-up and provide the Policy/Procedure

“Maintenance of Active Chapter Status/ Reporting” to new Chapter Leader

This Policy is set up to use as a checklist to be placed in chapter file once completed.

SAMPLE LETTER

Date:

Chapter Leaders

Address

Dear

We thank you for submitting your application to charter the “ Chapter” of the International Family Nursing Association. The submitted application was reviewed and voted on by the Board of Directors and was unanimously approved. Congratulations!!!

We will formally recognize the newly chartered _ Chapter at the Biannual Conference and Business Meeting taking place in , . Your chapter will be presented with a plaque showing your official charter date at the next biennial Conference so we hope you and several other members of your chapter will be able to attend. I am happy to continue to be a resource to you regarding any questions or obstacles you and your chapter may encounter during your continued growth and development.

Thanks again to you and your chapter for all your hard work and support of IFNA. We look forward to seeing you soon at the Biannual Conference and please don’t hesitate to call on us if you need anything.

Congratulations and we welcome your regional community to our international global community.

NAME

President, IFNA

NAME _____

Chapter Board Liaison, IFNA

Appendix D

Chapter Charter Application

Thank you for your interest in creating a regional or local chapter of the International Family Nursing Association. In order for the Board of Directors to review and, hopefully, approve your chapter application, we request the following information from the initial chapter organizers:

Charter Petition signed by at least 5 persons who are current IFNA, dues-paying (International AND local) members
_____ Brief description of chapter strategic plan, including:

- Geographic regions to be included
- List of potential planned activities to foster interest in family nursing

List of attendees (names and emails) from organizing meeting

List of names, and emails of chapter officers or leaders

The above items should be submitted to the IFNA Board Chapter Liaison (NAME). (NAME) can be reached by email at (EMAIL) should you have any questions. Once all documentation above is received, the IFNA Board Chapter Liaison will review for completion and accuracy. A summary recommendation is prepared by the Board Liaison to present the submitted information to the Board of Directors at the next board meeting or conference call.

IFNA is proud to have your regional group of family nursing professionals interested in becoming officially affiliated and recognized as part of our global association. IFNA provides support to all chartered chapters through non-financial and non-judicial means.

Specifically, IFNA will:

- * Provide access to the IFNA Board of Directors through an official Board Liaison dedicated to working with chapters by providing information and resources from the global association.
- * Provide your chapter with a web page, or portion thereof, for your chapter under its official Affiliated IFNA Chapters page.
- * Distribute information about chapter activities, organizational meetings, and other electronic announcements relating to the promotion of family nursing.
- * Encourage you to submit timely information about the activities of your chapter for global communication pieces such as the website, newsletter, or e-updates.
- * Promote local meetings, conferences, and webinars to all IFNA members.
- * Provide your chapter with recruitment information to ensure the continual growth of IFNA as interest in your local chapter grows.

Once officially chartered, your chapter will be responsible for providing annual reporting information on your activities and your members to identify the positive impact your chapter is contributing to the overall IFNA goals and strategic plan. More information on reporting requirements will be provided after an official approval determination is made by the Board of Directors.

Original application draft: July 2016

Board approval: _____ Signed: _____ Date: _____

Updates:

July 2016