

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

Agenda topics**APPROVAL of MINUTES**

DISCUSSION	IFNA BOD Minutes 8/11/16 were approved.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

FINANCIAL BOARD REPORT

DISCUSSION	<p>Kathy Knafl (KK) reported current total assets have increased since last month. Increase in membership last month is expected to continue to increase. Expenses are exceeding income which is an expected situation. To date for this year, our total expenses have exceeded our income by \$18,530.60 which is a decrease in the deficit amount from last year. Overall, this is a promising positive direction.</p> <p>VAT recovery of over \$13,000 has been completed with the unrelenting efforts of Debbie Zaparoni (DZ) and support of Birte Ostegaard from Denmark. DZ clarified the VAT structure and process for the Board: VAT is based on services that IFNA purchased for the conference (e.g room rental, meals, entertainment) and solely related to IFNA expenses. While attendees paid VAT on their registration, unfortunately this cannot be recovered by IFNA because it was an individual expense and not an organizational expense. Gratitude was expressed to DZ for efforts in VAT recovery.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE
VAT recovery will become a visible line item in the IFNA organization budget.		KK and DZ	

BYLAW UPDATE

DISCUSSION	Committee work continues.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>The RAC meeting in August focused on discussion of a document the chair Janet Deatruck (JD) developed entitled “Campaign to Support the Transformation”. The document includes the following timeline for fund raising and sponsorship activities:</p> <ol style="list-style-type: none"> 1. November 2015- Committee formed 2. July-September- Put plan in place for corporate, academic, and business sponsors <ol style="list-style-type: none"> a. July 2016-Exhibitor Prospectus (EP) and ask letters (Dean and health care system) developed (potential donors and former donors; the letter that goes to former donors has the statement acknowledging past support at the beginning. August 2016. Using the content from these letters, Debbie sent an email on Jan’s behalf, attaching the EP, to the contacts that she has for SON Deans and other former supporters. b. The print version of the EP was then sent in hard copy along with a version of the (appropriate) letter to the same contacts via US mail c. Determine follow up <ol style="list-style-type: none"> 1) Refine “pitch” to each audience and how pitch feeds back into conference planning now and in the future 2) Determine targeted plan moving forward for personal “touches” from Board Members, Committee Members, other IFNA Committee Members 3) Determine targeted plan for International Reach / Asks 3. September-December- Put a plan in place for foundations 4. December-January- Put a plan in place for individuals <p>JD and KK also had a very productive telephone meeting with Sandra Eggenberger (SE) regarding the mutually beneficial relationship between IFNA and the Taylor Family Nursing Institute for Family and Society and asking for her continued support. SE updated committee on current activities and priorities of the Institute and offered some excellent insights about strategies for garnering support from foundations.</p> <p>The September meeting of the RAC will include the expanded membership with more countries represented. RAC is identifying people to begin making personal contacts with potential sponsors.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

NOMINATION COMMITTEE

DISCUSSION	Sandra Eggenberger (SE) expressed nomination committee’s appreciation for addressing the strategic plan revisions related to nomination processes. Carole Robinson (CR) indicated the benefits to both strategic plan and IFNA for this addition to strategic plan.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
SE will initiate discussion with nomination committee.	SE	

MEMBERSHIP COMMITTEE

DISCUSSION	In her absence, Laurie provided this written report. Cheryl Corbett conducted the August IFNA membership meeting that discussed a proposed retention letter, made corrections and prepared the letter for distribution. The committee discussed value in focusing on recruitment of Family Nurse Practitioner and pediatric bachelor of science students. Committee members are contacting a few programs for a pilot inquiry. Discussed and suggested to the BOD that IFNA develop a networking opportunity at the conference for students to meet other students. Other special interest groups might be interested in meeting during the conference as well, i.e., educators, nurses working with specific populations. Next meeting is planned for October 7, 2016. Laurie Gottlieb (LG) and the committee are thanked for their efforts in membership recruitment and retention.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

EDUCATION COMMITTEE

DISCUSSION	Plans are underway to offer a webinar Friday, November 11, Sharing an Approach Designed to “SEE” Family in Simulation and Advance the Practice. This is the second webinar in the sequence of webinars focused on incorporating family in simulation by Colleen Royle. The committee plans to continue offering webinars with continuing education (CE) offering opportunities. The BOD expresses appreciation to the presenter and to the
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	Education Committee for their hard work in offering this webinar and CE offerings.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

2017 CONFERENCE

DISCUSSION	<p>Jane Lassetter (JL) and Cristina Garcia-Vivar (CGV) reported that plans for the IFNC13 in Pamplona, Spain June 14 – 17, 2017 continue. Planning committee is meeting regularly with venue and rooms currently prepared. CGV shared thoughts about offering a reduction in conference registration based on country codes, similar to reduction in membership dues offered to members from some countries. BOD discussed the potential benefits of attracting additional members and extending the reach of IFNA. Based on data gathered from prior conferences Beth Kassalen (BK) shared potential gains and losses with reducing registration fees for particular countries. Data suggests there may be a decrease in approximately \$8,000 for IFNA organization. However, this action would not reduce the overall costs to attend the conference of airfare; hotel etc. for attendees and so does not offer a significant benefit. Regina Bousso, (from Brazil, and a country that would be affected) concurred. BOD expressed appreciation for this thinking but identified the potential risk this might pose for the organization, considering IFNA’s current financial situation. Recommendation to reconsider this proposal for the 2019 conference.</p> <p>Additional thoughts on ways to recognize new attendees, and first-time attendees from new countries included:</p> <ul style="list-style-type: none"> • Highlight new countries during the opening ceremony • Selecting an individual to open the sessions being offered in Spanish which would highlight work in that area of the country • Explore ways to sponsor family nurses in new areas for future conferences • RAC would incorporate the ideas of global interest in their letters and ideas • Offering recognition for presentations by those countries that are new to IFNA <p>DZ updated BOD on calls for IFNC13 (2017):</p> <ul style="list-style-type: none"> • Call for reviewers—BOD are to inform DZ if willing to serve as a reviewer • Call for preconference and expert lecture submissions are due September 9 • Call for abstracts has been distributed with submission due date is October 7 <p>Possibility of recognition for paper and posters were discussed. Various methods for poster and paper awards, recognition and distinction were explored. Ideas such as recognizing abstracts, having IFNC members vote during reviewing time, distributing ballots in their materials, selecting paper or poster recognition this year and then adding in 2019.</p>	
		PERSON RESPONSIBLE
DZ and JL will compose a way of communicating costs of IFNC to IFNA and the registrant. JL will further discuss ideas related to paper/poster recognition with conference planning committee.	DZ and JL JL	

PRACTICE COMMITTEE

DISCUSSION	<p>Practice committee has been actively working. Kathy Anderson (KA) has distributed a meeting request with the three committee Chairs (Practice, Education and Research) to discuss moving more forcefully forward on the mission of advancing family nursing practice worldwide. No meeting time has been arranged yet.</p> <p>The committee has shared the Advanced Practice document and competencies with key informants (beyond members of the practice committee) to get feedback and ideas. Informants and reviewers are giving positive feedback to the committee on the document draft.</p> <p>KA has urged committee members to be active in serving as reviewers for the conference.</p>	
	PERSON RESPONSIBLE	DEADLINE
FOLLOW-UP		

	RESPONSIBLE	

RESEARCH COMMITTEE

DISCUSSION	B. Oestergaard reported the international research subcommittee meets next week. A webinar on submitting a winning abstract for IFNC is planned for Wednesday, September 14 th .	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

POLICIES: CHAPTER CHARTER DEVELOPMENT

DISCUSSION	<p>The BOD approved the process and policies related to chapter developed attached to August minutes with the modification of being able to identify a designated representative to serve as Board liaison. A logo proposed for future chapters was also approved. These policies and procedures will now become a part of the working IFNA documents. Appreciation is expressed to BK for guiding these documents and Veronica Swallow (VS) for initiating the chapter development processes.</p> <p>BK reported, from a recent communication with VS, VS expressed some concern from the collective UK folks about their ability, due to time constraints, to pursue formalized chapter development.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP SURVEY

DISCUSSION	<p>Results of the IFNA membership survey using the questions developed by the IFNA committees has been distributed to the BOD. Broad overall review showed that IFNA members want information, as well as ways to network and connect. BOD explored how prevalent themes focused on resources for information and strategies to connect. Ways to use the information from the membership survey were discussed. BOD discussed how the research, education, and practice committees would want to review responses and then examine the ways their work is working towards these areas, as well as address new strategies.</p> <p>Comments from BOD about the survey data and IFNA committees included the following:</p> <ul style="list-style-type: none"> • the committees may want Board support for their work in responding to the survey themes • committees would appreciate additional directions from the board regarding the membership survey • survey responses seem to affirm current work of the committees <p>A decision was made to ask IFNA committee chairs to hold a joint chairs meeting to identify themes and priorities and ask them to strategize about how to respond to survey data and how their committee directions overlap. The BOD recognizes the significant work being conducted by the committees and wants to support continued efforts so the committees can share their strategies for addressing the priority themes and directions suggested in the membership survey data.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
CR will communicate with committee chairs		

DONATION TO IFNA

DISCUSSION	<p>IFNA BOD members are encouraged to make a contribution to the association or foundation. The RAC committee perceives benefits in this approach. The practice of asking board members to donate to the organization may not be a global practice. Decision made to request BOD to donate any amount to IFNA, but recognize this is a voluntary act and a statement from RAC could still recognize the BOD support in multiple ways.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
	BK	

14th International Family Nursing Conference (2019)

DISCUSSION	Jane Lassetter (JL) continued a discussion of the IFNC14 (2019) location. BK reported on their follow-up quotes from Disneyland in California. BK will now seek additional quotes from Orlando Disneyworld. A site in North American site for IFNC14 (2019) continues to be the current direction.	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BK will now seek additional quotes from Orlando Disneyworld.		

COMMUNICATION

DISCUSSION	Janice Bell and Wilma Schroeder (Co-chairs) of the Communication Committee joined the BOD to further explore the proposal by the communication committee to access a digital media and communication specialist. JB and WS shared their need for additional expertise to support IFNA goals. The committee co-chairs and the BOD recognized the significant amount of time and energy that is currently being given by the communication committee to this very important work. Consultation with a communication specialist could provide innovative ideas and strategies to the communication committee. Strategies to reach beyond our current members are needed to make family nursing visible to all. BoD discussed the need for communication, but also noted the budgetary constraints since hiring a communication specialist may require a significant expenditure. If a feasible budget item, the BOD supports communication committee request for funds for a one-time consultation with a communication specialist. Therefore, BOD requested the co-chairs to search for a communication specialist that would align with IFNA needs and then request a specific amount. The BOD thanks the co-chairs of the Communication Committee for attending the BOD meeting to further explore goals, avenues to meet the goals, and budgetary needs of the committee.	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
JB and WS will work to determine the costs of a communication specialist for a consultation regarding IFNA communication needs.		

DISCUSSION	The following agenda Items need follow-up at next meeting.	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Next Meeting <ul style="list-style-type: none"> • Committee Reports • Communication Specialist Consultation Update • IFNC14 (2019) 		