

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

Agenda topics**APPROVAL of MINUTES**

DISCUSSION	IFNA BOD Minutes 10/13/16 approved as distributed		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

FINANCIAL BOARD REPORT

DISCUSSION	Kathy Knafl (KK) reported current total assets and expenses. Membership dues are expected to increase as members are notified of their IFNC 2017 conference abstract acceptance. As of the end of November, conference sponsorship is 6.4K that has posted. The Resource Advancement Committee (RAC) is aware of 5K more that has been committed. There is slightly over 1K in the Foundation account.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>KK reported on the Research Advancement Committee (RAC). The RAC met on October 24th and November 28th. Discussion focused on the development of work teams within the RAC that would focus on different sources of sponsorship. The teams and team leaders are:</p> <ul style="list-style-type: none"> • Academic (Linda Young): This is a dean-to-dean approach. Members of the BOD and RAC have been asked to communicate to K. Knafl if they prefer making the initial contact rather than having Dr. Young do so. At this point solicitation letters have been sent to 800+ accredited nursing programs in the US as well as selected programs in Canada. • Existing Family Nursing Associations (e.g., Japan, England, Nordic): We will be contacting leaders in these groups to strategize about how best to secure sponsorship. In the US, we are targeting the National Council of Family Relations, a multi-disciplinary organization that has expressed a willingness to support IFNA in the past. • Healthcare Organizations (Suzanne Feetham, US): Dr. Feetham has US contacts. We will work with other RAC members to identify possible international sponsorship – especially in the host country. • Corporate Foundations (Catherine Gilliss, US): Dr. Gilliss has contacts in the US. Will we work with other RAC members to identify possible international sponsorship – especially in the host country. • Individual Giving – Honor a Family Nurse (Kathy Knafl): The intent is to expand this option for the 13th IFNC and promote it earlier and more pro-actively. This is viewed as an opportunity to recognize individuals (e.g., students, mentors, supportive deans) for their contributions to family nursing. It also is viewed as a more reasonably priced way for our members can contribute to sponsorship. Janet Deatrick (RAC chair) will be setting a meeting with the conference co-chairs to coordinate RAC activities with conference registration
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(possibility of highlighting this program in registration) and country liaison activities. The description of the program follows. The RAC seeks the BOD's input on the usage portion of the program announcement.

Honor a Family Nurse Program

Through the Honor a Family Nurse program, IFNA members and supporters have an opportunity to recognize others for their contributions to family nursing while at the same time supporting the association. This program provides a means of honoring and praising those among us who deserve to be recognized. This program acknowledges that there are many contributions to family nursing that merit recognition that never receive major awards, yet are vital to the field.

Think of the colleagues, mentors, and students who have inspired you through their achievements or support and whose efforts deserve to be acknowledged.

Accomplishments to be honored include but are not limited to:

- Funding for a new program or research project
- Completion of a major project or study
- Publication of an outstanding manuscript
- Mentoring students and/or junior colleagues
- Completion of a degree
- Leadership in family nursing

Each nomination must be accompanied by a \$100 donation to IFNA. All nominees will be recognized at the 13th International Family Nursing Conference (June 14-17 in Pamplona Spain). RAC requested BOD advice for how funds realized from this program will be used.

Board of Directors (BOD) recommended: The Honor a Nurse Program will support student participation in the organization. The goal would be to engage students and support student participation in IFNA and IFNC. The BOD sees that as supporting the sustainability of the organization.

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
KK will report to RAC the BOD supports the Honor a Nurse Program with the general statement about supporting student participation.	KK	

NOMINATION COMMITTEE

DISCUSSION	Sandra Eggenberger (SE) reported that nominations committee met in November to delineate the IFNA election processes for 2017. The committee reviewed IFNA board composition to identify openings for IFNA Board and Nominating committee elections. Nominating committee is contacting current board members with terms that expire to identify interest in seeking election. Chairpersons and country liaisons are being contacted to see if they want to self-nominate or nominate others. Committees are being asked to place nominations processes on their meeting agendas to seek potential candidates. Forms for nomination information are under revision. A request has been made to committee chairs to speak with all committee members about their potential interest in serving IFNA. Communication with general membership regarding elections is being planned for the beginning of the year. Background information for potential candidates about responsibilities, time commitment, and qualifications is being developed. All Board members are encouraged to support and help the committee make contacts for a global slate of energized and committed candidates.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
SE will further discuss elements of the strategic plan related to nominations with Nominations committee chairperson.	SE	

MEMBERSHIP COMMITTEE

DISCUSSION	<p>Laurie Gottlieb (LG) provided the membership committee report. Membership committee met on November 28 at 8 am MST. Five committee members were in attendance. Cheryl conducted the meeting. Jyu Lin reported on the committee chairs' meeting. We discussed the possibility of more free webinars for non-members to view and see if they want to join. Concluded we should collaborate more with other committees. Committee reviewed past membership boosting proposals. Suggested the following regarding the limited membership drive proposal.</p> <p>Committee brainstormed the following suggestions for the membership drive:</p> <ul style="list-style-type: none"> a. Need to capture name of the person who recruited/referred new member during the online registration process. b. Recommend limit membership drive lasting 2-3 months. c. Recommend announcement of limited membership drive at Spain conference with big promotion and competition. d. Recommend email announcements during the drive. e. Recommend first, second and third place prizes for top recruiters. Prizes could include full registration to conference, discounted conference registration, full membership, and discounted membership. f. Suggest goal of 100 new members during drive g. Recommend members can have receive both group discount and points towards recruiting prizes h. Limited membership drive could be used as an off conference year strategy. i. Committee request data regarding membership over last conferences to understand factors impacting retention or renewal of IFNA membership. <p>BOD discussed the incentive for membership recruitment. KK recommended an incentive for top three recruiters to receive a 2 year membership for the price of one year with a minimum of 5 recruits. SE seconded. Motion carried. BOD supported the work of the membership committee. A membership drive for a limited period of time with input by the management company is strongly supported.</p> <p>A retention letter has been drafted by the membership committee. Beth Kassalen (BK) will review this letter in light of current letters being distributed related to renewing memberships.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
LG will thank the membership committee for their quality ideas. LG will report the strong BOD support for the membership committee work.	LG	
BK will review the draft and current letters and send suggested letter back to the membership committee for their approval.	BK	

EDUCATION COMMITTEE

DISCUSSION	<p>Regina Bousso (RB) provided the education committee report: Dr. Colleen Royle provided simulation webinar <i>Sharing A Simulation Approach Designed To SEE Family & Advance The Practice</i> on Dec 01. There were 21 Registrations, 18 IFNA members / 3 Non-Members (12 Attended)</p> <p>The committee is also discussing the possibility of reaching out to other organizations and disciplines to participate in educational activities.</p> <p>The BOD expressed strong support for the education committee thoughts related to providing educational activities for other organizations and disciplines.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
RB will inform the committee of BOD strong support for extending educational opportunities to other organizations and disciplines.		

2017 CONFERENCE

DISCUSSION	Jane Lassetter (JL) reported that plans for the IFNC13 in Pamplona, Spain June 14 – 17, 2017 continue. Travel and transportation options have been posted on the website. Hotel arrangements should be available on the website in the near future. The advance planning continues to be worked on with Kassalen. The opening and closing ceremonies are being planned.	
	Kit Chesla (KC) mentioned the possibilities of offering opportunities for “Late-Breaking Findings” session that could allow for abstract submissions in spring.	
	PERSON RESPONSIBLE	DEADLINE
JL will further discuss ideas related to providing late-breaking findings with conference planning committee and research committee.	JL	

RESEARCH COMMITTEE

DISCUSSION	<p>B. Oestergaard shared the research committee report submitted by Helene Moriarty, PhD, RN, FAAN and Sonja Meiers, PhD, RN:</p> <ul style="list-style-type: none"> • Conference Planning: The Call for Abstracts was originally scheduled to be open from July 18 to October 7, 2016. This was extended to October 13 to increase the number of abstracts submitted. Abstracts submitted represent 26 countries. The Call for Abstract reviewers went out twice, yielding an adequate number of reviewers (n = 57). Each reviewer has between 13 and 16 abstracts. Each abstract has been assigned to two reviewers. Debbie sent out a reminder to those who have not yet submitted their reviews. The deadline for completion of reviews was extended to November 11th. Co-chairs and Debbie are slotting the program soon. • The Research Committee leadership group reviewed the IFNA survey items relevant to research and began planning for strategies to address points and suggestions raised in the survey. One strategy is to develop about 5 research clusters, each focused on a specific area, which would meet monthly via conference call. Identification of foci for the clusters is in progress. The Committee will submit a proposal for cluster development and support for this work to the Board in the future. • Planning for a process to give poster awards at the conference has begun. Draft guidelines and criteria for review have been discussed. Co-chairs of the three committees will convene via conference call on November 18th to flesh out guidelines and review criteria. • Measurement Subcommittee: This subcommittee, led by Marcia VanRiper, has started to collect data about various family measures. The subcommittee has developed a survey to disseminate to query members about instrument use but will seek Board approval for this beforehand. Information collected from the survey will be used to disseminate instrument resources on the IFNA website. • International Research Collaboration Subcommittee: This subcommittee, led by Sonja Meiers, continues to host monthly conference meetings. The subcommittee is developing a webinar program on family interview methods. Members are continuing their analysis of data from the Defining Family Nursing Survey and hope to present this work at the conference. Members interested in family care in the adult and pediatric ICU have connected and will plan activities for collaboration at a future subcommittee meeting. This subcommittee is also thinking about policy strategies for their work. • The Newsletter Subcommittee: This subcommittee, in collaboration with J. Bell, continues to work diligently to solicit global research news through outreach to IFNA members, country liaisons, and nursing organizations. 	

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PRACTICE COMMITTEE

DISCUSSION	<p>Kit Chesla reported the practice committee November activities:</p> <ol style="list-style-type: none"> Information sharing among members. Practice committee devotes the first 10-20 minutes of their meeting to catching each other up on activities in their countries and regions. <ol style="list-style-type: none"> Barbara Voltelen had an excellent exchange stay at Heritage University with Christina Nyirati. The Danish Family Nursing Association is currently translating the Generalist Competencies. Fabie Duhamel is retiring from the University of Montreal December 2016, but consulting with the family nurses in Switzerland to implement knowledge translation there. Lisa Whitehead is building stronger connections with the hospitals in Perth to translate FN into practice. Continued work and refinement on the Advanced Practice Family Nursing Guidelines. Feedback from entire practice committee has been incorporated. Current task is to consider the document in relation to generalist practice competencies to try to be clear on levels of practice in the two documents. Update on Immigrant issues sub-committee. Maria do Céu Barbieri shared Portugal's new strategies, and discussed the variability of response across Europe. Especially Germany. Subcommittee on strategies to address strategic plan continue to work on prioritizing their activities. There was a request for an easier access to the conference information on the IFNA website. <p>BOD recognizes the value of networking within the practice committee and other committees. Therefore, BOD will also institute a practice of connecting around current initiatives and lives at the start of each meeting.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
A new agenda item will include connecting and networking around family nursing related activities.	CR and DZ	

14th International Family Nursing Conference (2019)

DISCUSSION	Debbie Zaparoni and Beth Kassalen reported elements and details about potential sites in California (San Diego) and Florida (Orlando) USA for IFNC14 (2019). BOD examined multiple aspects of each site from a global membership perspective. Considering global access, available dates and economics the BOD recommended Kassalen further pursue potential sites in Orlando, Florida. Kassalen will present more details related to this site at an upcoming BOD meeting.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BK will now seek additional information and quotes from Orlando, Florida.	BK	

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COMMUNICATION

DISCUSSION	<p>Veronica Swallow (VS) provided the Communication Committee meeting 2nd Dec. 11.30-1300 EST updates.</p> <ul style="list-style-type: none"> Web design and metrics: (Responsive Design and linking IFNA Member Profiles to Wild Apricot system; Newsletter template (Constant Contact) for responsive design; IFNA website metrics - trends or issues; and Follow-up 2015 IFNA Reach Infographic) are all ongoing IFNC13 – Debbie updated on planning, and nominations for IFNA Awards; Janice stressed importance of circulating awards nomination process widely, especially via international colleagues Discussion with Veronica on ways of enhancing mutual exchange of key information points between the Communication Committee and BOD - VS will share highlights from summary of Communication meetings (usually provided by Wilma) with BOD and vice versa Social Media submissions for JFN Special Focus Issue– will be published Feb 2017 Request to IFNA BOD for Consult with Communications Specialist – Janice Bell (JB) is preparing a 'Request for
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	<p>Proposal' document to share with BOD early 2017</p> <ul style="list-style-type: none"> • Tweets/Twitter– JB highlighted the immense value of Twitter e.g. #familynursing as an immediate way of sharing globally all the excellent work of IFNA, Veronica mentioned that as a Twitter novice she found the IFNA webinar on social media excellent way of developing 'twitter' confidence and now uses it regularly. Joel recently posted this http://internationalfamilynursing.org/2016/11/01/3-ways-to-use-social-media-to-make-familynursing-more-visible/ with excellent tips on using social media to promote family nursing <p>JB urges everyone to keep blogging, tweeting, etc. to disseminate IFNA Position Statements, IFNA response to migration crisis and IFNA Predatory conference document (May, 2016)</p> <p>The significant work of the Communication Committee continues to be recognized by the BOD.</p> <p>The BOD values the extensive analytics presented that are informative and provide useful data for IFNA. (See Analytics provided by Communication Committee)</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
VS will share with the communication Committee how the BOD is impressed with the analytics presented. VS will suggest communications committee move forward with their plan to continue to explore the use of FaceBook for IFNA, based on the current data indicating interested parties accessing IFNA through FaceBook.		

BYLAWS COMMITTEE

DISCUSSION	<p>Roberta Rehm, chair of the bylaws committee, presented the proposed bylaws revisions. BOD reviewed the bylaws. BOD expresses appreciation for the committee's quality work. Committee also expressed appreciation for the support of the BK. Following the necessary revisions the bylaw revisions will be distributed to the membership in preparation for a vote at IFNC 12.</p> <p>BOD supports changes and endorses the bylaw revisions.</p> <p>BOD valued the committee work in creating clear and quality document.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
RR will report the BOD support for bylaw revisions to the committee.		

Update on Chairs and Co-Chairs Joint Meeting

DISCUSSION	<p>Carole Robinson (CR) reported results of the IFNA committee chairpersons' meeting. This meeting purpose was to examine membership survey data and the strategic plan. A goal was to support cross-committee connections and examine the commonalities, overlaps, and directions of each committee related to the strategic plan. CR indicated it was a successful meeting that explored cross communication among IFNA committees.</p> <p>The BOD recognizes the significant work being conducted by the committees and wants to support these continued efforts of the work of the organization within and across committees. Within IFNA organizational structure it is important to maintain clarity of the roles and scope of work of committees and the Board of Directors. The current structure (BoD representative to each committee) ensures 2-way flow of information between BoD and Committees. This structure can be maintained if in cross-committee work it is always identified as primarily the work of one committee (who reports out on the activities to the BoD representative.)</p> <p>Kathy Anderson also called together chairs of IFNA committee to discuss ways to advance family nursing globally. This was a positive discussion with a continued commitment of IFNA committees to advance family nursing. The committee chairs were enthusiastic about the initiative and plan on meeting again in early 2017 to further determine a way forward. There was agreement that the role of IFNA is to support the activities of members to advance family nursing globally via networking opportunities and resources. The focus at this point is on promoting implementation science approaches to grow the evidence of the value of family nursing. Strong evidence is necessary in order to promote family nursing practice. Several ideas were discussed, including structuring session(s) at IFNC around</p>
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	<p>implementation science presentations. Since implementation science is a relatively new and complex approach, there was discussion about identifying key resources to support members' activities in this arena.</p> <p>The BOD appreciates the direction offered in terms of the position of IFNA vis a vis members' activities to promote family nursing globally.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
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Printing of Competencies

DISCUSSION	<p>RAC has seen a need to make printed copies available related to the IFNA position statements. BK prepared a cost analysis of various versions.</p> <p>BOD sees the value of having quality copies available for distribution as IFNA. BOD approved printing of color 4 page version so these are available at conferences.</p> <p>BOD discussed the translation processes related to the position statements. Position statements are now available in multiple languages. Further dialogue about translation processes may be needed.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BK and KK will further communicate with RAC members. Future meeting will include a discussion of translation processes.		

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