

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

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes 12/08/16 approved as distributed		
FOLLOW-UP		PERSO N RESPO NSIBLE	DEADLINE

BOARD GENERAL COMMUNICATION AND UPDATES

DISCUSSION	<p>Kathy Knafl (KK) called attention to quality and important information in the recent issue of Journal of Family Nursing and encourages those who may not have yet had time to read to do so.</p> <p>KK will represent International Family Nursing Association (IFNA) at the National Institute for Health (NIH)-Nurse Research Roundtable. A joint venture between NINR and CANS. Organizations are invited to this roundtable and this will be the first time IFNA will be present. KK is recognized for her willingness to be present and positioning IFNA to be visible.</p>		
FOLLOW-UP			

RES FINANCIAL BOARD REPORT

DISCUSSION	<p>Kathy Knafl (KK) reported current total assets and expenses. KK provided healthy treasury report.</p> <p>Debbie Zaparoni (DZ) reported that Birte Oestergaard (BO) received a letter from the Danish Government on VAT reporting for IFNA for Q2, Q3 and Q4 of 2016. IFNA did not have any VAT reporting during the final 3 Quarters of 2016. Birte will write a letter on IFNA's behalf to try to resolve this issue. IFNA's account with the Danish Government was officially closed in the past few months. Particular gratitude to BO and DZ and management company for their continued efforts on this path.</p>		
FOLLOW-UP		PERSO N RESPO NSIBLE	DEADLINE

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>Resource Advancement Committee (RAC) met on Dec 19. Discussion focused on updates from teams working on soliciting sponsorship from donor groups (deans/directors of nursing programs, healthcare organizations, corporations, individual giving, other associations focused on family). Committee chair, Janet Deatrck is arranging conference calls with committee members representing different countries to strategize about developing support for the conference. Janet and BOD liaison Kathy Knafl will join the January 30th meeting of the Conference Planning committee to update them of sponsorship efforts and elicit their suggestions for furthering RAC efforts. Jan and Kathy also are talking with the Conference Committee members about possibilities of engaging the country liaisons in the Honor a Family Nurse campaign.</p> <p>Linda Young will be attending the American Academy of Nursing conference on Doctoral Education January 19-21 (representatives of all nursing programs in the US offering PhD and DNP degrees attend) and will be distributing information about IFNA (practice and education statements) and the conference. As the dean of a nursing program, Linda is especially well-positioned to communicate with other deans about IFNA’s various achievements and initiatives.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

NOMINATION COMMITTEE

DISCUSSION	<p>Sandra Eggenberger (SE) reported that nominations committee next meeting is end of January. Nominating committee is contacting current board members with terms that expire to identify interest in seeking re-election. Chairpersons of committees and country liaisons are being contacted to seek self or colleague nominations. Forms for nomination information have been revised. Conflict of interest forms are part of the nomination processes. All Board members are encouraged to make contacts for a global slate of energized and committed candidates. The timeline for nomination processes has been set. The next call to the general membership for board nominations is planned in near future.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

AWARDS COMMITTEE

DISCUSSION	<p>Naohiro Hohashi (NH) reported the 2017 International Family Nursing Association Awards (IFNA) call for nominations continue. Submissions for the seven awards in 4 categories are being submitted. Chairperson of the IFNA Awards Committee, Dr. Norma Krumwiede is working with members from 5 other countries to plan the award selection process. Nominations deadline is January 30. All members encouraged to review the award processes on IFNA website and consider potential nominees.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

MEMBERSHIP COMMITTEE

DISCUSSION	<p>Membership committee is revising the outreach letters for renewal processes.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

EDUCATION COMMITTEE

DISCUSSION	Regina Bousso (RB) provided the education committee report: <ul style="list-style-type: none"> • The position statement for graduate education is being reviewed. A goal is to prepare this statement for review by the board and general membership in near future. • Additional plans for webinars are being developed. Dr. Colleen Royle has agreed to serve as leader of the webinar subgroup for the education committee. 		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

2017 CONFERENCE

DISCUSSION	Cristina Garcia-Vivar (CGV) reported ongoing work and plans for the IFNC13 in Pamplona, Spain June 14 – 17, 2017 continue. The planning committee is meeting bi-weekly. <ul style="list-style-type: none"> • Family/friends who accompany participants to the conference will have the opportunity to register for tours in France and Spain. • Opening and closing ceremonies are being worked on. • Hospital and clinic tours with multiple options for sites being planned. • Hotel arrangements have been made; however, the mechanism to have participants register for a hotel is still under revision. This is requiring additional efforts. Ideas related to eliciting outside support, such as university technology departments were explored. This advance planning continues to be worked on with Kassalen. • Clarification that tours will require a minimum number to be able to offer. • Naohiro Hohashi has arranged specific tours for Japanese delegation. • Board meeting is being planned for evening of June 15th • The IFNA Business meeting is planned for Saturday June 17th in the morning. The scientific program for the 2017 conference is being developed. 370 abstracts have been accepted. Board members would appreciate a list of accepted abstracts. The planning committee is encouraged to offer “Late-Breaking Findings” session to allow for additional abstract submission. Since the budget was developed with 400 registrants it may be important for Board members to encourage participation, invite potential new registrants, and encourage others to submit to Late-Breaking abstracts. Board members are encouraged to invite participants who may be new to IFNA mission and conference. Country liaisons are engaged in encouraging attendance. <p>The conference planning committee and Debbie Zaparoni and Kassalen are appreciated for their ongoing work to plan IFNC13.</p>		
	PERSON RESPONSIBLE	DEADLINE	

BYLAWS COMMITTEE

DISCUSSION	Proposed IFNA Bylaw revisions have been made. The proposed revisions were distributed to the board. The processes of sending to membership, posting on the web, and seeking public comment have been delineated. Next, a final submission to the membership and then voting process at the IFNC13 business meeting is being planned.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

PRACTICE COMMITTEE

DISCUSSION	Kit Chesla reported the practice committee continues to develop a position statement on graduate competencies for family nursing. Reviews and drafts of this statement are ongoing.		
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

RESEARCH COMMITTEE

DISCUSSION	Birte Ostergaard reported the review of abstracts for IFNC13 has been completed and notifications sent to presenters. 370 abstracts were accepted. The reviewers' efforts are appreciated.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

14th International Family Nursing Conference (2019)

DISCUSSION	<p>Debbie Zaparoni and Beth Kassalen reported elements and details about potential sites in Florida (Orlando) USA for IFNC14 (2019). BOD examined multiple aspects of each site from a global membership perspective. Kassalen presented more details regarding meeting rooms, hotel costs, location to attractions, airport access, shuttle services, and food costs. Negotiation seems to be a reality.</p> <p>The Board of Directors voted to support the recommendation of KME to continue exploring Hilton Orlando on Destination Parkway for June 2019. BOD approved, pending successful site visit inspection.</p> <p>Debbie Zaparoni is thanked immensely for her efforts in simultaneously working on 2015, 2017, and 2019 IFNC.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ will plan destination site visit and continue negotiations (related to hotel room, food, technology).	DZ	

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Next Meeting <ul style="list-style-type: none"> • Committee Reports • Update on Negotiations with Orlando Florida USA site for IFNC (2019) 		