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

Agenda topics

APPROVAL of MINUTES

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| DISCUSSION | IFNA BOD Minutes 1/12/17 approved, with a noted correction to the date of the meeting. Laurie Gottlieb abstained from approval, she was not present at the meeting in January. | |
| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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FINANCIAL BOARD REPORT

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| DISCUSSION | Kathy Knafl (KK) reported current total assets and expenses. KK provided healthy treasury report. We are starting to see an increase in membership dues income as expected, as we lead up to the conference. The Resource Advancement Committee has approximately \$30,000 in committed Sponsorship funds for the conference. To date, we’ve received approximately ½ of those monies. | |
| FOLLOW-UP | | |
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ADVANCE PRACTICE COMPETENCIES FOR FAMILY NURSING

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| DISCUSSION | The IFNA Practice Committee has drafted a Position Statement on Advance Practice Competencies for Family Nursing (APC-FN). Kit Chesla (KC), BOD liaison to the committee, acknowledged the significant work and dedication of the committee to complete the draft. The committee is seeking board approval of the draft to post for a 3 week open review / comment period. KC noted that the draft “sets a very high bar”, but acknowledges that these are aspirations. Laurie Gottlieb (LG) noted that the “Strengths” focus is very narrow in the document. Strengths come in various forms. LG is encouraged to respond and provide comment during the open comment period. KC recommended to not only encourage comments, but also recommend language. The committee planned their timeline to anticipate finalizing, including design work, to present at IFNC13. However, the BOD suggested to extend the open review / comment period to March 31 st , to allow for ample time for review. The goal will be to provide the final document for board approval at the April 13 th BOD meeting. |
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| | Jane Lassetter (JL) made a motion to approve the APC-FN draft for posting for an open review / comment period until March 31 st , as suggested by the board. KK seconded the motion. |
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| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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Anticipate the final document for approval at the April 13th BOD meeting.

CONFERENCE REGISTRATION (University of Navarra (UNAV))

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| DISCUSSION | <p>Cristina Garcia-Vivar (CGV) has requested consideration of a discounted registration for 25 UNAV nurses. Given that UNAV is the host site of IFNC13 and in effort to build good will with the nurses there, JL presented the following:</p> <p>Currently 8 nurses from UNAV are entitled to waived conference registration fee for their participation, either as presenters, member of the conference committee, or volunteers. The Conference Committee is proposing that the student registration rate (\$350) be offered to the other 17 UNAV nurses. In return, we would expect that these nurses assist as room monitors during the concurrent sessions.</p> <p>JL noted, this proposed rate is unprecedented and could establish a precedent. We believe that it will help establish good will with UNAV and its nursing faculty and staff, encourage these nurses to become IFNA members, and generate money from registrations of nurses who might not otherwise attend IFNC13.</p> <p>LG indicated that it would be helpful to know what discounted rate CGV wanted.</p> <p>CR commented that we as a board need to be responsible in determining the viability for IFNA.</p> <p>Assumption is that these additional 17 nurses are Faculty at UNAV. If students, would there be a further discount requested?</p> <p>Budget impact overall, does the \$350 cover expenses incurred by IFNA, such as food/beverage, materials (conference program, bags, etc)?</p> <p>KK suggested including JL and/or June Horowitz, conference co-chair and incorporating this discussion into an upcoming meeting that she and RAC chair Janet Deatrck have with Cristina and others from UNAV. However, KK would need to discuss with Janet.</p> <p>The board approved JL and KK moving forward with negotiating a reduced rate for 17 UNAV nurses.</p> |
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| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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| Contact J. Deatrck to possibly include conference co-chairs in the conference call with Spain. If appropriate, invite Jane and/or June on the call. | KK | |

IFNC14 – Orlando, Florida

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| DISCUSSION | <p>Given the current political state of the US and the recent 90 day travel ban that President Trump imposed on 7 predominantly Muslim counties. CR wanted to revisit discussion with the board about IFNC14 being held in Orlando Florida in 2019. At the last board meeting, the board approved that DZ would do a site visit to Florida, however, last week CR asked DZ to delay the site visit until this board meeting.</p> <p>Some comments from the group discussion-</p> <p>IFNA should remain as a positive voice for families. We should not back out of having IFNC14 in the US.</p> |
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| | <p>There are too many unknown variables to make such a decision based on the current situation, we do not know where the any country will be in 2019.</p> <p>Suggestion to consider Canada. Not necessarily a viable option.</p> <p>At this point, doing a site visit does not include finalizing or signing a contract, recommendation to proceed with site visit at this time.</p> <p>After BOD discussion, the board agreed to have DZ continue with the site visit to Orlando for IFNC14.</p> <p>Secondary to this discussion Should IFNA should have a position statement on the US President's 90-day travel ban Executive Order, from the 7 identified countries. We have seen position statements from NCFR and AFTA. The group agreed that IFNA should develop a position statement. CR will draft a position statement, and work with the Executive Committee to finalize and disseminate.</p> |
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| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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| Plan the visit to Orlando and report back to the board on the same. | DZ | |
| Develop a position statement on the US President's 90-day travel ban executive order | CR | |

UK / Ireland Chapter

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| DISCUSSION | Veronica Swallow (VS) is leading efforts in the UK to organize the first IFNA Chapter (UK / Ireland Chapter). The group is working to build a supportive network. They are currently seeking funding support, developing their Aim / Goals. The University of Leeds has agreed to provide a webpage / support for their chapter. |
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| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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NOMINATIONS COMMITTEE

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| DISCUSSION | Nominations committee met on January 24, 2017. The chairperson has resigned from the committee. Committee members decided to move forward with their prior plans related to seeking nominations. Debbie Zaparoni provided the committee with a list of committee tasks and timelines. Committee members volunteered to assume various task of the nominations committee. Committee reviewed the forms: Candidate Information and IFNA Call for Nominations Forms. Debbie Zaparoni prepared a call for nominations that was distributed to the members beginning in February. The deadline for nominations is March 1 st . The committee plans to have a slate of candidates for March board meeting. |
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| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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| Prepare a slate of candidates for the IFNA Board Meeting in March | SE / DZ | |

AWARDS COMMITTEE

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| DISCUSSION | <p>Naohiro Hohashi (NH) provided the Awards Committee report:</p> <p>The committee received 15 Award nominations, from 6 Countries. 7 Excellence, 3 Innovative, 2 Partner, and 3 Rising Star nominations.</p> <p>The awards presentations will be conducted during the opening ceremony at IFNC13.</p> |
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| | The awards committee members will review documentation of the nominees and assign them with a rank by March 8. The next meeting of the awards committee will be held at 10:00 a.m. EST on March 15 to decide the award recipients. | |
| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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COMMUNICATIONS COMMITTEE

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| DISCUSSION | <p>The Communications Committee met January 27th. VS, new to her role as a liaison to the committee, is working to find the best way to liaise between the BOD and the committee. In the interest in time remaining for this meeting, CR offered to schedule a meeting with VS.</p> <p>At the last BOD meeting, after reviewing the info graphic of website analytics, which indicated a marked number of visits are from FaceBook, the BOD recommended that the Communications Committee consider using FaceBook as another platform of social media. The Communications Committee utilizes several other social media outlets and expresses concerns with using FB, and provided this link to an article about Facebook is http://www.airmedicaljournal.com/article/S1067-991X(13)00077-1/abstract</p> <p>The Communications Committee recommended that the IFNA BOD join the IFNA LinkedIn group. Not all board members have LI profiles and some have indicated that they are not interested in doing so.</p> <p>Request to IFNA BOD for Consult with Communications Specialist (RFP) remains in progress.</p> | |
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Due to the extensive topic discussions on this call, we were unable to get through all the Committee reports. The following committees provide written reports. CR encourage BOD members to read the written reports included on the agenda. They are provided here for documentation in the minutes.

Education Committee

DZ reported the Education Committee met, January 17th. Janice Bell (Communications Committee co-chair) participated in the call to provide suggestions / support to the education committee from a website, resources and communications perspective.

Membership Committee

The board approved a 2 year discounted membership for top 3 recruiters (minimum of 5 new members each). This committee will be responsible for the mounting the limited membership drive between conferences when memberships decline. Suggested timing of the drive could be announced and begun at the IFNA June Conference In Spain and extended until the end of September. Our committee would like to announce the membership drive at the conference.

Research Committee

The research committee has not been able to meet in January and therefore nothing to report. Next meeting is planned for February.

The International Collaboration Subcommittee of the IFNA Family Research Committee meet on 24th January. Abstract regarding Defining Family Nursing Survey is accepted for podium presentation at IFNC 13, June 2017 conference and Sonja Meiers has the leadership on this.

S. Eggenberger and E. Hagedoorn is working with a scientific development of family phenomena: Translation/implementation science regarding family nursing in cooperation with B. Østergaard. A literature search reveals a preliminary and varicolored picture of definitions and understandings of the phenomena which the group is trying to get hold on.

Resource Advancement Committee

The RAC met on January 23. Efforts continue to solicit sponsorship through varied sources (deans/directors of nursing programs, healthcare organizations, corporations, individual giving, and foundations). Catherine Gilliss has had to resign from the committee because of other demands on her time. The RAC has benefitted greatly from her participation as she is an experienced and gifted fund raiser. Linda Young distributed IFNA materials and “talked up” IFNA at the American Association of Colleges of Nursing Conference on Doctoral Education January 19 -21. She reports that about 25 flyers were distributed and that some of her follow deans expressed great interest in the association. Committee chair, Janet Deatrick (JD) and BOD liaison Kathy Knafl (KK) joined the a CPC 1/31 to update the committee on fund raising efforts and discuss the possibility of promoting the Honor a Family Nurse initiative through the country liaisons. The CPC agreed to this. The country liaison coordinator from Spain (Ana Marcia Mendes Castillo) expressed enthusiasm for the initiative. CPC members also suggested adding an “in the memory” to the list of possibilities for honoring someone and adding a deadline for submitting the form. The latter is needed to allow time for the names of the honored individuals to be included in the program. JD suggested that a RAC member be added to the CPC to ensure coordination of efforts and this was agreed to. JD will begin participating at the next CPC meeting. JD and KK will be talking with Cristina Garcia Vivar, Nuria Esandi Larramendi, and Rocio Nuñez Arnes on 2/17 about eliciting sponsorship in Spain.

| FOLLOW-UP | PERSON RESPONSIBLE | DEADLINE |
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| Next Meeting <ul style="list-style-type: none"> • Update on Negotiations with Orlando Florida USA site for IFNC (2019) • Position Statement on President Trumps 90-day travel ban Executive Order • Nominations Committee – slate of candidates • (April meeting) APC-FN final document • UNAV Discount Registration | | |