|  |
| --- |
| IFNA Board of Directors |
| minutes | March 9, 2017 | Conference Call |  |
|  |
| **Attendees** | Regina Bousso, Kit Chesla, Sandra Eggenberger, Kathy Knafl, Jane Lassetter, Birte Ostergaard Veronica Swallow Staff: Beth Kassalen, Debbie ZaparoniUnable to Attend**:** Cristina Garcia-Vivar, Laurie Gottlieb, Naohiro Hohashi, Carole Robinson |
| **Guests** | Donna Curry to present the Position Statement on Graduate Family Nursing Education**.** |
| **Minutes prepared By** | Sandra Eggenberger |
| **Agenda topics**  **APPROVAL of MINUTES** |
| **Discussion** | IFNA BOD Minutes 2/09/17 approved.  |
| Follow-up  | Person responsible | Deadline |
|  |  |  |
|  | **FINANCIAL BOARD REPORT** |  |
| **DiscussioN** | Kathy Knafl (KK) reported healthy financial report. Our current total assets are more than last month and more than last year at this time. We are starting to see the uptick we anticipate in a conference year. The Resource Advancement Committee reports 13,800K in conference sponsorship (not all of this reflected in the budget report). As reported by the RAC, we have 18k additional commitments.  |
| Follow-up  |  |  |
|  |  |  |
|  |

|  |  |
| --- | --- |
|  | **POSITION STATEMENT ON GRADUATE FAMILY NURSING EDUCATION**  |

 |  |
| **Discussion** | Donna Curry was a guest at the Board meeting to share current draft of the International Family Nursing Association Position Statement on Graduate Family Nursing Education. The overall document was reviewed and Board members provided input. The feasibility of delineating competencies identified in the position statement and potential for leveling of content in graduate education was explored. Dialogue about the relevancy of this position statement for all graduate educators and students, regardless of setting and specialty occurred. Board suggested the document include a discussion of family definition and consideration for education that addresses family members, family as an element of the environment, and education that is not solely focused on family unit and family system practice. The aspirational nature of the document was highlighted. The value of a document such as this being presented by a global family association of IFNA was noted. The Board acknowledged the significant work and dedication of the committee to complete the draft.  |
| Follow-up  | Person responsible | Deadline |
|  | KC and Board |
|  | KC and other board members will send Donna Curry input. The Board requested the opportunity to review the next draft before distributed to general membership for input. Anticipate the new draft of the document at the April BOD meeting. |  |

|  |  |
| --- | --- |
| **FINANCIAL Policy** |  |
| Beth Kassalen (BK) from the management company presented a financial policy for board review. See appendix. This represents one of the many policies being developed as IFNA develops operational procedures. BK indicated the financial policy does not represent change of past processes, rather a delineation and written document of current policies that are more clearly developed. Various questions from the treasurer and president have been addressed. Kathy Knafl (KK) moved to accept the financial policy and Sandra Eggenberger (SE) seconded. Motion carried  |
| Follow-up  |  |  |
| Debbie Zaparoni will add to the current IFNA policies manual with Board approval date.  |  |  |

**CONFERENCE REGISTRATION (University of Navarra (UNAV)**

|  |  |
| --- | --- |
| **Discussion** | Jane Lassetter shared the history of the conference committee proposing a discounted registration for 25 UNAV nurses. This proposal has been discussed by the conference committee and Resource Advancement chair. In an effort to cultivate future members and recognize the host site this proposal included a discounted rate of 42%. The Board discussed how acceptance of this proposal for 2017 would not determine a precedent; rather after the IFNC13 the Board could examine the results of this decision and then consider the approach for future conferences. Concern regarding the need for other discounted rates by other participants who also have additional travel expenses. Clarification that IFNA does have tiered registration membership process. It was also emphasized the board is responsible for making decision that support the viability for IFNA.KK recommended accepting the proposal of a discounted rate for U of Navarra nurses. Veronica Swallow seconded. Motion carried |
| **Follow-up**  | **Person responsible** | **Deadline** |
| JL will report the proposal acceptance to conference committee and host city representative Cristina Garcia-Vivar.  | JL |  |

**IFNC Site 2019**

|  |  |
| --- | --- |
| **Discussion** | JL reported recent past events regarding IFNC Site 2019: prior board meeting suggested investigating sites in US but then particular situations at the US border created concern so executive committee asked management company to also investigate Canadian sites since this would bring IFNC to North America. North America has been a financial plus for IFNA. IFNA is committed to a two year budget cycle with a conference every two years which has supported financial stability and variety of other benefits to the members and organization. Beth Kassalen shared ideas about the site not needing to be selected at this time. Other venues could be explored. At this time, it may be best for the Board to inform the membership of the need to further investigate possible options for IFNC14 (2019) with no demand in announcing the location at IFNC in Spain. Board suggests further exploration of Canadian sites in North America, discussion about other potential sites, and communication with the memberships about needing to be financially sound and good decision makers for a family association so additional information is needed in the future.  |
| **Follow-up**  | **Person responsible** | **Deadline** |
| Kassalen will prepare reports for other venues and Board will decide in the future after additional information available.  | BK and DZ |  |

**NOMINATIONS COMMITTEE**

|  |  |
| --- | --- |
| **Discussion** | Nominations committee reported multiple strategies have been used to seek IFNA 2017 nominees. Committee chairs, country liaisons and board members have been contacted to assist with seeking nominees. All prior nominated individuals have been contacted. Several calls to membership have been distributed on regular basis. The nomination committee members have reached out to multiple colleagues by individual email, telephone and personal communication. Results indicate a full slate is not yet achieved for a variety of reasons and the committee seeks additional guidance from the Board. Some candidates have not yet met the identified criteria. The BOD decided to extend the nomination period for two weeks to allow the Board to complete reaching out to prior candidates who expressed interest in serving.  |
| **Follow-up**  | **Person responsible** | **Deadline** |
| The Board will provide information to SE within two weeks of their results. | SE/DZ |  |
| **Follow-up**  | **Person responsible** | **Deadline** |
| Next Meeting* Committee Reports
* Position Statements
* IFNC 2019
* Publishing the IFNA Generalist Competencies in JFN
* IFNA Position Statement Dissemination
* Nomination Committee Report-Candidates Slate
 |  |  |

Due to the extensive topic discussions at this meeting, we were unable to get through all the Committee reports. The following committees provide written reports. BOD members are encouraged to read the written reports included on the agenda. They are provided here for documentation in the minutes.

Awards Committee

Committee has not met since, no update currently.

**Membership Committee**

February meeting cancelled, no update at this time.

**Research Committee**

The February 28, 2017 included chairs for the Newsletter (Melanie Lutenbacher), Measurement (Marcia Van Riper) and International Research Collaboration (Sonja Meiers) Subcommittees, respectively.

1. Newsletter Subcommittee

Melanie is working hard together with Ann Gant trying to identify researchers to write a paragraph for Janice Bell to be highlighted in the Newspaper. It is a challenge to find people every month among the relatively small group of IFNA members engaged in research. This means that they have done a great effort to acquire new members and everybody is encouraged to have eyes and ears open. Several new ideas were discussed: such as asking Janice Bell to write a column in the Newsletter or grip people at the conference if you hear an interesting presentation. An idea might also be an idea to look at themes or projects instead of individual researchers and if possible research groups working across countries or highlighting upcoming researchers/students.

1. Measurement Subcommittee

The survey was send out, and until now there has been feed-back from 53 responders representing 14 countries. Most of them are academic schooled and 43 of the listed instruments have been used in their research. It is important to know which of the instruments have been translated and used in the respective countries. A reminder will be send and the results will be presented at the conference.

1. International Research Collaboration Subcommittee

The results of the survey will be presented at the conference. A webinar about interviewing will be held in April and during this autumn, in cooperation with the IFNA Education Committee. Another group is working within ICU trying to see what is happening internationally and develop concrete projects. At the next meeting in the subcommittee cluster issues will be discussed regarding further development.

It is a challenge for the group to find meeting times appropriate for everybody, especially for people from Australia and Japan

1. Website Development Subcommittee (how to initiate) It is hard to find volunteers for this group however, Wilma is willing to help. Also the Measurement group is willing to help. Further development will be discussed at the next meeting March 28th

**Resource Advancement Committee**

The RAC met on February 27. To date $12,800 in sponsorship has been received from a combination of sources (schools of nursing, associations, individuals), with an additional $18,000 committed. We are over half way to our sponsorship goal of 60K. Efforts continue to seek support from nursing programs, professional associations, and individuals. Gaining sponsorship from private foundations is a complicated process and RAC members will not be pursuing it at this time. Much of the discussion during the February meeting focused on finalizing materials for the March launch of the Honor a Family Nurse Program. In addition to RAC members, the program will be promoted through the IFNA website and (announcement) and the country liaisons (personal letter describing the program asking their help in promoting). RAC members hope BOD members also will actively support the program both through contributions and by publicizing it to colleagues. ALL BOD members will be receiving a letter describing the program.

**Appendix**

**IFNA Financial Procedure Manual**

Draft: 7-FEB-2017

Approved by IFNA Board of Directors on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **General**
2. The Board of Directors formulates financial policies and reviews the operations and activities of IFNA. Administration of the financial policies is delegated to the Treasurer and Executive Director/Management Company.
3. The Treasurer and Executive Director have management responsibility, including financial management.
4. Current job descriptions on the Treasurer and Executive Director, indicating financial duties, will be maintained.
5. Financial responsibilities and duties are jointly held by the Treasurer and Executive Director so that no one IFNA officer or management company employee has sole control over cash receipts, disbursements, online banking, and reconciliation of bank accounts, investment instruments, or PayPal accounts.
6. During the absence, or vacation, of one of the regular financial managers, the IFNA President may be asked to work in tandem with the other manager, and the ability to perform their duties and tasks as necessary.
7. Professional financial service providers will be established for IFNA and reviewed annually. For year 2017, these include:
	1. Bank Account: PNC Bank
	2. Online payments: PayPal
	3. AMS: Wild Apricot (membership and events system)
	4. Payroll services: not applicable
	5. Insurance: LTC Insurance/Tammy Vetere
	6. Investments: not applicable
	7. Accounting software: QuickBooks through management company
	8. CPA/Auditors: Deb Borowski or Goff Backa and Alphera, as needed
8. The management company will maintain a current and accurate log of financial accounts and classifications to assist with the financial decision-making and analysis.
9. These policies and procedures will be reviewed biennially by the IFNA Board of Directors
10. **Cash Receipts (including checks and money orders)**
11. The management company opens any mail addressed to IFNA several times per week. The receipt of checks or cash will be recorded in the accounting software system and will be prepared for deposit into the Bank Account.
12. The management company will endorse checks “FOR DEPOSIT ONLY” by endorsement stamp with the organization name and account number specifying into which account the deposit will be made.
13. Management company staff will complete deposit slip, in duplicate, and deposit into the bank account.
14. Receipt for deposit and corresponding deposit slip will be available on demand by the Treasurer for use in reconciliation and management company will record into accounting software package and retained in a physical bank account file and filed chronologically.
15. If cash is present, the management company will record the cash payment in a numbered receipt book, with a duplicate, prior to deposit. Cash will be locked in a secure location until the bank deposit can be made. Upon request, the treasurer will receive a copy of all deposit slips and cash receipts to review and use for monthly reconciliation.
16. **Cash Disbursements (checks)**
17. Check authorization
	1. All invoices will be forwarded to Executive Director and be reviewed for mathematical accuracy, validity, conformity to the budget, and compliance with bid requirements.
	2. Treasurer will be informed of any invoice or expense that is outside of budget estimates or regularly planned operating expenses. Items in question will be brought before the Board for discussion and vote prior to payment.
	3. Prior to payment, Executive Director will approve invoices (by initialing), and management company will code the invoice for appropriate chart of accounts line item name or number and project class.
	4. Approved invoices will be entered into a software account system chart of accounts by the management company and one of three options will take place:
		1. Management company generates a check for payment, including payee address, envelope and stamp.
			1. Accountant will prepare check for Executive Director or Treasurer for signature and mailing.
		2. Management company staff may opt to enter online banking account and issue a check for the invoice payee in the amount specified on the invoice. Email verification of the online transaction will be sent to the Treasurer.
		3. Checks and online banking disbursements will be made on a weekly basis or as necessary.
	5. Authorized signers on the accounts are:
		1. Bank Account (online): Treasurer, Executive Director
		2. PayPal (online): Treasurer, Executive Director
	6. Voided checks will be retained and have “VOID” written boldly in ink on the face of the check.
	7. Under no circumstance will:
		1. Invoices be paid unless approved by an authorized signer
		2. Blank checks be signed in advance
		3. Checks be made out to ‘cash’, ‘bearer’, or ‘petty cash’
		4. Checks be prepared on verbal or electronic authorization unless documented through written email from one or more of the authorized signers
		5. Any one individual (IFNA Board or management company staff) write and sign a payment to them self, or initiate and approve an online payment to them self.
	8. If it is necessary to issue a duplicate check disbursement over the amount of $50, a stop payment will be ordered at the bank on the original check.
18. Bank Reconciliations
	1. Bank statements will be received directly at IFNA Headquarters, 461 Cochran Road, Box #246, Pittsburgh, PA 15228 and opened by the management company.
	2. The statement will be scanned for documentation and transmission to the Treasurer and the management will retain the original copy, chronologically, in a locked file or room.
	3. Accountant and/or Treasurer will reconcile bank account deposits and disbursements on a monthly basis.
		1. Review shall include PayPal deposits and refunds
		2. Each line of the bank statement should be matched to a physical deposit slip or invoice, disbursement copy email, or PayPal statement
		3. Each refund process should be matched with original transaction documentation and refund request documentation.
			1. All refunds should be issued in the same original payment form (i.e., credit card transactions refunded to credit card, business checks refunded as a check back to the issuing business entity.
	4. Treasurer and Accountant will meet by phone, as necessary, to complete the monthly bank account reconciliation.
	5. The treasurer shall report verification of the bank account statements to the IFNA Board of Directors on, at least, a quarterly basis.
19. **Purchasing**

1. All purchases outside of the approved operating budget must be approved in advance by the two out of these three, Treasurer, Executive Director, or President with electronic documentation provided.

2. Management company purchaser is responsible to know if the item ordered is in within the project or budget guidelines.

3. Copies of purchase invoices are sent to the management company for entry into the accounting software system, and to the Treasurer for reconciliation at the end of the month.

4. No competitive bid procedures will be in place, except on the occasion that any one vendor will receive more than $5,000 or if the expense is outside of the approved operational budget.

a. Board of Directors will review proposals or bids and make an executive decision, by vote, on which vendor to use.

b. In the event the vendor is a sub-contractor working with the management company, consideration will be given to established relationships between contractors who have been vetted and successfully used by the management company.

1. **Financial Reporting**

1. Monthly, at a minimum, the management company will prepare:

 a. Balance sheet

 b. Statement of Accounts Profit and Loss

 c. Actual vs. Budget

 d. Profit and Loss detail (all transaction notes and details)

1. **Tax Filings**

1. The management company and Treasurer will work with the CPA/Auditing Firm to prepare and transmit tax payments and Form 1099 disbursements according to Federal regulations

2. Treasurer or Executive Director will be responsible for signing all tax filing documents with copies of the signed forms going to the other person.

3. IFNA is required to annually file:

 **IRS Form 990**

 **Ohio Corporation Annual Report Form**

***STILL TO DO***

1. **Budgets**
2. **Travel and Expenses**
3. **Grants and Contracts**
4. **Property/Leases**
5. **Other**

1. Minutes of Meetings – documentation shall be noted by the Executive Director of all items in the minutes pertaining to finance and take appropriate action

2. Accounts Receivable – the management company will maintain documentation of accounts receivable, issue invoices and track overdue payments

3. Financial procedures – Shall be reviewed, at least, biennially by the Board of Directors (or Finance Committee). The Board must approve changes to the financial procedure manual prior to implementation.

4. Audits/Review – The Board of Directors shall determine if an independent audit or full review of the books is necessary, and at what yearly intervals.