**Minutes**

**IFNA Communications Committee Meeting**

**January 16, 2018**

**Present**: J. Bell (Co-chair), W. Schroeder (Co-chair), J. Anderson, Veronica Swallow (Board liaison), T. Risling, D. Zaparoni

**Regrets**:

**Announcements**:

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| Agenda Item | Action |
| **Approval of Minutes of Nov. 2, 2017** | Approved |
| Business Arising |  |
| **1.Urgent Priority Business**  a. Discussion of follow-up to interview of December 1, 2017 and final decision re: IFNA web developer position – Susan Bluemling. WS to communicate decision to Susan.  b. Decision made to rename position description to “web management”. JA to redraft criteria and committee will begin an urgent search for a web manager through advertisement with the intention of recruiting a slate of applicants by February 1, 2018. Importance of the relationship identified as an important priority as well as expertise as a “backend” manager of the IFNA website to ensure IFNA Communications Committee content and communications plan is executed. WS, TA, and JMB identified potential individuals they will each contact/recruit. DZ to follow-up on one additional person/company who may still be interested in this vacant position.  **2. Update on Committee Activities: Since our last meeting, the following IFNA Communications Committee activities/conversations have occurred:**  a.  Interview with one candidate for IFNA web developer position on December 1, 2017  b. IFNA December 2017 Newsletter distributed  c. Requested IFNA Research Committee to consider ways of increasing newsworthy news to share with IFNA Communications Committee  d. Contributed updated content to IFNA LinkedIn and IFNA Twitter account | **JA** will revise position description for web support/ management. **Everyone** will follow up with their contacts. Follow up by Feb. 1.  **WS** will prepare email to inform candidate of decision. |
| **2. Update re: Responsive Design review**  Need to have one more conversation with Kris re: whether her work for us is finished, what remains to be done, what is her final bill. | **DZ, JMB & WS** to meet with **KI**  **DZ** will contact **KI** |
| **3. Update from IFNA BOD - Veronica**   1. Review of TOR is ongoing 2. Preparing for spring elections 3. Let DZ know if going to any conferences where info about IFNA could be disseminated and/or an exhibit opportunity 4. International initiative called Nursing Now being launched by ICN & WHO Feb. 27; perhaps IFNA could have a member on that board. See <http://www.appg-globalhealth.org.uk> 5. UK & Ireland chapter now a standing item on the BOD agenda |  |
| **4. Report from Debbie**  Theme for next conference is Social Determinants of Family Health |  |
| **5. Business Arising from Previous Meetings/Developments Between Meetings**  a. Derek Risling sent his recommendations and guiding questions re: consult on November 2, 2017.  b. Response to request from IFNA BOD re: Committee priorities in alignment with Strategic Plan (update our terms of reference, etc.) - deferred  c. Prepare IFNA Graduate Education Position Statement for dissemination - deferred  d. Plan for development of infographic for 2 IFNA Position Statements - one old/one new – deferred  e. Invite consultation/involvement of Simon Stones: <https://simonstones.com> | Invite Derek to attend another meeting to go forward with plan  **JMB** preparing response to BOD  **JMB** will contact Simon Stones |
| **New Business** |  |
| a. YouTube channel – deferred  b. Education & Research committees third webinar promotion will be ready soon |  |

**Next meeting February 9, 2018 at 12:00-1:30 pm Eastern Standard time**