

ATTENDEES	Sandra Eggenberger, Naohiro Hohashi, June Horowitz, Kathy Knafl, Jane Lassetter, Wendy Looman, Sonja Meiers, Birte Ostergaard, Carole Robinson Staff: Beth Kassalen and Debbie Zaparoni Unable to Attend: Veronica Swallow, Cristina Garcia-Vivar
GUESTS	
MINUTES BY	Sandra Eggenberger

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes 6-15-17 and 7-13-17 approved with revisions and modifications.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
<p>Minute revisions: Research committee collaborated with the education committee and education committee supported research committee to design recent webinar offerings. Collaboration and education are also goals of research committee.</p> <p>Jane Lassetter suggested building on the keynote Who are You From? presented by Martha Driessnack, to highlight stories of IFNA members. Jane has now discussed this idea with Martha who fully supports the ideas, gives permission to use this keynote title on IFNA website, and is also willing to offer future webinars. This keynote that was so well-received is currently being modified for a Journal of Family Nursing submission. Veronica Swallow will talk with communication committee. Sandra Eggenberger will share with education committee.</p> <p>Cristina Garcia –Vivar is to be added to board liaison list.</p>		

FINANCIAL BOARD REPORT

DISCUSSION	<p>Treasurer Report Kathy Knafl (KK) reported an overall positive financial status and overall positive financial outcomes from the International Family Nursing Conference, Debbie Zaparoni reported some outstanding expenses remain before a final financial status is available.</p> <p>Resource Advancement Over the summer, Janet Deatrick (committee chair) and Kathy Knafl (BOD liaison) have focused RAC-related activities on: <ul style="list-style-type: none"> · Sending thank you acknowledgements to sponsors and donors · Confirming/updating RAC membership · Setting priorities for upcoming year – to be discussed and refined at September meeting of the RAC. Likely priorities include: <ul style="list-style-type: none"> o Review IFNA Strategic Plan; link RAC activities to Strategic Plan o Establish 2-year goals and timeline o Finalize plans for display booth at AACN Organization Leadership Conference (October 27-28, Washington, DC) o Develop plans for cultivating promising donors and partnerships (e.g., US deans, Children’s Hospitals) <p>The conference planning committee request the opportunity to continue working with resource advancement committee on future plans.</p> </p>
FOLLOW-UP	

June Horowitz, Sonja Meiers, Kathy Knafl and Janet Deatrck will collaborate on reviewing data and making future recommendations related to financial perspective on future conferences.	
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CONFERENCE PLANNING

DISCUSSION	<p>The co-chairs of 14th International Family Nursing Conference are contacting chairs/co-chairs of Research, Education and Practice Committees to invite participation on the Conference Planning Committee. Additionally they are planning to invite the Country Liaison Coordinators, the Treasurer, and the RAC Chair to be members. Once the Board selects a venue and identifies local coordinators, the planning committee will reach out to invite representatives from the local area. Plans include inviting chairs or representatives of other committees on an ad hoc basis as was done effectively with the last committee.</p> <p>Once the committee convenes, they plan to begin examining the evaluations, financial parameters for the conference, and participant goals.</p> <p>The list of committee chairs on the IFNA website was reviewed. The research committee co-chairs still needs clarification. Sonja Meiers will continue to serve until the chair and co-chair are finalized.</p> <p>Evaluation data and summaries from International Family Nursing Conference continue are currently being reviewed. The conference planning committee will be reviewing in detail and following with some specific recommendations. The fundraising initiatives such as honor a family nurse and raffle are being examined more fully. Overall the evaluation data affirms the value of the conference, the need to address some items, and supports directions.</p> <p>The location for 2019 International Family Nursing Conference remains an open topic for discussion. Proposals and information will be reviewed at a future board meeting this fall.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

BYLAWS

DISCUSSION	<p>The bylaws have been approved by the membership.</p> <p>The board expresses appreciation for the extensive work of the bylaws committee. In particular, the board thanks Chairperson Roberta Rehm for her expertise and time. Beth Kassalen, Debbie Zaparoni and Carole Robinson served as key IFNA members offering ongoing time and work to the bylaws revisions. This work was also supported by Jane Lassetter and Kit Chesla. A co-chair of bylaws committee is currently needed.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP

DISCUSSION	<p>Co-chairs Jyu-Lin Chen and Cheryl Corbett met in June and discussed the membership drive. The membership committee has been focusing on the kick-off of the membership drive currently underway and the production of business cards with IFNA information on them that were distributed at IFNC13 in Pamplona. They plan on following up on the membership drive and setting goals at the committee's next meeting on August 28.</p> <p>Business cards are being distributed. General business cards with IFNA information and cards to further promote the position statements are available. Board members are to inform DZ if they want to receive these for distribution when attending a conference or meeting with colleagues that might be interested in IFNA.</p> <p>The board discussed the importance of the membership drive and the need for membership to receive continuous attention.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
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	RESPONSIBLE	

AWARDS

DISCUSSION	Norma Krumwiede has agreed to chair the Awards Committee again while Dr. Barbara Preusse-Bleuler has agreed to serve as Co-chair. The Board expressed appreciation for their willingness to serve in this capacity.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

EDUCATION

DISCUSSION	<p>The next education meeting is in September 19th. Board Liaison Sandra Eggenberger will request information regarding the current state of the education position statement.</p> <p>The Education Committee is moving forward with plans for webinars.</p> <p>The Education committee continues work on the upcoming webinars: Part 2 State of the Science of Family in Research, Education, & Practice: A Collective Family Perspective (Speakers: Sandra Eggenberger and Sonja Meiers; September 22, 2017) Part 3: State of the Science of Family Interviewing in Research, Education, & Practice: A Global Perspective (Speakers and Time: TBD)</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

OVERALL PROCESSES: Terms of Reference and Position Statements

Discussion	The Board discussed the need to identify specific expectations regarding the review of terms of reference and position statements. Board recognizes the need for all IFNA documents to be living documents that are reviewed regularly.	
	PERSON RESPONSIBLE	DEADLINE
Terms of reference will be reviewed soon. Position statements will be reviewed regularly.		

Ad Hoc Committee: Competencies for Family Nursing Practice

Discussion	<p>In response to some member confusion about how the new position statement on Advanced Practice Competencies for Family Nursing relate to formally designated Advanced Practice Registered Nurses, the Board struck an ad hoc committee of Sandra Eggenberger, Wendy Looman, Sonja Meiers and Carole Robinson to consider how this confusion might be clarified. The Ad Hoc Committee reported their work and particular feedback and questions from IFNA members regarding the advanced practice competencies for family nurses (FN-AP) have been reviewed and examined. The ad hoc group recommended an International Family Nursing Association Position Statement on Competencies for Family Nursing Practice.</p> <p>The board reviewed the draft document: Position Statement on Competencies for Family Nursing Practice that addresses IFNA’s two levels of competencies in family nursing practice:</p> <ul style="list-style-type: none"> · Generalist competencies for family nursing practice · Advanced competencies for family nursing practice <p>Board members will send comments, suggestions and revisions to CR by August 15. Following additional board input, the BoD will vote on whether the document is ready for member review and, if positive, the draft document will be circulated with request for feedback. As per usual Board practice, feedback will be considered, the draft position</p>	
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	statement will be revised as necessary, and then there will be a vote to determine whether the document is approved.
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	PERSON RESPONSIBLE	DEADLINE
Board Members will provide input by August 15 followed by voting.		

PRACTICE

DISCUSSION	The Board also discussed the significant work of the committee to translate the position statements into Chinese, Japanese, Spanish, Italian, Portuguese, and German by the end of the year. This effort to advance our position statements globally is acknowledged. As noted in prior board and committee meetings the goal is to follow a rigorous translation protocol. The board affirms prior recommendations that translation be culturally and linguistically appropriate utilizing accepted translation and back translation processes. The board expresses appreciation to those individuals and committee members volunteering in translating processes.
	The practice committee has had discussion about dissemination of the position statements with requests for member ideas about ways to forward. The project to gather evidence about the use and usefulness of the Generalist Competencies was explained and support for this initiative was expressed by members. They see it aligning well with the strategic planning being done by the Committee, particularly in the mapping work they were planning regarding uptake of the competencies. Board Liaison reported to the committee the Board’s request that the Generalist Competencies be re-formatted to match the APC-FN competency document; that the literature be reviewed to provide research-based evidence. Committee members are thinking of ways of moving forward with this project and sharing the work involved.

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Board members will review the proposed Position Statement on Competencies for Family Nursing Practice.	CR and BoD	

FOUNDATION

DISCUSSION	The Foundation is a separate entity of IFNA. The mission focuses on fundraising that includes supporting the organization, providing subsidy for memberships, supporting educational initiatives focused on family nursing. The Board discussed ways to continue moving the foundation forward. BK volunteered to write a draft letter for foundation.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

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Next Meeting <ul style="list-style-type: none"> Committee reports 		