

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

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes September 2017 approved with revisions related to identifying the position statement as a draft. In light of the IFNA policies of not releasing IFNA names individuals who wish to participate in the US discussion about family nursing in the curriculum will be asked to contact Kathy Anderson and Sharon Denham.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

FINANCIAL REPORT

DISCUSSION	Kathy Knafl (KK) reported an overall positive financial status of the International Family Nursing Association (IFNA) and overall positive financial outcomes from the International Family Nursing Conference (IFNC). All IFNC expenses have been paid and income finalized. KK emphasized the importance of the conference income to the overall functioning of IFNA. KK provided a comparison of 2015 and 2017 conferences that showed decreased costs for 2017 off-set the decreased income for the conference. IFNA current assets are more than last year at this time. Since the start of 2017 IFNA has generated about approximately \$30,000 in membership dues – an increase of about 1K since last month.		
FOLLOW-UP			

INSURANCE

DISCUSSION	Beth Kassalen (BK) from Kassalen Meetings & Events (KME), IFNA’s Management Company, provided background on possible insurance needs of IFNA. BK provided comparison of 4 different entities with limits, premiums, and details. BK recommended that IFNA obtain Great American Insurance that would be Directors and Officers (D & O) protection. Jane Lassetter (JL) moved to obtain D & O Insurance from Great American for the quoted cost of 776.00. Carole Robinson (CR) seconded the motion. Motion carried.		
FOLLOW-UP			
	BK will process payment.		

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>KK reviewed with Board of Directors (BOD) Resource Advancement Committee (RAC) chair Janet Deatrick's committee report. The summer work included:</p> <ul style="list-style-type: none"> • Thank you acknowledgements sent to sponsors and donors • Certificates of acknowledgement sent to 96 individuals recognized through Honor a Family Nurse • Most RAC members would like to continue working with the committee in the upcoming year. Changes include: Catherine Gilliss resigning, but will to provide ongoing consultation; Sarah Neill from Northampton University will replace Joanne Smith as a UK representative. The committee plans to invite IFNA members based health care settings such as children's hospitals to join the committee. <p>The RAC committee set the following goals for the upcoming year:</p> <ul style="list-style-type: none"> • Increase global dialogue about IFNA and raise funds (2017-raised \$50,000; 2019-raise \$60,000); consultation will be sought from Joan Disch (faculty honorem University of Minnesota) who has experience with fund raising internationally. • Expand RAC membership • Assess strategies and outcomes • Design Plan for fund raising for the next conference • Implement Plan • Assess relationship of RAC and IFNA Foundation <p>IFNA will have booth at AACN that will include an IFNA banner, PowerPoint pictures from past conferences, a brochure about IFNA with contact information, examples of family simulations, and Taylor Family Foundation information. Several IFNA members, including BOD members Sonja Meiers and Jane Lassetter will be attending the meeting and have agreed to staff the booth.</p> <p>RAC Recommendation for BOD approval Based on the success of the Honor a Family Nurse Initiative and the overall financial health of IFNA, the RAC recommended proceeds from donations to Honor a Family Nurse to the IFNA Foundation with that entity discussing how to disperse those funds to have a direct impact. RAC recommended scholarships for students or to poorly resourced countries</p> <p>This recommendation was reviewed by the IFNA Executive Committee that recommended transferring 5000.00 from the Honor a Family Nurse initiative to the foundation. Rationale being this would allow adequate funds to be available to the Foundation and IFNA. KK moved to transfer 5000.00 funds to the Foundation. Sonja Meiers (SM) seconded. Motion carried.</p>	
	FOLLOW-UP	PERSON RESPONSIBLE
KK will communicate the recommendation and rationale to the RAC.	KK	

CONFERENCE PLANNING

DISCUSSION	<p>Potential sites for IFNA 2019 Conference continue to be reviewed. KME will continue investigating specific locations and possible dates.</p> <p>The conference planning committee has begun activities.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
KME will move forward with seeking arrangements with hotels prior to final board approval. Goal will be to have all information by November meeting.	BK and DZ	

KASSALEN MEETINGS & EVENTS (Management Contract)

DISCUSSION	Beth Kassalen (BK) provided the BOD with the IFNA and KME contract for the upcoming two years. The BOD acknowledged the increased activity of IFNA and needed work from Kassalen. BOD expressed appreciation for BK careful documentation of hours, details, and rationale.	
	The executive committee had reviewed the contract and recommended board approval. Kathy Knafl (KK) moved to approve the new management contract with the option of paying the average of the two year contract. Jane Lassetter (JL) seconded the motion. Motion carried.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

POSITION STATEMENT REVIEW POLICY

DISCUSSION	BK provided the BOD with a draft 9/2017 policy and procedure statement for writing IFNA position statements and issue papers. BOD provided additional feedback, input, and revisions. BK will make additional modifications and circulate for more input.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
BK will share next draft 10/2017 for board review.		

PRACTICE

DISCUSSION	<p>Board Liaison Carole Robinson (CR) shared information related to communication that occurred with the practice committee co-chairs regarding the draft position statement on competencies for family nursing practice. The executive committee discussed the feedback on the draft position statement prior to the BOD meeting and recommended to the BOD that the position statement be withdrawn.</p> <p>Decision: Based on extensive communication with the practice committee co-chairs, the draft position statement on competencies for family nursing practice has been withdrawn.</p> <p>Additional Report from board liaison Carole Robinson</p> <ol style="list-style-type: none"> 1. Very active translation and dissemination efforts regarding the Advance Practice Competencies Position Statement. 2. Active discussion about gathering evidence of how the Position Statements are being taken up (e.g., in policy, education, practice) as well as the impact of the Position Statements. This idea arose in conversation with Kathy Anderson, Jane Lassetter and Carole Robinson in Pamplona after the conference about next steps regarding the competencies position statements (e.g., Board request about reviewing and levelling the competencies; reviewing and renewing the Generalist Competencies Position Statement). Kathy put forward that first step prior to additional work on the Position Statements would be to gather evidence regarding how the Position Statements are being disseminated and taken up and the influence they have. A collaboration between the Practice, Education and Research Committees was suggested and has been linked to dissemination and utilization of the Position Statements. The focus is linked to member awareness of the Position Statements and member responsibilities as ambassadors for family nursing. A discussion of exploring exemplary systems using competencies and positions statements exemplary systems (education and health care) may be helpful to future directions. 3. Strategic Plan for the Committee: focus is on promoting global development of family as the unit of nursing practice with the outcome being “increased focus on delivery of family nursing care in all nursing practice settings.” The document is visionary. Strategies are broad and inclusive of creating position statements, translating and publishing. Agreement that additional information is needed regarding more specific strategies (activities) and timeline. The document is still evolving with response from committee members. The next priority being to target activities for the short
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	term to direct activity over the next year. Agreement that strategic plan will be discussed by the Board for review and feedback once the committee identifies the specific foci and activities to strategically direct activities over the next year.		
ON		PERSON RESPONSIBLE	DEADLINE

COMMUNICATION

DISCUSSION	Communication committee has expressed a need for a webmaster for the additional responsibilities beyond the work of the management company and the communications committee. The IFNA Board of Directors (BOD) recognizes the need for this individual to support the important work of the committee. Common practice has been that the current webmaster provides contract on an annual basis.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE
	BOD will further explore this need at next meeting		

EDUCATION

DISCUSSION	<p>Donna Curry (DC) attended the BOD for further discussion of the Position Statement on Graduate Family Nursing Education. This position statement has been developed by DC and subcommittee on Graduate Education for Family Nursing of the Education Committee. The original document was presented to the BOD in April. With board approval to move to open comment, Membership input was requested and reviewed with revisions in this current document. Carole Robinson (CR) recommended approval of the Position Statement on Graduate Family Nursing Education. Veronica Swallow (VS) seconded. Motion approved.</p> <p>The document content can now be utilized by members. Sandra Eggenberger (SE) indicated design team who has worked on prior documents could be utilized in order to align with prior branding.</p> <p>BOD express appreciation for the significant work of this committee. Acknowledgement of DC and committee work in keeping communication with members and BOD ongoing in preparing the documents.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE
	DZ will speak with Communications committee Janice Bell communications co chair about this approval and approach. SE will speak with her design staff to assure continuity.		

FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE
	<p>Next Meeting</p> <ul style="list-style-type: none"> • Committee reports • Site for the 14th International Family Nursing Conference (2019) • Education and Simulation (See attachment) • UN High Commissioner for Refugees • IFNA Polo Shirts/Jackets • Country Liaisons • UN High Commissioner for Refugees (See attachment) • Repeal of DACA Statement 		