

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

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes October 2017 approved.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

FINANCIAL REPORT

DISCUSSION	Kathy Knafl (KK) provided an overall positive financial status of the International Family Nursing Association (IFNA) and positive financial outcomes from the International Family Nursing Conference (IFNC). Financial status aligned with Board of Directors (BOD) expectations at this point in time.		
FOLLOW-UP			

IFNA EXHIBITION AND VISIBILITY

DISCUSSION	Jane Lassetter reported the success of International Family Nursing Association (IFNA) display at the Academic Nursing Leadership Conference of the American Association of Colleges of Nursing (AACN) in October. Deans and leaders from the United States who attended the conference demonstrated significant interest in IFNA. BOD expressed appreciation for Dean Linda Young’s coordination of IFNA’s presence at AACN and Debbie Zaparoni’s preparation of booth materials, such as banner and table skirt. IFNA members networked with numerous nursing leaders. The Resource Advancement Committee recommendation for IFNA’s participation at AACN was recognized as a positive action.		
FOLLOW-UP			
DZ will facilitate follow-up with participants who left their contact information.			
Sonja Meiers (SM) will follow-up with the AACN Education Policy Chief Academic Officer who spoke with her about IFNA position statements.		DZ SM BOD	
BOD made suggestions to RAC related to IFNA conference participation in 2018.			

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	Next meeting is November 27 th .The BOD recommends RAC develop a plan for 2018 exhibits that targets
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	particular global conferences with a specific foci relevant to IFNA mission. BOD will make suggestions of conferences and events to RAC.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
RAC will submit to the BOD an overall plan for IFNA's presence at international conferences and events in 2018	KK	

CONFERENCE PLANNING

DISCUSSION	<p>Kassalen Meetings & Events (KME) shared new information regarding potential sites and dates for IFNC 14 (2019). June Horowitz (JH) recommended International Family Nursing Association hold IFNC 14 (2019) in Washington DC, USA at Hyatt Regency August 13-16, 2019. BOD explored how this site would provide IFNA with new opportunities for IFNC implementation and engagement; e.g. IFNA could highlight possibilities related to family policy.</p> <p>Jane Lassetter recommended that IFNA begin planning for IFNC, approximately three years out. BOD suggested the processes in decision-making for IFNC be more fully delineated. Conference planning committee will examine decision-making processes related to future IFNC locations.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
<p>KME will move forward with seeking final contract. BOD will continue to explore ideas related to launching the official announcement for IFNC14. After contracts are finalized for IFNC14 the conference planning co-chairs Sonja Meiers and June Horowitz will reach out to IFNA communications committee to plan ways to launch news of the next conference location; including positive promotion such as a North American site with a strong proposal and experience hosting global conferences and easy access.</p>	BK and DZ	

TERMS of REFERENCE

DISCUSSION	Terms of Reference (TOR) need to be reviewed by committees for possible revisions. Debbie Zaparoni will distribute the 2015-2016 TOR to committee co-chairs. The strategic plan will also be shared so that committees can review all documents.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Deadline for update TOR will be December 11th, with anticipation of BOD review at the December 14 th meeting.		

RESEARCH

DISCUSSION	<p>Research Committee met on October 24, 2017 and report from Board liaison Birte Østergaard</p> <ol style="list-style-type: none"> <i>The newsletter Subcommittee:</i> Ongoing active discussion regarding how to recruit members for news and send news. The committee plans to conduct another brief survey to obtain more volunteers for subcommittees. <i>Measurement Subcommittee:</i> No report <i>International Research Collaboration:</i> planning upcoming webinars in collaboration with the Nursing Education Committee, at the beginning of February 2018. Content such as different angles on family intervention were discussed e.g. conversations, assessment and environment. <u>Research Cluster within Family care in the ICU</u> is moving forward and now about six countries are involved and a proposal is under development. <u>Research cluster within Pediatrics</u> are having their first meeting within a couple of weeks.
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	<p><u>Defining Family Nursing</u> is working with a manuscript development strategy. Among others to find out how it works to share data via OneDrive.</p> <p>4. <i>Active discussion of mentorship for early career in FN:</i> Topics such as opportunities for increased collaboration, particularly with doctoral students through mentoring and establishment of a database with contact information were discussed. Other topics ways such as speed dating and webinars were also suggested.</p> <p>The Next meeting November 28, 2017</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PRACTICE

DISCUSSION	<p>Carole Robinson (CR) and Kathy Anderson (KA) presented the board report.</p> <p>The Practice Committee had a productive meeting focused on the development of their strategic plan and the initiative aimed at tracking the dissemination, uptake, and use of the Practice Competency Position Statements.</p> <p>Strategic planning is progressing to become more concrete in order to more clearly direct activity over the next year. Next step is to prioritize activities for the short and longer term.</p> <p>The strategic plan is linked to tracking the uptake and use of the position statements (this is one of the Committee priorities for the upcoming year). The tracking initiative was proposed from the Practice Committee and has been taken by Kathy Anderson to the Committee Chairs. There is agreement that the initiative is one that involves many committees: Practice, Research, Education and Communication. At the Committee Chairs meeting there was agreement that tracking would be undertaken within each of the relevant committees. The Practice Committee will focus on uptake and use in the practice settings. A template for tracking is being developed that may be useful to other committees as well. The committee anticipates the need for future Board discussion about what and how to communicate the tracking results to the membership. For example, should this be available on the website?</p> <p>Translation of the Advanced Practice Competencies for Family Nursing Position Statement is continuing.</p> <p>The committee is actively seeking more members and will send a recruitment email via the listserv in the near future. It is a busy committee with lots on the go, so is in need of working members.</p> <p>Carole Robinson (CR) and Kathy Anderson (KA) discussed how best to report Board meetings to the committee.</p>
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ON	PERSON RESPONSIBLE	DEADLINE

COMMUNICATION

DISCUSSION	<p>Board Liaison report from meeting held Nov 2nd 2017 – Veronica Swallow</p>
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1. **Strategic communications plan** The Committee are consulting with Derek Risling for developing a strategic communications plan, he spoke to his experience assisting organizations with strategic planning and the common problems related to low budget & reliance on volunteers.
2. **JMB** will contact Beth Kassalen to find out what her company may have to offer.
3. **Vacant IFNA web developer** the IFNA Communications Committee is still recruiting to fill this vacant position
4. **Update on Committee Activities: Since last meeting, the following IFNA Communications Committee activities/conversations have occurred:**
 - a. Developed call and helped launch and market the new IFNA initiative “Who Are You From?”: Family Narratives and Family Nursing: <https://internationalfamilynursing.org/2017/09/15/who-are-you-from-family-narratives-and-family-nursing/>
 - b. First blog post by IFNA President Jane Lassetter re: “Who Are You From?” initiative uploaded and marketed as an IFNA member blog post <https://internationalfamilynursing.org/2017/09/25/grandma-jensens-pocket-watch/>
 - c. Contacted IFNA BOD and asked if they wished to develop an official IFNA response to the repeal of DACA in the US with a review of the IFNA BOD statements which have been developed and posted on the IFNA website to date. Forwarded responses from other family organizations to provide examples.
 - d. Reviewed new Responsive Design and provided feedback to Kris.
 - e. Widened search for vacant IFNA web developer position and responded to first applicant.
 - f. Provided feedback to IFNA President, Jane Lassetter re: promoting IFNA using her own Twitter account
 - g. Provided feedback and encouragement to IFNA members who recently used the IFNA listserv for communication.
 - h. New video resource from Australia re: Strengths-Based Family Nursing considered for IFNA YouTube channel.
 - i. Provided support and encouragement to the IFNA Membership Committee marketing of the IFNA Membership Drive which closed on October 30, 2017. Used all IFNA social media channels for marketing campaign; wrote emails to the Committee with ideas for how to announce outcome and thank IFNA members for their participation; wrote emails to the Committee asking them for updates about the success of the membership drive.
 - j. Recruited IFNA news items from major committees (Practice, Education, Research, Conference) and from IFNA BOD for current and future IFNA Newsletters.
 - k. IFNA Newsletter for September 2017 developed and distributed. IFNA Newsletter for October 2017 has been developed but not yet distributed.
 - l. Currently working with donated graphic designer expertise to develop newly approved IFNA Position Statement on Graduate Family Nursing Education for dissemination.
 - m. Currently working on watermarking and uploading 2 new Chinese language translations of IFNA Position Statement on Pre-Licensure Family Nursing Education to IFNA website.
 - n. Invited conversation about IFNA marketing policy at conferences attended by IFNA members and branded materials available to IFNA members.

Communication committee recommends BOD send cautionary note to personal and professional contacts regarding predatory conferences and invitations to speak at potentially predatory conferences.

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

EDUCATION

DISCUSSION	<p>Sandra Eggenberger (SE) board liaison provided the Education Committee report. The Education Committee celebrated the approval of the Graduate Level Education Position Statement by the IFNA Board with commendations to the committee for their collaboration and ongoing communication with members and practice committee. Next steps for preparing a quality product and dissemination are underway.</p> <p>Evaluation data from The Part 2: State of the Science of Family Interviewing: A Collective Family Perspective offered by research and education committee were reviewed with planning for Part 3 underway.</p> <p>Translation of position statement is in progress with additional requested.</p> <p>Teaching Toolkit resources continue to be developed and added to the website.</p> <p>Education committee is beginning a subcommittee that includes simulation, technology, and information. This subcommittee request arose from conference attendees and members. This approach shows potential to bring individuals from practice and health care systems to IFNA. For example, the Simulation Education Specialist from Children’s National Health System in Washington DC is now in communication.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

MEMBERSHIP

DISCUSSION	<p>The membership committee will invite a country liaison to their next meeting to better understand how to support and expand membership. The membership drive ends in 2 weeks. The committee will evaluate the drive in our next meeting. Terms of Reference need to be updated with new board members (Wendy Looman and Cristina GarciaVivar). Committee reviewed goals for 2017-2019. Discussed possibility of creating a video highlighting the benefits of membership to encourage retention. IFNA website needs to be updated regarding affiliate membership. Next meeting December 4, 2017 at 9 am US Mountain Time.</p> <p>Membership committee wants guidance from the board on strategies for working with county liaisons.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
BOD will discuss further November meeting.			

SPRINGER PUBLISHING COMPANY

DISCUSSION	<p>Jane Lassetter (JL) shared a contact from Springer Company who wanted to increase text publications in the area of family and nursing. BOD had a discussion of possibilities such as sharing this publication opportunity with members, developing a text based on IFNC papers, a text with global focus on family nursing, a text with chapters such as position statements, and ideas such as preparing papers on the state of the science.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
Conference cochairs Sonja Meiers and June Horowitz will pursue possibilities of publishing conference topics or proceedings with the conference planning committee.	SJM and JH		

EMAIL COMMUNICATION

DISCUSSION	UNHCR	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Debbie will reply to the email with several questions raised in the BOD discussion, ie, no tool kit referenced/listed as indicated in email; signing the petition as an international organization (petition asked for “country”) BOD will investigate website of UNHCR and make a decision at November meeting	BOD	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Next Meeting <ul style="list-style-type: none"> • Committee reports • Membership committee seeking guidance on country liaison strategies • Country Liaisons • UN High Commissioner for Refugees (See attachment) • IFNA Polo Shirts/Jackets 		