

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

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes November 9, 2017 approved, with suggested edits of eliminating an email at the end of the minutes.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
Debbie Zaparoni (DZ) will remove the email content from the minutes, before posting.			

FINANCIAL REPORT

DISCUSSION	Kathy Knafel (KK) provided an overall positive financial status of the International Family Nursing Association (IFNA). Current net assets approximately 44K more than last year at this time. Recent major income source was membership dues. 5K generated from Honor a Family Nurse Program was moved to IFNA Foundation account. VAT (IFNC 13) recovery process continues. Sincere gratefulness expressed to Janice Bell for her generous acknowledgement of IFNA as her recommended donation option for honoring her son.		
FOLLOW-UP			
KK will provide a treasurer’s report to the Membership Committee detailing the income from Membership dues in 2017			

IFNC14 (2019)

DISCUSSION	June Horowitz reported that the announcement for IFNC14 was distributed. She and Sonja Meiers have convened the Conference Planning Committee (CPC), their first meeting is Monday, December 18 th . Graphic design is underway.		
FOLLOW-UP			

Foundation

DISCUSSION	Beth Kassalen (BK) reported that Carol Loveland Cherry and Barbara Haberman have agreed to serve on the IFN Foundation Board. Beth is asking for each member of the board to provide the name of a person that could potentially serve in this role. The person should have an interest / dedication to family /family nursing, and an interest in philanthropy is ideal, but not necessary.
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	Kathy Knafl suggested Suzanne Feetham would provide great contribution to the foundation. However, her current role on the RAC needs to be considered.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Each board member to provide a name/s to DZ by the end of the year of who could contribute to the work of the Foundation.	All	12/31/17

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>RAC report:</p> <ul style="list-style-type: none"> • A Review of IFNA Strategic Plan and discussion of RAC responsibilities linked to IFNA goals. The RAC is referenced in goal 5 (Increase Range and Amounts of Support to Sustain IFNA and Its Mission) and goal 9 (Enhance Visibility for IFNA As A Credible Global Voice for Family Nursing). Outcome metrics for both goals were reviewed. Board liaison K. Knafl reminded BOD members that one outcome metric for Goal 5 is to “increase participation of IFNA BOD member giving to the organization to 100% in all years”. • AACN follow-up – 40 individuals who visited the IFNA exhibit left contact information. A follow-up letter has been drafted and will be sent to all these individuals, offering to answer any questions they might have and encouraging membership. • RAC Membership – Current membership includes individuals from 8 countries. At the recommendation of current RAC members Junko Honda and Kyoko Kobayashi, we have expanded members from Japan to include two senior faculty, one of whom is a member of JARFN. RAC will continue to expand membership as needed. • Conference Planning Committee – The RAC chair will be a member of the CPC • Discussion of consultation meeting with Joanne Disch who discussed topics e.g. philanthropy, foundation advisory boards and nurses, cultivating benefactors. Janet Deatrck and Kathy Knafl are following up with Beth Kassalen. 	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

TERMS of REFERENCE

DISCUSSION	<p>Terms of reference (TOR) edited/updated by committees are being reviewed by the Board. Terms of Reference timeline modified to 2018-2019. The following TOR were approved by the Board:</p> <ul style="list-style-type: none"> • Research Committee- Recommended for approval by Kathy Knafl • Resource Advancement Committee-Recommended for approval by June Horowitz • Nominating Committee-Recommended for approval by Carole Robinson. 	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Wendy Looman will ask Membership committee to add specific action plan to increase membership.		

CO-CHAIRS MEETING

DISCUSSION	<p>Carole Robinson (CR) reported on the co-chairs meeting and the focus on use of competencies and the uptake of IFNA competencies by academic institutions and practice systems. Ongoing dialogue addresses the outcomes of IFNA competencies and position statements and measuring IFNA’s contribution to education and practice. Discussion about the IFNA Board’s charge related to measurement and tracking of these important documents explored ideas.</p> <p>Coordination and communication of co-chairs may be helpful as committees gather information and review competency statements. It appears that each committee is reviewing particular competencies and outcome</p>	
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	with some overlap. The Board requests co-chairs of committee examine how each committee could contribute to the tracking of information and coordinating the process of gathering data that would inform the relevancy and utilization of IFNA competencies in influencing family nursing worldwide.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Board members present at co-chairs meeting will discuss process with committee chairs/ co-chairs .	Sonja Meiers Jane Lassetter June Horowitz	

RESEARCH

DISCUSSION	<p>Research Committee met on November 28, 2017 and report is from Board liaison Birte Østergaard</p> <ol style="list-style-type: none"> 1. Welcome to Paula Nersesian from John Hopkins as a new member of the group. Paula is working on family communication and loneliness research. 2. <i>Measurement Subcommittee</i>: Have not meet since last meeting, but plans to have their work regarding survey data posted on the website. 3. <i>Newsletter Subcommittee</i>: The workload of the newsletter is a current topic. 4. <i>International subcommittee</i>: Research Cluster within Family care in the ICU have nearly finished their research proposal and are working on a measurement tool and methods to accommodate data collection in multiple countries (projecting 5-6 countries). 5. Terms of reference are being reviewed
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PRACTICE

DISCUSSION	<p>Report to the December Board Meeting</p> <ol style="list-style-type: none"> 1. Extensive discussion regarding systematic dissemination of the APC-FN (as well as Graduate Level Education Position Statement). The plans and process of dissemination for original position statements has been reviewed. Decision: the co-chairs (Kathy and Maria) will request the Communication Committee and Board of Directors revise the dissemination plan to include the latest position statements to be sent out with a cover letter from Jane Lassetter as President. The Practice Committee will then strategize on how to build on the formal dissemination mechanisms. In addition, the co-chairs will request member input regarding key nursing organizations to target globally for dissemination. 2. Discussion (led by Christina Nyirati) of ‘cross-walking’ the Position Statements for practice and education (generalist/baccalaureate) as a way of promoting IFNA as an organization and the systematic integration of the position statements into curricula in relation to agreed-upon baccalaureate essentials/standards. Christina Nyirati commented about the lack of knowledge about IFNA at AACN and the need to collaborate with other organizations in dissemination. The IFNA Board is integral to the conversation about collaboration with outside organizations. 3. Kathy Anderson and Sharon Denham are in discussion with AACN about an initiative aimed at integrating family nursing in education. This is connected to the survey planned for IFNA members in the US. 4. Committee is developing templates for tracking dissemination and use of position statements. 5. Beginning conversation about the Patient and Family Engaged Care Guiding Framework discussion paper published by the National Academy of Medicine. This is an aspirational document aimed at promoting the integration of patients and families in the care process; the Practice Committee views it as a significant step in the right direction. The Practice Committee is reviewing this document and strategizing about how to utilize it and others as well as disseminate (e.g., via
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	the website).
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE
Jane Lassetter and Sonja Meiers will discuss with Kathy Anderson and Sharon Denham their plans to engage in discussion with AACN. In light of prior dialogue related to advanced practice language it seems important to have multiple listeners. With Linda Young's involvement in AACN and prior discussion it is important to also seek her assistance.	Sonja Meiers will contact Jane Lassetter and coordinate meeting of involved parties.	

EDUCATION

DISCUSSION	Next meeting scheduled for next week. Two new members, Dr. Stacey Van Gelderen from Minnesota State University and Dr. Amanda Garrow, a Simulation Education Specialist at Children's National Hospital in DC, have joined the committee. The committee is pleased to have these new members with simulation expertise. Stacey and Amanda will work with Dr. Colleen Royle as we are hoping to expand our webinar sub-committee to include Simulation, Informatics and Technology.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

UK/IRELAND CHAPTER

DISCUSSION	<p>1. Dr Sarah Kendall has stepped down as Chapter Co-lead and Professor Alison Metcalfe has agreed to take on the role</p> <p>2. The group submitted an application to the Burdett Trust for Nursing for a grant of £8000 last week: <i>Identifying nurses' attitudes towards the importance of families, and creating a web-presence to promote family-focused nursing across the life-course in the United Kingdom & Ireland.</i></p> <p>3. After discussion with Dr Lisa Bayliss-Platt, Chief Nurse, Health Education England and at her suggestion, Alison and I are sending her a funding proposal: <i>Raising the Profile of Family Involvement in Healthcare Decision-making, Care Provision and Support in the Community.</i> The purpose is to:</p> <ul style="list-style-type: none"> • Bring leading policy-makers in community nursing, midwifery and health visiting together to discuss the role of these professions in caring for families. We will identify key leaders and thought leaders and invite them to take part in a recorded round-table debate about how they see their professional group caring for families and what will need to happen to make that possible. We will tweet the discussion so that colleagues from across the country can take part and all of us can work-together to prepare and set up the debate by agreeing what we want them to discuss to ascertain their thoughts and vision for the involvement of community nurses in family care. • Ask these professional groups to circulate a link to their members via relevant newsletters to an electronic survey requesting views on the importance and interest of community nurses, midwives and health visitors in taking a more family focused approach in supporting patients and their management of their health and well-being. We will also prepare a blog site, twitter account and articles for relevant professional journals to promote the importance and relevance of family nursing, to increase professionals' engagement and seek their views on our plans. • Combine these outputs with those from 2 above (if we are successful in funding applications) <p>Appreciation to Veronica Swallow in all these efforts was expressed.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

COUNTRY LIAISON

DISCUSSION	<p>Individuals and board members have been discussing how to expand the role of Country Liaisons and giving them additional influence with more formal structure. The role of Country Liaisons is critical during years of the conference, but also the year without a conference. A goal will be to sustain the role.</p> <p>Decision to move the Country Liaison to more of an ad hoc structure and then expanding role beyond the conference. Decision to combine the CPC co-chairs and country liaisons coordinators to create synergy and identify activities that serve the conference and IFNA.</p> <p>The goal is to create liaison roles that are accomplishable and not duplicating other committees, but targeting membership and engagement across continents.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Jane Lassetter to convene a meeting with the CPC co-chairs, the Country Liaisons Coordinators and Veronica Swallow, given her prior active contributions.	Jane Lassetter	In due time
Develop a document that clearly delineates the role of the Country Liaison Coordinators and the Country Liaisons.	Debbie to draft	In due time

LEADERSHIP DEVELOPMENT

	PERSON RESPONSIBLE	DEADLINE
Board will discuss ways to offer leadership development opportunities to IFNA members.	BOARD	

IFNA DISPLAYS

	PERSON RESPONSIBLE	DEADLINE
<p>KK moved to support a IFNA display at Netherlands Conference. CR seconded. Motion carried.</p> <p>DZ asked all board members to provide her with a list of potential conferences and events in 2018-2019 to have IFNA display, table, booth. After list compiled the board will make a decision about sites.</p>	KK and DZ Board	

NURSING NOW

<p>Cristina Garcia-Vivar shared information about a campaign that is being formed with members from different countries to be launched in 2018 and run to 2020. Considering that further appointments are being made, CGV proposal is that recognized and experienced IFNA members be part of the campaign board in order to disseminate our mission and message. Board will review information and consider at next meeting.</p>	BOARD	
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IFNA CLOTHING

<p>Wendy Looman's family member agreed to provide polos and t-shirts at cost. Possibilities related to making these items available IFNC 14</p>		
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<p>linking t-shirt design to particular conference, and offering on website registration were discussed. WL and Debbie Zaparoni will continue to discuss options.</p>		
<p>Next Meeting</p> <ul style="list-style-type: none"> • Committee reports • Strategic Plan • Leadership Development Goal 10 • NURSING NOW • IFNA Display, Booth, Table Sites • TOR for all other committees than Research, Resource Advancement, and Nominating Committees 		