

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

**Agenda topics**

**APPROVAL of MINUTES**

<b>DISCUSSION</b>	IFNA BOD Minutes for December 14, 2017 were approved. Kathy Knafl motioned to accept, Sonja Meiers seconded.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**FINANCIAL REPORT**

<b>DISCUSSION</b>	<p>Kathy Knafl (KK) provided an overall positive financial status of the International Family Nursing Association (IFNA). Current net assets have decreased by approximately 2.3k since last month. Income and expense are consistent with expectations at this time. Major source of income is Membership. In 2017 we have generated almost 36k in membership dues.</p> <p>The Foundation balance is just over 7k.</p> <p>KK did send a message to the Membership Committee acknowledging the membership income for the year.</p> <p>VAT (IFNC 13) recovery process continues.</p> <p>IFNA is grateful to Janice Bell for her generous acknowledgement of IFNA as her recommended donation option for honoring her son. We have received 2k in donations, 1k designated to IFNA and 1k designated to the Foundation. Acknowledgement of donations will be sent to Janice Bell.</p>		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**FOUNDATION BOARD**

<b>DISCUSSION</b>	<p>At the last board meeting, Beth Kassalen (BK) had asked for each member of the board to provide the name of a person that could potentially serve on the Foundation Board.</p> <p>Several names were suggested, Barbara Mandelco, Suzanne Feetham, Donna Curry, Kit Chesla, Ann Garwick. Additional suggestions are welcome to increase the diversity of the group. 7 – 9 members is the</p>		
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	recommended number of board members.		
<b>FOLLOW-UP</b>			
	(BK) will follow-up with acknowledgement and interest letters.	BK	Update at February Meeting

	<b>MEASURABLE BEHAVIOR, COMPETENCIES (A CHARGE FOR THE COMMITTEE CO-CHAIRS)</b>		
<b>DISCUSSION</b>	Birte Oestergaard (BO) mentioned an EU project measuring both practical and theoretical competencies of EU nurses, for education at the bachelor, masters, doctoral level. It is due to publish in the spring.		
	Wendy asked for clarification of levels (Individual, school, country) that are being targeted and also how this relates to the recent call that was distributed from Kathy Anderson and Sharon Denham.		
	This agenda items will be deferred to the February meeting.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Jane Lassetter (JL) to have further conversation with Kathy Anderson, regarding this topic.		JL	Discuss at February Meeting

#### **NURSING NOW CAMPAIGN**

<b>DISCUSSION</b>	Cristina Garcia-Vivar (CGV) reported on the Nursing Now Campaign due to begin in February 2018 and run through the end of 2020. CGV suggested recommending a recognized / expert IFNA member for the campaign board. One of the program campaigns is to ensure more nurses are involved policy making and supporting leadership development, which is also included in the IFNA strategic plan. (KK) and the group concurred that Marcia Van Riper would be an ideal recommendation to this campaign.		
	More info: <a href="http://www.appg-globalhealth.org.uk/">http://www.appg-globalhealth.org.uk/</a>		
	(KK) noted that she will, again, attend the Nursing Research Roundtable at the beginning of March. Any way that we can keep family nursing visible is imperative.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
CGV will inquire if the Nursing Now campaign can still accept recommendations for the campaign board.		CGV	Update at February Meeting

#### **TERMS of REFERENCE (TOR)**

<b>DISCUSSION</b>	The board reviewed the TOR for the Conference Planning Committee. Kathy Knafl recommended removing the reference to the Finance Committee, IFNA does not have such Committee. The reference should be to the Treasurer. Debbie indicated early in the association development, the finance committee was referenced as the Treasurer, KME and KME accountants for purposes of creating a financial policy and for audit purposes. June Horowitz and Sonja Meiers CPC co-chairs, agreed with this recommendation. The TOR was approved with suggested change of Finance Committee to Treasurer.		
	The board reviewed the TOR for the Education Committee. The board recommended that individual names within the action items be removed from the TOR. With that change, if accepted by the committee, the TOR for the Education Committee was approved.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Debbie will add the approved TOR for the Conference Planning Committee to		DZ	January 19th

the website.		
Debbie will communicate the recommendation to Education Committee Chairs. If accepted, the change will be made, and the TOR will be documented as approved.		

### COMMITTEE UPDATES

<b>DISCUSSION</b>	The Awards and Bylaws Committees have not met. There are no updates at the time for these committees.	
	The Communication Committee did not meet in the December, their next meeting is scheduled for January 16, 2018	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### CONFERENCE PLANNING COMMITTEE (CPC)

<b>DISCUSSION</b>	<p>Sonja Meiers (SM) reported that the Conference Planning Committee has announced to the IFNA membership the dates of August 13-16, 2019, and the Washington, D.C. venue for IFNC14. An announcement also will be published in the February Issue of the <i>Journal of Family Nursing</i>.</p> <p>The committee has begun monthly meetings. The proposed theme is: <i>Social Determinants of Family Health</i>.</p> <p>The brochure cover was provided to this group. There were a few design comments that the committee chairs will take into consideration.</p> <p>The Conference objectives are being developed for committee approval. Collaboration with RAC is ongoing. A local conference planning sub-committee is in development in collaboration with Dr. Pamela Hinds. Suggestions for invited speakers is in process and suggestions from the BOD are welcomed. KK suggested someone from the NIH, it would be both ideal and cost effective.</p> <p>Debbie provided an overview of the structure of the CPC. Research, Education, Practice and Resource Advancement Committees are represented, Kathy Knafl as Treasurer joined the committee. There are 3 Country Liaison Coordinators identified. Pamela Hinds has also agreed to join the committee.</p>	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
June Horowitz (JH) and (SM) will finalize the graphic design based on the feedback from the group.		

### EDUCATION

<b>DISCUSSION</b>	<p>Education Committee met on December 19, 2017 and report is from Board liaison Sandra Eggenberger</p> <ol style="list-style-type: none"> <li>1. The committee reviewed our 2018-2019 TOR and provided the edited draft. The Committee looks forward to some feedback from the BOD to inform our future directions.</li> <li>2. Jill Bally will represent the Education Committee on the Conference Planning Committee and one of her goals is to have more activities for graduate and undergraduate students at the conference</li> <li>3. We are planning Part 3 Research webinar for February, 2018 and have begun planning for a 3 part Education series of webinars</li> <li>4. Simulation and technology has been added to our webinar sub-committee, 2 new members with expertise in simulation have been added, Dr. Amanda Garrow and Stacey Van Gelderen</li> <li>5. Plan to feature the videos on family assessment as submitted by Dr. Elisabeth Coyne with additional introductions by our committee members.</li> </ol> <p>Jane Lassetter commented on the great work this committee is doing.</p>	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

	<b>RESPONSIBLE</b>	

### MEMBERSHIP COMMITTEE

<b>DISCUSSION</b>	<p>Summary from the Membership Committee</p> <ol style="list-style-type: none"> <li><b>Results from the Limited Membership Drive:</b> 10 members joined between June 1 and October 30, 2017, with three current members each mentioned once as referrals. No members recruited 5 or more members; the committee agreed to acknowledge the 3 members who were listed as referrals in a general announcement.</li> <li><b>Strategies for recruiting/retaining members:</b> The committee discussed future strategies for recruiting new members and retaining existing members, including helping members feel more engaged in the organization. The committee will review the "new member" letter and discuss ways to tailor messaging to increase engagement, including committee participation. The committee has been seeking input from country liaisons regarding ways to expand our reach and increase engagement from other countries; to that end the committee invited Barbara Voltelen from Denmark to join the December Membership Committee meeting to discuss member needs in Europe. Voltelen noted the challenges of translating IFNA messages and materials from English into multiple languages; the committee suggests that that IFNA provide some soundbytes and messages in simple language to facilitate easy translation. The committee also discussed with Voltelen the cultural differences that may influence members' willingness to engage publically; including country liaisons from a range of cultures in planning events and public messaging may benefit global engagement by members in IFNA. The membership committee will continue to seek input from country liaisons and the board regarding strategies for engaging new and existing members.</li> <li><b>Next Membership Committee Meeting:</b> January 22, 2018 at 9am Mountain/11am Eastern/5pm Central EU.</li> </ol> <p>Jane liked the idea of the soundbytes in multiple languages.</p> <p>Wendy Looman (WL) informed the group, the committee added one bullet point to the TOR. (WL) will provide the revised document for final review / approval at the February meeting.</p>
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE
Wendy Looman will send the revised TOR to Debbie	WL	Review / Approve at the February Meeting.

### NOMINATIONS COMMITTEE

<b>DISCUSSION</b>	<p>The committee is convening their first meeting anticipating the nominations process and the spring elections.</p> <p>The elected term ends in 2018 for the following board members:  Sandra Eggenberger, Secretary  Naohiro Hohashi, Director  Cristina Garcia-Vivar, Director  Veronica Swallow, Director</p> <p>Debbie suggested and the group agreed to offer a board forum to those potentially interested or considering a position on the board or the nominations committee. The group agreed to extend the IFNA board meeting March 8<sup>th</sup> for 1:30 to accommodate the forum.</p>
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE
Debbie will coordinate and promote the board forum for 1 – 1:30 March 8 <sup>th</sup> .	DZ	Update February Board Meeting

## PRACTICE COMMITTEE

<b>DISCUSSION</b>	<p>The Practice Committee has been successful in recruiting new members in response to their online member request.</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>Terms of Reference were reviewed and revised in light of current committee strategic planning and feasible work plans for 2018-2019. Both the strategic plan and the Terms of Reference were aligned and revised.</li> <li>Action Plan items related to the goals for 2018-2019 were discussed and aligned across the ToR and Strategic Plan.</li> <li>Plans were made for ways to invite new and existing members into the work of the committee.</li> <li>Dissemination of Position Statements <ul style="list-style-type: none"> <li>Portuguese translation is underway with two anticipated versions (one for Portugal and one for Brazil)</li> <li>Fernanda is championing the use of the Generalist Competencies in Brazil and Latin America and is currently working on a publication</li> <li>Japanese, German, and Mandarin translations are in progress; French translation will begin in 2018</li> <li>Potential translation of the Generalist Competencies is being discussed with nurses from Indonesia and Korea</li> <li>Maria noted that the introduction to the Advanced Competencies is difficult to translate in a way that maintains the ideas clearly and accurately, which will delay the Portuguese translations</li> </ul> </li> <li>Kathy reported about a conversation with Linda Young to better understand the concerns of AACN regarding the language in the Advanced Competencies Position Statement in terms of lack of alignment with AACN language about advanced practice. Kathy will follow up with AACN regarding the concerns.</li> </ol> <p>Submitted by Carole Robinson, Kathy Anderson and Maria do Ceu Barbieri</p> <p>Jane acknowledged that the Practice Committee continues to be busy moving the work of IFNA forward.</p>		
	<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
(JL) and (SM) will schedule a meeting with Kathy Anderson to further discuss the goals of the meeting with AACN.	JL	ASAP	

## RESEARCH COMMITTEE

<b>DISCUSSION</b>	<p>Research Committee meeting December 19, 2017, Report from Board liaison Birte Østergaard</p> <ol style="list-style-type: none"> <li>Discussion of a draft of call for volunteers for newsletter committee and a structure and process for eliciting information from international liaisons: Birte will take the form to the Board for approval when ready. Discussion continued on what other items would be helpful to post on the website, products or documents from different countries that are particular to family research, reference lists from family courses, or mini-report from the subcommittees. Volunteers for website development and the newsletter will be solicited from IFNA members via email.</li> <li><i>Measurement Subcommittee</i>: A document including all family measures that had been used by at least one IFNA member who completed the survey, and a copy of the survey including the authors for the family measures has been updated to get posted on the IFNA website.</li> <li><i>Newsletter Subcommittee</i>: Nothing to report</li> <li><i>International subcommittee</i>: The Subcommittee is working to finalize time for the third webinar in interviewing. Honda, Coyne, and Luttik are developing objectives. Work on the defining family nursing manuscript continues. Authorship and outline are now mapped out.</li> </ol> <p>Next meeting is scheduled for January 23, 2018.</p> <p>Jane acknowledged that the research committee continues to be very active. There is great work being done all.</p>		
	<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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### UK/IRELAND CHAPTER

<b>DISCUSSION</b>	The UK/Ireland Chapter will be added as a standing agenda item for updates.	
	Veronica Swallow (VS) reported that they received some financial support for their Chapter. VS and Alison Metcalfe are planning a national survey to gauge the interest in family nursing in the UK. JL asked if there could be some additional questions related to the competencies. VS indicated that additional questions would be possible. KK added to query for any suggestions for Keynote speakers for IFNC14, VS agreed.	
	BO referenced a similar questionnaire that came out of Sweden.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
BO to send VS the referenced questionnaire that came out of Sweden.	BO	In due time

### RESOURCE ADVANCEMENT COMMITTEE

<b>DISCUSSION</b>	(KK) reported a small group met to start discussions and brainstorming about fundraising for the conference. She reports looking forward to working with Pamela Hinds, she has already reached out to several of the hospitals/universities in the area.	
	It was also suggested to expand the Honor a Family Nurse to have an institutional or corporate level as well. Also suggested a way to recognize those that have contributed to HFN, for example a tree with the leaves being the donors.	
	Additionally, need to start to think about the corporate sponsorship for IFNC14. We all know and acknowledge that the Glen Taylor Institute for Family and Society has been a huge supporter of IFNA, and a major contributor to prior conferences. Need to determine what, if any, that level of sponsorship will be for IFNC14. Additionally, Pamela Hinds has indicated that some monies have been set aside within Children's National, however, she did not indicate a specific dollar amount.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
(DZ) and (JL) will work on a letter / communication with Sandra or another designee at the GTI.	DZ	ASAP

### LEADERSHIP DEVELOPMENT

	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The Board continues to discuss ways to offer leadership development opportunities to both the Board and IFNA members.		
Kathy Knafl suggested planning a board development activity at the conference. Topic suggestions: board development, philanthropy, advisory board development.		
Sonja Meiers asked for input from the Int'l board members. BO commented that there are leadership development opportunities within her university, but there are not such structured programs for volunteer based organizations.	BOARD	Ongoing
VS indicated in the UK there are leadership development programs. Universities have opportunity through mentorship. There is an external course called Ashridge Executive Education Program, based on the Hult Business School in the US.		

**POSITION STATEMENT REVIEW POLICY**

	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The group reviewed the revisions to the position statement review policy. Beth Kassalen (BK) will make the recommended changes and submit a final version to the board for review at the February 8 <sup>th</sup> meeting.  (JL) commended the work being done on this policy.	BK	February 1, 2018

**WEBSITE BOARD PAGE**

	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
(DZ) asked the board members if anyone has an updated picture or bio content, please send to Debbie	BOARD	February 1, 2018

<p>Next Meeting</p> <ul style="list-style-type: none"> <li>• Committee reports</li> <li>• Strategic Plan - Leadership Development Goal 10</li> <li>• NURSING NOW</li> <li>• TOR for all Awards, Communications, and Practice Committees</li> <li>• Position Statement Review policy</li> <li>• Board Forum, March 8<sup>th</sup></li> <li>• Measurable Competencies</li> <li>• Foundation Update</li> <li>• Country Liaison</li> </ul>		