

IFNA Board of Directors

MINUTES

FEBRUARY 8, 2018

CONFERENCE CALL

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

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes for January 11, 2018 were approved. Kathy Knafl motioned to accept, Carole Robinson seconded.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

FINANCIAL REPORT

DISCUSSION	<p>Kathy Knafl (KK) provided an overall positive financial status of the International Family Nursing Association (IFNA). Current net assets have decreased by approximately 2k since last month. Income and expense are consistent with expectations currently. Major source of income is Membership. VAT Recovery from Pamplona, Spain continues.</p> <p>We have received additional donations, in memory of Jordan Bell. \$800 was designated to IFNA and \$250 designated to the Foundation. Acknowledgement of donations will be sent to Janice Bell.</p> <p>Earlier this week, the IFNA Executive Committee reviewed/approved a \$600 table-top exhibit at the April MNRS Conference.</p> <p>ENRS and WIN are also in April.</p> <p>Beth reminded the group, at any meeting you attend, stop at the exhibits and collect a business card from the vendors and send (scan or via email) them to Debbie. There could be potential opportunity for asking for sponsorship from these vendors or exhibiting at IFNA.</p> <p>Jane reminded and encouraged board members to donate to IFNA. One of the Strategic Plan goals is to have 100% donation participation by board members.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
Complete the necessary paperwork for the table top exhibit at MNRS. Review opportunity to exhibit at ENRS for the Fall. Send notification of additional donations to Janice Bell.	Debbie Debbie Debbie	February 8 th In due time	

NOMINATING COMMITTEE / ELECTIONS

DISCUSSION	<p>The committee had their first meeting regarding the nominations process and the spring elections.</p> <p>The elected term ends in 2018 for the following board members: Sandra Eggenberger, Secretary (interested in re-election for secretary or another board position) Naohiro Hohashi, Director Cristina Garcia-Vivar, Director Veronica Swallow, Director (interested in re-election)</p> <p>There are also 3 Nominating Committee positions available.</p> <p>Jane Lassetter asked for input from the board. Marion Mitchell, current co-chair of the Nominating Committee, does have interest in running for a board position. However, the bylaws state specific to the Nominating Committee that a member is not able to run for a board position while still in their current term. The board agreed that this would be a conflict of interest to have Marion as a candidate during her term as the Nominating Committee co-chair.</p>
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FOLLOW-UP		
Jane Lassetter will inform Marion Mitchell, per the Bylaws, it would be a conflict of interest for her to be a candidate for a board position during this election year and encourage her consideration for next year.	Jane Lassetter	

IFN FOUNDATION BOARD		
DISCUSSION	<p>Beth Kassalen reported Barbara Habermann and Carol Loveland-Cherry have agreed to chair and co-chair the Foundation Board.</p> <p>The following will be sent an invitation to participate on the Foundation Board: Romy Mahrer-Imhof, Marcia Van Riper, Ann Garwick, Kit Chesla, Donna Curry, Barbara Mandleco, and Erla Svarvarsdottir. Any other suggestions?</p> <p>Veronica Swallow suggested adding Alison Metcalfe to the invitation list. Carole Robinson suggested Fabie Duhamel and Rose Steele from Canada.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Add Alison Metcalfe, Fabie Duhamel and Rose Steele to the invitation list.	Beth Kassalen	2/9/18

MEASURABLE BEHAVIORS, COMPETENCIES

DISCUSSION	<p>Jane Lassetter reported that she asked Kathy Anderson for clarification of levels related to measurable behaviors (individual, school, country) and how this related to the recent “call” distributed on behalf of her and Sharon Denham.</p> <p>Kathy and Sharon’s “call” is to gather information on nursing education and if, where and how family nursing is being taught in the US. The goal is to get US family nursing leaders together for a discussion. It is unrelated to the Practice Committee’s work on how the IFNA Competencies are being used.</p> <p>Separately, the Practice Committee is working to gather information on “how” the IFNA Position Statements are being used. They are looking for ideas from the Board.</p> <p>Carole Robinson reported that Teresa Gutiérrez-Alemán is working on a template/tracking form for documenting the information about how the competencies are being used. Survey Monkey was suggested as an option to gather information on IFNA members using the Position Statements as one of the first steps in information gathering?</p> <p>June Horowitz cautioned, are we as a BOD encouraging a committee to do research? Carole Robinson clarified, we are not encouraging the committee to do research. It is gaining an understanding of how the position statements are</p>
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	<p>being used, are they useful/not useful, all to inform potential/future revision of the position statements.</p> <p>The BOD is highly supportive of the initiative of the Practice committee to gather evidence of where and how the Position Statements are being utilized. The BOD discourages evaluating at the individual level because this would cross into research.</p> <p>It was also noted, the Communications Committee is tracking dissemination of the 4 IFNA position statements at a country level. This may be a helpful resource to the Practice Committee.</p> <p>The BOD commends the Practice Committee for identifying key members/stakeholders who are deeply involved in using the competencies, such as Maria do Ceu Barbieri in Portugal (government/policy level); Christine Nyirati (school/curriculum development level); and, Erla Svavarsdóttir (institutional/practice level). Gathering information from these early adopters about their experiences using the Position Statements will likely be very fruitful. Perhaps Sandra Eggenberger and the Glen Taylor Institute might also be a resource.</p> <p>Carole Robinson summarized, the BOD had detailed discussion on this agenda item. The Board concurs, IFNA does not do research. The BOD also concurs to support and encourage efforts across committees to gather information about the uptake, decision-making and usefulness of the Position Statements to inform/support future revisions.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Follow-up with Kathy Anderson to review the BoD’s discussion by both JL and CR.	Jane Lassetter and Carole Robinson	

COMMITTEE UPDATES

DISCUSSION	The Awards and Bylaws Committees have targeted work at certain times during the year, thus they have not met. There are no updates at the time for these committees.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

COMMUNICATION COMMITTEE

DISCUSSION	<p>Written report provided.</p> <ol style="list-style-type: none"> 1. Interview with one candidate for IFNA web developer position on December 1, 2017, Not appointed and decision made to rename position description to “web management”. Urgent search continues, for a web manager through advertisement with the intention of recruiting a slate of applicants by February 1, 2018. Importance of the relationship identified as a priority as well as expertise as a “back-end” manager of the IFNA website to ensure IFNA Communications Committee content and communications plan is executed. Revised advertisement advertised widely 2. IFNA December 2017 Newsletter distributed 3. Requested IFNA Research Committee to consider ways of increasing newsworthy news to share with IFNA Communications Committee 4. Contributed updated content to IFNA LinkedIn and IFNA Twitter account 5. Response to request from IFNA BOD re: Committee priorities in alignment with Strategic Plan (update our terms of reference, etc.) - deferred 6. Prepare IFNA Graduate Education Position Statement for dissemination - deferred 7. Plan for development info-graphic for 2 IFNA Position Statements - one old/one new – deferred 8. JB to invite consultation/involvement of Simon Stones: https://simonstones.com 9. YouTube channel – deferred 10. Education & Research committees third webinar promotion will be ready soon <p>Next meeting February 9, 2018 at 12:00-1:30 pm EST</p>
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	June Horowitz asked how the final selection of the web management position will happen. Debbie indicated that initially the Communication Committee asked the board for approval of a certain dollar amount, vetted candidates and then brought the final contract to the board for approval. That same process will occur.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CONFERENCE PLANNING

DISCUSSION	<p>Written report provided</p> <ol style="list-style-type: none"> 1. Recently added “Expanding Family Nursing Capacity” to the conference title. The title confirmed as “Social Determinants of Family Health: Expanding Family Nursing Capacity” 2. IFNC14 Conference Theme announced in IFNA Global Connections January 31, 2018 3. Promotional bookmark and brochure cover design completed. 4. Promotional materials ordered 5. Promotional materials will be sent to Family Nursing Across the Lifespan Conference at Hanze University in Groningen, The Netherlands February 8 – 9, 2018 6. Conference Planning Committee meeting February 6, 2018 7. 14th International Family Nursing Conference Goals being vetted among Conference Planning Committee members <p>Sonja added the next effort is to gather suggestions and review potential keynote speakers.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Distribute Goals to the board members for their review/reference when suggesting invited/keynote speakers.	Debbie Zaparoni	
Encouraged board suggestions for any invited / keynote speakers, both nurses and other disciplines.	All IFNA Board Members	

MEMBERSHIP COMMITTEE

DISCUSSION	<p>Written report provided</p> <p>The Membership Committee met on January 22, 2018. Wendy and Cristina updated the committee regarding items discussed from the board meeting. We discussed leadership development strategies including (1) developing innovative strategies to include members across time zones, (2) leadership training to fully develop an “inclusive” international organization, regardless of time zones, and non-native English speaking, and cultural differences (3) utilizing task forces and sub-committees to develop leadership skills. All committee members were asked to provide feedback regarding the first draft of the limited membership drive results announcement. Strategies to include members from different countries in our membership meeting were discussed. Committee will invite a member from another country as a guest to our next meeting. We reviewed our goals for the next year. We will invite interested IFNA members to our next committee meeting. Our next meeting time depends on the schedule of our invited guests.</p> <p>Carole Robinson suggested having a leadership theme session at the conference.</p>	
FOLLOW UP	PERSON RESPONSIBLE	DEADLINE
Submit any conference suggestions, session topics, etc. to Sonja Meiers and June Horowitz	All IFNA Board Members	

PRACTICE COMMITTEE

DISCUSSION	No written report. However, extensive discussion during this meeting related to information gathering about the use of the position statements.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

RESEARCH COMMITTEE

DISCUSSION	No Report.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

TERMS of REFERENCE (TOR)

DISCUSSION	<p>The board reviewed the TOR for the Membership Committee. Kathy Knafl and June Horowitz recommended two slight grammatical changes. Wendy Looman, board liaison to the Membership Committee will review the suggested changes with the committee. The Membership Committee TOR was approved with suggested grammatical changes.</p> <p>The board reviewed the TOR for the Communications Committee. Kathy Knafl recommended, and the board concurred, adding the word “related” to the 2nd bullet point - family health “related” organizations. With that change, if accepted by the committee, the TOR for the Communications Committee was approved.</p> <p>Outstanding TOR are Awards and Practice. Debbie will remind those committee chairs and will anticipate review at the March 8th meeting.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Review suggested edits with the Membership Committee. If agreed the TOR for the Membership Committee will be final, noted as approved, and posted to the website.	Wendy Looman / Debbie Zaparoni	
Debbie will communicate the recommendation to the Communications Committee Chairs. If accepted, the change will be made, and the TOR will be documented as approved.	Debbie Zaparoni	
Reminder sent to the Awards and Practice Committees to submit the TOR.	Debbie Zaparoni	
Jane Lassetter to remind committee chairs of the cross-efforts of IFNA work and gathering information, particularly related to the IFNA position statements.	Jane Lassetter	

UK/IRELAND CHAPTER

DISCUSSION	<p>The Chapter’s first funded meeting scheduled for March. Anticipate developing the website and to plan the survey. The survey is to assess nurses / family nursing in the UK. They will be using a survey developed by Eva Benzein from Sweden.</p> <p>Kathy Knafl suggested an article from Children’s Healthcare Journal. Linda Shields was a co-author.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Forward the suggested article to the BOD.	Kathy Knafl / Debbie Zaparoni	

Policy and Procedure for Writing Position Statements and Issue Papers

DISCUSSION	<p>Carole Robinson summarized that the presented document was created to formalize the process for writing position statements and issue papers. The board previously had the opportunity to review and comment on the document previously. Based on those comments the document has been edited and is now being present as the final document for board approval.</p> <p>Efforts of the small committee that created the document were commended.</p> <p>Carole Robinson put forward a motion to approve the document. Kathy Knafl seconded. All board members in attendance approved.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Final document will be date stamped with final approval.	Debbie Zaparoni	March 1, 2018

NURSING NOW CAMPAIGN

DISCUSSION	<p>Debbie Zaparoni reported that Cristina Garcia-Vivar provided the list of the newly appointed Nursing Now Campaign board members. Debbie will forward the list of the NNC board to this group and suggested that we remain informed of the campaign activities and participate when possible and appropriate to continue efforts to raise awareness of IFNA.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Forward list of NNC board members.	Debbie Zaparoni	March 1, 2018
Remain informed of NNC activities		

IFNA / POLITICAL POLICY STATEMENTS (Request from communications committee)

DISCUSSION	<p>On January 11th AFTA made a statement that they are opposed to the Trump Administration’s decision to end the Temporary Protected Status (TPS), previously granted to more than 300,000 Central Americans.</p> <p>The Communications Committee has suggested that the IFNA Practice Committee post a link to this statement on the Refugee Resource page of the website. They also suggested the IFNA Board make a statement on this decision and have made similar requests in the past.</p> <p>How does the board want to handle these types of “political” requests?</p> <p>Sonja Meiers indicated that this specific statement is very US central. As the IFNA Board, we need to determine what are IFNA’s policy priorities. Additionally, need to consider the global implications and how such requests fit into these policy priorities.</p> <p>Kathy Knafl agreed and commented, should IFNA come up with some key issues.</p> <p>June Horowitz commented, should we charge every committee to review / consider policy implications? IFNA, as an organization, should not be partisan or political. Additionally, if IFNA decides to make statements on political issues, we would need to do that globally, not just based on US politics.</p> <p>Carole Robinson added that the Practice Committee created the Refugee Resource page on the IFNA website. It was a source to support dealing with and/or assisting families that have been displaced, not to convey IFNA’s stance on political actions or statements.</p> <p>Jane Lassetter noted that the link to the AFTA statement is already on the Refugee Resource page, but it was noted that the link is broken.</p> <p>Wendy Looman agreed that we should not be focusing on any specific country’s policy. IFNA’s focus is “families not politics”.</p>	
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	The board agreed of the need to create an overarching policy statement for IFNA.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Carole Robinson will inform the Practice Committee that this topic has generated necessary thinking from the board. The board has some initial concerns about the US focused nature of posting such links and the board will be discussing the topic of policy statements in more detail.	Carole Robinson	In due time

REMINDERS

	PERSON RESPONSIBLE	DEADLINE
Debbie has bookmarks for distribution. Please send home / best address for mailing.	All board members	March 1, 2018
What conferences are you attending? Please send list to Debbie.	All board members	March 1, 2018
Board Forum, March 8 th 1 – 1:30pm EST. Promotion will occur via email, on the website, etc.	All board members / Debbie	February 23, 2018

Next Meeting <ul style="list-style-type: none"> • Committee reports • NURSING NOW • TOR for all Awards, Practice Committees • IFNC15 (2021) • Foundation Update • Expanding the role of Country Liaison Update 		