

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

Agenda topics

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes for February 8, 2018 were approved. Kathy Knafl moved to approve minutes and Veronica Swallow seconded. Sandra Eggenberger and Board members expressed gratefulness to Debbie Zaparoni for preparing minutes.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

FINANCIAL REPORT

DISCUSSION	Kathy Knafl (KK) provided an overall positive financial status of the International Family Nursing Association (IFNA). Projections are consistent with usual cycle of business. The efforts of Resource Advancement Committee (RAC) were recognized. RAC is making great strides and efforts in planning for IFNC14. RAC anticipates a positive financial outcome with their work.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
	KK Debbie	Next meeting	

RESOURCE ADVANCEMENT COMMITTEE

DISCUSSION	<p>Written report provided.</p> <p>The RAC met on February 26, 2018 The following items of business were addressed:</p> <ul style="list-style-type: none"> • Input on the exhibitor prospectus for IFNC14. Options for sponsorship were discussed and expanded to include more opportunities in the 1-2K range. The higher levels of sponsorship will be promoted as partners in keeping with the RAC’s goal of cultivating ongoing relationships. • Prioritizing exhibits – This year we have had successful exhibits at the American Association of Colleges of Nursing and a family conference in the Netherlands (Family Health over the Lifespan). IFNA had a display at both. In the Netherlands, an IFNA member (Sue Thoyre) was a keynote speaker, and other IFNA members presented. Plans are in place to have an exhibit at a major regional US nursing research meeting with a strong family presence (Midwest Nursing Research Society) and an upcoming Family Nursing Conference in Scandinavia. • A structure has been established for cultivating sponsors for IFNC14 – academic institutions in the US; IFNA related individual donors; health care professionals and schools and groups outside US; corporations and businesses. Pam Hinds, chair of the Local Planning Committee has a strong background in fund raising and is making significant contributions to sponsorship efforts.
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	<ul style="list-style-type: none"> • Cultivation of major stakeholders based on prior donations and sponsorship. • Board donations and sponsorship – all but three Board members have donated to IFNA and/or the Foundation in the past year. The goal is 100%. • RAC is working on a tool kit for exhibits.
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FOLLOW-UP	
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IFNA FOUNDATION BOARD

DISCUSSION	An update on the development the IFNA Foundation Board was provided. Barbara Habermann and Carol Loveland-Cherry have agreed to co-chair the Foundation Board. Kit Chesla, Donna Curry and Marcia Van Riper agreed to serve as Foundation Board members. We also have 2 international members that are willing to serve on the board, but have questions related to role, expectations and being located outside of the US. The Foundation Board should be comprised of at least 2 co-chairs and 5-7 other members. Terms of reference for the Foundation Board are being developed to help with understandings and clarifications of directions.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Inform the Foundation Board members about developing Terms of Reference.	DZ	

AWARDS COMMITTEE (Terms of Reference)

DISCUSSION	Terms of Reference from Awards Committee were reviewed. Kathy Knafel moved to approve June Horowitz seconded. Board approved.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Inform the Awards committee of Terms of Reference approval.	NH	

NOMINATING COMMITTEE / ELECTIONS

DISCUSSION	Debbie Zaporoni shared update of the nominating committee's work in developing a quality slate of nominees for Board positions and Nominating Committee. Progress is being made to complete a strong ballot. The first IFNA Open Forum with the IFNA Board Members is scheduled for March 8, 2018. Several board members will be present at the forum and several members have indicated their plans to join the webinar. One goal of this webinar is to increase interest in serving on the IFNA board and awareness of roles and responsibilities. Debbie Zaporoni has worked closely with the nominating committee to contact membership about election processes.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Continue with nomination processes.	DZ	

COUNTRY LIAISON ROLE

DISCUSSION	The following written report of minutes from the ad hoc consultation group was reviewed. Country Liaisons with Conference Planning Committee and President
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Members Present: Country Liaison Coordinators (Anna Marcia Costello, Brazil; Sarah Neill, UK; Barbara Voltelen, Denmark and former CLC, Veronica Swallow, UK; Conference Planning Committee Co-Chairs (June Horowitz and Sonja Meiers), IFNA President Jane Lassetter, and Debbie Zaparoni

Date: February 15, 2018

Purpose of meeting: Discuss possible expansion of the Country Liaisons role in IFNA to a standing committee.

Process: We had an excellent discussion about the current CL role in IFNA and various experiences of the Country Liaison Coordinators and CLs. Our CL Coordinators are interested in continuing their leadership in supporting CLs in all countries to spread the word about IFNC14. CL's are not interested in competing for numbers of attendees. CLs reported they had also met with the Membership Committee about possibilities for collaboration. We also discussed the possibility that members of the CL group could be consulted to assist with translation for portions of the website so that major messages are accessible in alternate languages to English (e.g., French, Spanish, Portuguese, etc.)

Outcome: Country Liaisons desire:

1. Ongoing, focused involvement with the Conference Planning Committee to promote IFNC14.
2. Ad Hoc consultation with the membership Committee for recruitment enhancement.
3. Ad Hoc consultation with the Communications Committee for translation of portions of the website so that major messages are accessible in alternate languages to English (e.g., French, Spanish, Portuguese, etc.)
4. Not to be an IFNA Standing Committee at this time.

Next Steps:

1. CPC will work with the Communications Committee and the Country Liaisons (CL) so that the CL focus remains on best practices for IFNC14 promotion.
2. CL Coordinators will meet in a conference call to discuss best practice strategies about promoting IFNC 14 in various countries.

Country liaisons have a process for working together that the Board wants to support. Country liaisons recognize a IFNC 14 as a priority and the Board recognizes the significant resource they are to IFNA. The Membership and Country Liaisons do not yet have a formal process in working together. As IFNA continues to evolve this process may need to be more fully developed.

FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
A written report will go back to communications committee. Summary of Country Liaison role will be distributed to all committees.	DZ	

MEASURABLE BEHAVIORS, COMPETENCIES and Co-Chairs

DISCUSSION	<p>Carole Robinson and Jane Lassetter summarized their communication with Kathy Anderson (KA) about the IFNA Board's discussion related to Practice Committee and research agenda of KA and Sharon Denham (SD). The Practice Committee's work remains focused on how the IFNA competencies are being used and how the IFNA Position statements are being used. KA and SD are focused on nursing education in US and how family nursing is being taught. The importance of clarifying the work of KA and SD and the Practice committee's work was discussed. Gaining an understanding of the implementation of the IFNA Position statements will inform future revisions and directions related to the Position statements. The Board reinforced the need to encourage efforts across committees and members to seek information about the uptake, utilization and effectiveness of Position statements. IFNA does not conduct research; however, the importance of connecting members and identifying key institutions and tracking utilization are central to the mission. This information will inform IFNA of the impact through competencies and inform future revisions of the Practice committee documents.</p> <p>The Communication Committee is also tracking dissemination of the 4 IFNA position statements at a country level which may be useful to the Practice Committee. Encouragement for continued dialogue among the Practice Committee and the Communication Committee</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Board Liaisons of Communication and Practice will continue dialogue with their committee and encourage ongoing communication.	CR VS	

COMMITTEE UPDATES

BYLAWS COMMITTEE

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

AWARDS COMMITTEE

DISCUSSION	The committee has targeted work leading up to the conference, thus they have not met. There are no updates at this time.	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PRACTICE COMMITTEE

DISCUSSION	<p>Written report provided.</p> <ol style="list-style-type: none"> 1) Practice Committee (PC) has been successful in recruiting new members and is a very active group with excellent global representation. 2) The PC has developed a strategic plan for the coming year, with clear division of responsibilities that is aligned with the Committee's Terms of Reference and IFNA's strategic plan. 3) Templates are being finalized for the systematic capturing of information regarding uptake and use of the IFNA position statements. The templates are meant as guides and there is agreement they can be adapted to suit the needs of users. <p>The PC facilitates their work through four sub-committees: Immigrant Issues; Newsletter; Strategic Planning; Tracking of Position Statement Use. (PC) meeting of February 21, 2018 report provided Carole Robinson, Kathy Anderson, Maria do Ceu Barbieri</p> <p>Terms of Reference from Practice committee were reviewed with a discussion about the track changes. Since Board members had various perceptions of the edits presented, the Board wanted to be sure the correct Terms of Reference approved by the Practice Committee were reviewed by the Board.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Board Liaison will take the Terms of Reference back to the Practice committee to clarify.	CR	

RESEARCH COMMITTEE

DISCUSSION	<p>Written report provided.</p> <p>The February meeting was dedicated to a constructive discussion with Janice Bell regarding the IFNA Research Committee's website. We discussed the various IFNA communications channels that are available to help disseminate the existing and future family nursing research resources available on the IFNA website. We also discussed a best-case scenario where a member of the IFNA Research Committee with an interest in social media might also serve as a</p>	
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	<p>member of the IFNA Communications Committee. Janice Bell suggested the website to be reorganized in regard to categories of resources which might include family variables of interest to family nursing and family health researchers; family research methods; family research measures; family nursing intervention research including meta-analysis reports of family intervention; family nursing research collaborations. Furthermore, actively recruit an IFNA Research Committee member with social media skills to join the IFNA Communications Committee and broader focus to the monthly IFNA News Posts than only featuring the research profile of individual IFNA members. The Research Committee will further discuss and reflect on the meeting with Janice Bell.</p> <p>Research Committee meeting February 27, 2018 report provided from Board liaison Birte Østergaard. Next meeting April 24, 2018</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

COMMUNICATION COMMITTEE

	<p>Written report provided.</p> <p>Update / highlights to BOD from IFNA Communication Committee meeting 16th Jan 2018</p> <ul style="list-style-type: none"> • Can country liaisons be involved as IFNA champions – we could develop social media toolkits for them. Assign each a month, track it, and give out a social media award at the conference? JB relayed social media competition idea to June and Sonja; and VS (invited to this first meeting to assist continuity) at country liaison meeting on 15th Feb. Mixed views on the idea of a competitive approach from the group at the meeting. However very useful discussion re the value of making conference information etc. available in key languages to encourage involvement of nurses whose first language is not English. Discussion will be ongoing in the group • Obtaining BOD approval for web manager contract – Committee would like to increase contract from \$1500 to \$2000 Final interview held on Monday Feb. 12 – Damien Stewart was first choice of the 3 candidates interviewed: https://hiilite.com/team/damien-stewart/. While Damien specializes in front-end development and search-engine optimization in his daily work, he is looking forward to supporting our IFNA non-profit organization with a variety of needs related to the website and generating data to measure the effectiveness of our new IFNA Communications Plan that is under development. A request for funds to hire him into the new IFNA web manager will be presented to the Board of Directors for their approval at the next meeting. An allotment of time has also been requested to ensure a smooth transition with the incumbent web designer, Kris Isaacson. The IFNA Communications Committee is eagerly looking forward to working with Damien. • ** #IFNC14 conference hashtag registered with the Healthcare Hashtag Project • Uploaded new Chinese translations of IFNA Position Statement for Pre-Licensure Family Nursing Education • Uploaded new Spanish translation of IFNA Position Statement for Advanced Practice Competencies in Family Nursing • Next IFNA Communications Committee meeting Friday, March 16, 2018 from 12:00-1:30 pm Eastern Daylight Time. <p>BOD approved the web manager contract and the request for a \$ 2000 contract. Sonja Meiers moved to approve and motion carried by Board. Board expresses appreciation for the communications committee efforts to identify a highly qualified and reasonably priced communication expert.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Decision of support for hiring of new web manager Damien Stewart will be communicated to communications committee and contract signed.	DZ	

CONFERENCE PLANNING

	<p>Written report provided</p> <ol style="list-style-type: none"> 1. Working with Janet Deatrick of the IFNA RAC to develop general objectives for the IFNC14 Exhibitor Prospectus.
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	<p>2. Developing IFNC14 Local Planning Committee Charge as part of Conference Planning Committee to share with Pam Hinds. To date, Dr. Hinds has invited 10 members from local universities and Children’s National Health Systems.</p> <p>3. Communications Committee Collaboration. Note from Janice Bell (2.19.18). “A brief description of #IFNC14 can be found on the Healthcare Hashtag Project website, so that persons who may be interested can discover it that way. We will also get metrics tracked by it. I’m providing some links below so you can see how it works.</p> <ul style="list-style-type: none"> • List of hashtags that appear if someone searches “nursing” and “family” as keywords https://www.symplur.com/search/nursing%2C+family • #IFNC13 (might take a few minutes to fully load) https://www.symplur.com/healthcare-hashtags/ifnc13/ • #IFNC14 https://www.symplur.com/healthcare-hashtags/ifnc14/ • List of conferences (as our conference is a long way away, it’s well down the list at present but will go higher as it approaches)https://www.symplur.com/healthcare-hashtags/conferences/ “ <p>Note from Janice Bell (2.20.18)</p> <ul style="list-style-type: none"> • “On the IFNC14 website, a photo of the IFNC14 brochure is displayed: https://internationalfamilynursing.org/2017/12/07/ifnc14/. The hashtag needs to be added to this brochure photo” <p>4. Thank you for your suggestions for keynote speakers. We have received three suggestions thus far and more suggestions are welcome.</p> <p>5. Veronica Swallow, Liaison to the Communications Committee, spoke with the Communications Committee about possible greater involvement of the Country Liaisons with the Communications Committee for promotion of IFNC14. See February 9, 2018 note to S. Meiers and J. Horowitz from Janice Bell as a note after this meeting below: “Our IFNA Communications Committee would appreciate an opportunity to work with you [IFNA CPC] more closely in terms of helping the IFNA Country Liaisons harness the power of the internet and social media in their work to spread the news about IFNA and #IFNC14. For example, we could develop an #IFNC14 Social Media Toolkit that would include tweets and email messages that could be used.”</p> <p>6. Met with the Country Liaisons, Jane Lassetter, and Debbie Zaparoni on February 15 to examine possible expansion of the Country Liaisons role in IFNA. Outcome: Country Liaisons desire continued, focused involvement with the Conference Planning Committee. The Country Liaisons Coordinators (Anna Marcia Costello, Brazil; Sarah Neill, UK; Barbara Voltelen, Denmark; and former CLC Veronica Swallow) will meet in a conference call to discuss best practice strategies about promoting IFNC14 in various countries. CPC will work with the Communications Committee and the Country Liaisons (CL) so that the CL role remains on best practices for IFNC14 promotion.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Encouraged board to make suggestions for any invited / keynote speakers, both nurses and other disciplines. Global representation of the keynotes is a goal. Another goal may be to encourage involvement of speakers who do not view themselves as family nurses, yet their expertise supports family nursing.	All IFNA Board Members	

MEMBERSHIP COMMITTEE

DISCUSSION	<p>Written report provided</p> <p>The Membership Committee met on January 22, 2018. Wendy Looman and Cristina Garcia-Vivar 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</p>
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	<p>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>
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE
Submit any conference suggestions, session topics, etc to Sonja Meiers and June Horowitz	All IFNA Board Members	

Policy and Procedure for Writing Position Statements and Issue Papers

DISCUSSION	The Board is continuing to work to develop an overarching policy/procedure related to issues that IFNA addresses.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNC15

DISCUSSION	The Board reviewed prior decision-making processes related to location of IFNC. Processes for seeking membership input and engaging members were explored. A goal would be to identify the next location by fall 2018.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Beth Kassalen and Debbie Zaporoni will begin the draft of a survey to seek membership input on priorities for location that influence their decisions.	BK and DZ	

REMINDERS

	PERSON RESPONSIBLE	DEADLINE
Debbie has bookmarks for distribution.		

<p>Next Meeting</p> <ul style="list-style-type: none"> • Committee reports • TOR for Practice Committees • IFNC15 (2021) • Foundation Update • Update on Board Forum • Update on IFNA Exhibits at Conferences 		