

IFNA Board of Directors

MINUTES

APRIL 12, 2018

CONFERENCE CALL

<b>ATTENDEES</b>	Naohiro Hohashi, Sandra Eggenberger, Cristina Garcia-Vicar, Kathy Knafl, Wendy Looman, Birte Ostergaard, Carole Robinson, Veronica Swallow Staff: Debbie Zaparoni Unable to Attend: June Horowitz, Jane Lassetter Sonja Meiers (Research Conference Travels)
<b>GUESTS</b>	
<b>MINUTES BY</b>	Sandra Eggenberger

**Agenda topics**

**APPROVAL of MINUTES**

<b>DISCUSSION</b>	IFNA BOD Minutes for March 8, 2018 were approved. Board expressed appreciation to Sandra Eggenberger (SE) for administration of secretary role. SE expressed gratefulness to Debbie Zaparoni and IFNA President Jane Lassetter and past president Carole Robinson for their review of minutes to ensure accuracy and completeness.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**FINANCIAL REPORT**

<b>DISCUSSION</b>	Kathy Knafl (KK) provided an overall sound financial status of the International Family Nursing Association (IFNA) that suggests healthy organization. Projections are consistent with usual cycle of business and membership dues indicate positive growth.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
	KK Debbie	Next meeting	

**RESOURCE ADVANCEMENT COMMITTEE**

<b>DISCUSSION</b>	<p>Written report provided. The following items of business were addressed:</p> <ul style="list-style-type: none"> <li>Continuing discussion of exhibitor opportunities and materials: Plans were finalized for our exhibit at Midwest Nursing Research Society (MNRS). The RAC has developed an Exhibitor Tool kit of materials to be included at exhibits (bookmarks, 1-2 page information flyer about IFNA, position statements, information about Taylor Institute for Family and Society, brief rotating slide show). Collecting business cards of exhibit visitors, so the Membership Committee can follow-up with an invitation to join IFNA. In addition, IFNA materials will be on display at the Pediatric Nurse Scientist Collaboration in the US and at a Family Workshop offered at the end of April at Children’s National Medical Center in Washington, DC.</li> <li>Coordination of sponsorship efforts for the 2018 conference with the Host City Planning Committee (HCPC). Pam Hinds chairs the HCPC and Kathy Knafl will attend their next meeting to coordinate fund raising efforts.</li> <li>Susan Sullivan-Bolyai who is overseeing development of corporate sponsorship reported on feedback from an informal consultation with a colleague who is a fund raiser. Key points included a strategic plan for fund raising and the likelihood that because of our family focus, issues about return on investment likely not be a primary concern for potential funders.</li> </ul>		
<b>FOLLOW-UP</b>			

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**IFNA FOUNDATION BOARD**

<b>DISCUSSION</b>	Barbara Habermann and Carol Loveland-Cherry (co-chairs of the Foundation Board) reported meeting with Kassalen Management group. Clarification of role of Foundation Board and Resource Advancement Committee, the mission, policies, and processes of the Foundation Board are being developed. Kit Chesla, Donna Curry and Marcia Van Riper are engaging in the Foundation Board work.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**NOMINATING COMMITTEE / ELECTIONS**

<b>DISCUSSION</b>	Carole Robinson presented a thorough report from the nominations committee. The slate of candidates for positions on Board of Directors (BOD) and Nominating committee was presented. The Nominating Committee requested the BOD waive the IFNA bylaws requirement for two years IFNA membership to serve on Nominating committee. The Board discussed perspectives on this requirement (eg. efforts to engage new members in the committee, knowledge of organizational operations with experience, value in complying and waiving bylaw requirements, prior related actions). Wendy Looman moved to waive the 2 year membership requirement with stipulation that all candidates, not just nominating committee candidates, include their years of membership in their goal statements to ensure transparency. SE seconded. Motion carried. BOD expressed appreciation for the Nominating Committee’s work.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Debbie Zaparoni will continue to work closely with the nominating committee through the election processes. Ballot will be distributed April 23.	DZ		

**RESEARCH COMMITTEE**

<b>DISCUSSION</b>	<p>Based on the previous experiences the committee members agreed not to create a new newsletter group, but instead Paula Nersesian will serve as liaison between the research committee and the communication committee in close cooperation with Janice Bell. Paula has been involved internationally with communication of her work, and she also has some social media experiences with Twitter.</p> <p>Ideas were discussed to recruit monthly IFNA Research News that is already being done in the IFNA Research sub-committee clusters. Importance of disseminating research of IFNA members but also those collaborating with IFNA members was noted; researchers from 1-2 countries per month could be contacted by assistance from the country liaisons.</p> <p>In cooperation with the Communication Committee a plan will be developed regarding how to disseminate news through the Social Media.</p> <p>Paula will contact all the members of the international sub-committee and its cluster groups for information about their work. As a start a template will be distributed through our respective networks.</p> <p>The ICU group is moving steadily forward (Sandra Eggenberger and Petra Brysiewicz) and it was decided to invite Petra to join the Research Committee.</p> <p>Once a person is hired and trained for website development, the Committee will meet to discuss layout of the site to best communicate the work and mission of the Committee. The plan is also to conduct a content analysis of the</p>		
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	existing IFNA Research site to create new posts and groups. The Committee is considering who might be interested in that work which might form the basis for an article.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**Research Good News Update**

<b>DISCUSSION</b>	Cristina Garcia-Vicar announced that University of Navarra in Pamplona Spain has made a commitment to faculty research agendas related to family. The Board discussed how this direction could be shared among other academic settings. Cristina will provide the board with information about this faculty support that can be shared with other settings.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
		CGV	

**COMMITTEE UPDATES**

**BYLAWS COMMITTEE**

<b>DISCUSSION</b>	No report at the time.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**AWARDS COMMITTEE**

<b>DISCUSSION</b>	No report at this time.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**PRACTICE COMMITTEE**

<b>DISCUSSION</b>	Terms of Reference approved with plans to align duties and responsibilities with bylaws statements of duties.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**TERMS OF REFERENCE**

<b>DISCUSSION</b>	Wendy Looman recognized that responsibilities of committees identified in bylaws and terms of reference differ. Both documents will be aligned to be the same. Each board liaison will communicate with their committee that both documents will be aligned. Debbie Zaparoni will create a document that displays the strategic plan, bylaws, and terms		
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	of reference. DZ will align the statements of duties and responsibilities on the terms of reference with those stated on the bylaws.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
		DZ Board Members	

**COMMUNICATION COMMITTEE**

<b>DISCUSSION</b>	No report at this time.		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**CONFERENCE PLANNING**

<b>DISCUSSION</b>	<p>Written report provided</p> <p>The Conference Planning Committee met to discuss the many suggestions that have been made for keynote and panel speakers by CPC members, BOD members, and members of other committees. The CPC shares a desire to invite speakers who can be representative of needs of the international community, highlight practices that address social determinants of family health, and celebrate the 10<sup>th</sup> Anniversary of IFNA. June, Sonja, and Debbie met on Thursday, April 5 to organize the candidates in preparation for sending a survey to CPC members to prioritize candidates. Debbie is checking availability and fees for some of the candidates. We would also like to represent diverse (as in non-white, not majority) perspectives and welcome BOD suggestions to June, Sonja, or Debbie.</p>		
<b>FOLLOW-UP</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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**

<b>DISCUSSION</b>	<p>Written report provided</p> <p><b>Country Liaison collaboration with Membership Committee:</b> The committee discussed the country liaison role on IFNA committees and strategies for increasing membership in underrepresented countries. CL coordinators are a resource to committees but cannot regularly attend meetings – electronic communication and occasional strategic/goal-focused meetings may facilitate this work. One challenge to recruiting and retaining members globally is communication.</p> <p><b>Targeted informational messages to increase membership:</b> One Action Plan item for the committee is to collaborate with the Communications Committee to develop and disseminate targeted informational messages to help members of other organizations recognize the relevance of family nursing and the benefits of cross-organizational membership. The Membership Committee will be working on this at the next meeting.</p>		
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	<b>Country liaisons and Membership Committee collaboration:</b> Sarah Neil joined the call as a representative of the IFNA UK chapter. The goal of the conversation with Neil was to discuss strategies for recruiting and retaining IFNA members in the UK. Challenges include financial barriers and the lack of a central “family nursing” home in the UK. Key organizations in the UK that could be a focus of membership recruitment are the Institute of Health Visiting, the Royal College of Nursing, and the IFNA UK chapter.
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE

**EDUCATION COMMITTEE**

<b>DISCUSSION</b>	<p>Written report addressed:</p> <p>Conference Ideas were shared: Keynotes and foci on panel and preconference teaching strategies (e.g. simulation, use of competencies in education, graduate and, or undergraduate challenges and special strategies) were generated. Ways to engage graduate or undergraduate students at conference were explored. Suggestions were made to connect with students virtually, connect students at the conference, and abstract submission later to allow students to submit spring semester work.</p> <p>Webinar and Online Offerings: Working to contact speakers and obtain necessary information for webinar and to advertise webinar with a new date for Research series. The next 3 part Education series is being planned for fall.</p> <p>News items for IFNA Newsletter: Ideas for next newsletter including a focus on nursing students were generated.</p> <p>Teaching Resources: Processes for reviewing teaching resources are being developed. Terms of approval are being reviewed.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
	All Board Members	

**Policy and Procedure for Reviewing Position Statements**

<b>DISCUSSION</b>	Policy related to reviewing position statements on regular basis was approved at prior meetings. Each board member will review the policy statement with their respective committee. Board expressed appreciation for the committee’s recognition of needing to review the position statements.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
	All Board Members	

**Policy and Procedure for Writing Position Statements and Issue Papers**

<b>DISCUSSION</b>	Policy related to developing an overarching policy/procedure related to issues that IFNA addresses continues to be under revision. Goal is to share the policy at next meeting
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

<b>DISCUSSION</b>	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. DZ shared a draft of a survey to seek input from the membership on priorities for locations that influence member's decision on attendance. Board made suggestions
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ will finalize survey to the members.	DZ	

**UPDATES**

	PERSON RESPONSIBLE	DEADLINE
The first IFNA Open Forum with the IFNA Board Members was held in March. Several board members attended the forum and several members were engaged. Webinar valuable according to board members and attendee.		

Next Meeting <ul style="list-style-type: none"> <li>• Committee reports</li> <li>• IFNC15 (2021)</li> <li>• Position Statements</li> </ul>		