

IFNA Board of Directors

MINUTES

MAY 10, 2018

CONFERENCE CALL

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

**Agenda topics**

**APPROVAL of MINUTES**

<b>DISCUSSION</b>	IFNA BOD Minutes for April, 12 2018 were approved with suggested elections committee statement modification.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**FINANCIAL REPORT**

<b>DISCUSSION</b>	Kathy Knaf (KK) provided an overall sound and predictable financial status of the International Family Nursing Association (IFNA). Current net assets depict a decrease since last month with some promotional expenses for the conference (printing/copying/graphic design) in addition to our usual charges for contractual services. Funds from membership dues continue to be a mainstay with some decrease in the last month; however, anticipate growth in near future.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**IFN FOUNDATION BOARD & RESOURCE ADVANCEMENT COMMITTEE**

<b>DISCUSSION</b>	The roles of the Foundation Board and Resource Advancement Committee being clarified. The policies and processes of the Foundation Board are being developed. The processes of IFNA Board and Foundation Board are being examined. The Bylaws will identify liaison positions. Categories for directed donations are being delineated (e.g. research, membership, general use, grants).	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE UPDATES**

**MEMBERSHIP COMMITTEE**

<b>DISCUSSION</b>	Written report provided. Two new members from USA have joined the Membership Committee. The Committee agreed to replace the current "Duties and Responsibilities" on the Terms of Reference by those described in the IFNA Bylaws. Discussion continues about ways to increase new memberships. The benefits of having a member of the Membership Committee attend the Conference Planning Committee to explore strategies to increase new membership have been explored.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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**NOMINATING COMMITTEE / ELECTIONS**

<b>DISCUSSION</b>	IFNA Election processes are underway. Deadline is Monday May 21. Ballot was sent to 361 IFNA members with 118 responses thus far. Additional reminders will be sent, leading to the deadline. The Nominating Committee is reviewing the committee’s guidelines.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	DZ	

**RESEARCH COMMITTEE**

<b>DISCUSSION</b>	<p>Written report provided</p> <p>Gathering of News: Paula Nersesian is working with communication committee about her proposed scope to liaise between research and communications committees to obtain and disseminate the research of our members through IFNA communication channels. She has also begun examining the newsletters to see who has been featured, from what country they hail, and the type of research they conduct. We specifically need to have worldwide representation.</p> <p>Website Development: The work is moving forward and we discussed the possibilities to Conduct a content analysis of the existing IFNA Research News Posts and group this information according to the following categories: family variables of interest to family nursing; family health researchers; family research methods; family research measures; family nursing intervention research including meta-analysis reports of family intervention; family nursing research collaborations. Sonja Meiers might have a possible candidate for this work.</p> <p>Measurement Subcommittee: Nothing to report</p> <p>International Research Collaboration Subcommittee: The Acute care cluster lead by Sandra Eggenberger and Petra Brysiewicz have almost finished their proposal about nurses’ descriptions and practices of family engagement in the adult intensive care units (ICUs) from a global perspective. The cluster now consists of researchers from 10 countries around the world. Another project about family engagement in ICU is in pipeline.</p> <p>Upcoming webinars: State of the Science of Family Interviewing: A Global Perspective (Update C. Danford); Family Functioning and Family Environment (Junko Honda); Family Assessment and Advances in Teaching of Family (Elisabeth Coyne) and Family Health Conversations (Marie Louise Luttk)</p>	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMUNICATION COMMITTEE**

<b>DISCUSSION</b>	<p>Written report provided. Updates and refinements to IFNA Communications Plan including:</p> <ul style="list-style-type: none"> <li>o Updated content to IFNA LinkedIn and Twitter accounts</li> <li>o Damien Stewart hired to IFNA web manager position</li> <li>o Consultation meeting with IFNA Research Committee Feb 27, 2018</li> <li>o Dr. Paula Nersesian agreed to serve as liaison between IFNA Research Committee and IFNA Communications Committee re: recruitment of research news and resources</li> <li>o IFNA February 2018 and March 2018 Newsletters developed and distributed</li> <li>o IFNA LinkedIn - invited new participants (IFNA members and non-members)</li> <li>o Consultation with Practice Committee re: tracking of awareness and implementation of IFNA Position Statements</li> <li>o Web manager helped to reorganize IFNA Research resources pages, refine how IFNA tweets are displayed, and add a translate button to the IFNA website</li> <li>o Two new IFNA blog posts created by Joel</li> </ul> <p>Report from Damien web manager that overall IFNA doing well.</p> <ul style="list-style-type: none"> <li>• Website metrics - updated last night March 19-April 19</li> </ul>	
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	<ul style="list-style-type: none"> <li>• 2,568 unique users – 84.9% are new visitors. Returning 15.1%</li> <li>• Bounce rate low, meaning people aren't landing on site and leaving right away. This is probably related to most users being on desktops</li> <li>• SIO (search engine optimization) rating is 33/100, which is pretty good. Page authority 39/100 which is also pretty good.</li> <li>• Two areas to improve: length of domain name, and it's a large site with few external links. Shortening domain name and linking out more would improve search ranking.</li> </ul> <p>o IFNA YouTube channel - update (Wilma) – process for review discussed &amp; approved.</p> <p>o IFNA Blog - update (Joel) – next topic “You Don't Have to be a Nurse to be in IFNA”. Suggestion to invite Alison Metcalfe to blog for us.</p> <p>New Business: Identify priority issues for web manager to address. The IFNA research committee requests workshop to increase social media competence</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**BYLAWS COMMITTEE**

<b>DISCUSSION</b>	Dedicated work at a specified time, committee has not met recently.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**AWARDS COMMITTEE**

<b>DISCUSSION</b>	Dedicated work at a specified time, committee has not met recently
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

**TERMS OF REFERENCE and BYLAWS and STRATEGIC PLAN**

<b>DISCUSSION</b>	<p>Debbie Zaporoni has been developing a document that identifies the terms of references (Duties /Responsibilities), Bylaws (Duties and Responsibilities), and the Strategic Plan. Board of Directors will continue to review this document and communicate with their committees about the need to align documents.</p> <p>All Board Liaisons are bringing the bylaws to their respective committee to be sure the duties and responsibilities on the bylaws and terms of reference align.</p> <p>Appreciation to DZ for her efforts in creating this document to guide processes and directions.</p> <p>DZ will send email to chair and board liaisons to clarify the process related to the duties and responsibilities noted on terms of reference.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
	DZ Board Members	

## EDUCATION COMMITTEE

<b>DISCUSSION</b>	<p>Written report provided.</p> <ul style="list-style-type: none"> <li>Sandra Eggenberger (IFNA Board Liaison) shared a website developed at Minnesota State University Mankato USA with the intent of seeking input on family information used in that curriculum. Discussed asking education committee to review the information and provide input on usage, relevancy, and quality. Education committee interested in reviewing; website will be further refined and shared with education committee at the next meeting.</li> <li>IFNA Bylaws will be identified as duties and responsibilities of the committee on the terms of reference.</li> <li>Webinar planning is underway. A 3 part Education series is being planned with 1. Family nursing in the area of mental health by Jane Karpa and Fiona. 2. Launching the Graduate Level Position Statement by Donna Curry and 3. Simulation and education projects by Stacey Van Gelderen and Amanda Garrow. Webinars slated for late fall and end of 2018.</li> <li>Translation of position statements continues.</li> <li>Teaching resource subcommittee is working on teaching toolkit resources and criteria used to review resources.</li> <li>Plans are underway to review the position statement per IFNA policy of reviewing every 3 years.</li> </ul>	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## CONFERENCE PLANNING

<b>DISCUSSION</b>	<p>A call for abstracts is being planned for middle of the summer. Local Planning group meetings are occurring. Possible speakers have been identified. Sponsorships, Directions for Asks, and options for sponsors are being developed with the Resource Advancement committee.</p>	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## COUNTRY LIAISONS

<b>DISCUSSION</b>	<p>Board recognized the importance of country liaisons role to IFNA. They are being sent a survey on survey monkey to affirm their commitment to their role of country liaison.</p>	
<b>FOLLOW UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## IFNA STRATEGIC PLAN GOAL OF LEADERSHIP CAPACITY

<b>DISCUSSION</b>	<p>IFNA's need for continued developing of leaders and influences in family nursing remains a priority. Opportunities for forum and webinars to enhance leadership capacity were discussed. Beth Kassalen shared ideas related to leadership sources and will develop a list.</p>	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
BK	BK and All Board Members	

## UPDATES

## UPDATE ON RESPONSE POLICY

<b>DISCUSSION</b>	<p>The question of when IFNA Board responds with a position or policy statement to a situation or concern in the world remains open for discussion. The IFNA Board noted the importance of being responsive to situations and expressing concern and offering resources, while also recognizing that developing a response statements policy takes on a different meaning. The IFNA Board discussed factors influencing the response of a global organization, in comparison to a national/country association. Beth Kassalen prepared possible questions to consider whether a response or position statement is the approach. BK, Jane Lassetter and Carole Robinson shared collected information.</p> <p>Board decided to pause on developing a response statement policy to respond to situations until we develop a process. The Board is working on a response and creating core value statements that will assist in our association response statement policy development. Core values may provide guidance. Board members will receive a survey monkey to gather suggestions for creating IFNA’s core values. Board will plan to create a draft and then send to members.</p>
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<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
DZ will send a survey monkey to board members to gather suggestions for IFNA’s core values.	DZ	

**POSITION STATEMENTS**

Dialogue with American Association of Colleges of Nursing representative has begun about IFNA and position statements.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

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