|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IFNA Board of Directors | | | | | | | | |
| minutes | JUNE 14, 2018 | Conference Call | | | |  | | |
|  | | | | | | | | |
| **Attendees** | Sandra Eggenberger, Kathy Knafl, Jane Lassetter, Wendy Looman, Marie Louise Luttik, Cristina Garcia-Vivar, June Horowitz, Birte Ostergaard, Carole Robinson, Veronica Swallow  Staff: Debbie Zaparoni  Unable to Attend: Sonja Meiers | | | | | | | |
| **Guests** |  | | | | | | | |
| **Minutes By** | Sandra Eggenberger | | | | | | | |
| **Agenda TOPICS**    **APPROVAL of MINUTES** | | | | | | | | |
| **DiscuSSIon** | IFNA BOD Minutes for May were approved as distributed. | | | | | | | |
| Follow-up | | | Person responsible | | | Deadline | | |
|  | | |  | | |  | | |
|  | **Updates and NEWS** | | | | |  | | |
| **DiscussioN** | Election results for the Board of Directors (BOD) and Nominating Committee positions were reported. BOD expressed a warm welcome to newly elected board members and gratefulness to board members who have shared time and expertise. Marie Louise Luttik was introduced to the BOD. Jane Lassetter (JL) expressed appreciation to the nominating committee for their efforts in developing a full quality slate of candidates. JL shared dialogue with candidates for the board and nominating committee to express appreciation for their willingness to serve and IFNA goal to sustain engagement. Debbie Zaparoni (DZ) will now notify the membership of election results, and post results on the IFNA website.  Members of the BOD who attended **the 5th Nordic Conference in Family Focused Nursing** in June in Tampere, Finland shared their positive experience.  Cristina Garcia-Vivar shared news that dissemination of the International Family Nursing Association (IFNA) competencies has resulted in Spain’s National association seeking ways to collaborate and partner.  Some questions about travel to International Family Nursing Conference IFNC 14 (2019) were addressed. Invitation letters could be distributed to students. DZ will follow up. The BOD recognizes the need to be alert to perceptions, assumptions, concerns related to travel to USA for the IFNC14. Additional facts and information is being gathered. The goal will be to eventually post a statement and processes on the website. | | | | | | | |
| Follow-up | | | | person responsible | | deadline | |
| DZ will share the election results with members, and post results on the IFNA website.  DZ will follow up on questions and information related to IFNC14 travel. | | | DZ  DZ | | | Next week.  Ongoing with Conference Planning Committee | |
|  | **FINANCIAL REPORT** | | | | |  | | |
| **DiscussioN** | |  |  | | --- | --- | | **DiscussioN** | Kathy Knafl (KK) provided an overall sound and predictable financial status of the International Family Nursing Association (IFNA). There has been a recent increase in membership funds. Membership numbers approximately 362. DZ will work to to to identify any contributing factors to the uptake, such as exhibits at events. | | | | | | | | |
| Follow-up | | | | | |  |  |
| DZ will search for contributing factors to membership finances. | | | | |  |  | |

**RESOURCE ADVANCEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | The Resource Advancement Committee (RAC) focus has been the International Family Nursing Conference IFNC 14 (2019).  \* Exhibitor prospectus: The Exhibitor Prospectus has been finalized and is ready for distribution. The prospectus offers multiple options and levels of support (Supporting Partner – 2.5K-20K; Event/Session Sponsor -$250-5K; Branding - $500-6K; advertising $200-$600; exhibit space - $400-$750). A plan for distributing the prospectus and follow-up with potential donors will be discussed in the June 25th RAC meeting. The Honor a Family Nurse program will be a separate fund raising effort  \* Conference Exhibits: Thanks to RAC member Junko Honda, plans are underway for exhibiting at the annual meeting of JARFN in September. IFNA has negotiated a reduced exhibition fee ($450 vs. $900). In exchange JARFN, will have a reduced exhibit rate for IFNC14.  \* The RAC and LPC have a plan in place for eliciting support from Schools of Nursing and other organizations and institutions in the Washington DC area. Linda Young and Carol Loveland-Cherry will coordinate handoff efforts between the LPC (initiate contacts) and the RAC (follow-up).  \* The RAC established a fund raising goal of 70K for IFNC14; the IFNC13 goal was 50K | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**COMMITTEE UPDATES**

**COMMUNICATIONS COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | No report at this time. Meeting in near future. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**EDUCATION COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | No report at this time. Meeting is next week. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | | DZ |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **RESEARCH COMMITTEE** | | |
| **Discussion** | The Acute care cluster contains practice and research colleagues from 10 countries who have submitted their research proposals and waiting for approval. The research proposal focuses on nurses’ perceptions of family engagement.  The translation implementation project remains in development phase. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**NOMINATING COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Ballot was distributed to 364 members, and it closed May 21st with 164 responses (approx. 45%). BOD expressed appreciation to the nominating committee for their efforts in developing a full quality slate of candidates. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**BYLAWS COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Carole Robinson, board liaison, reported the need for bylaws committee and bylaws to be reviewed. BOD discussed the importance of standing committee’s review of the bylaws. Bylaws are posted on the IFNA website. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| Each BOD liaison will send bylaws to their respective committee and ask committee members to review the bylaws. Suggestions for bylaw revision will be submitted to Debbie Zaparoni and copied to Carole Robinson. Bylaws will be reviewed by each committee and all suggestions for revisions submitted by September 2018 so that bylaw suggestions can be sent to the membership. Kathy Knafl and Veronica Swallow will ask particular individuals to consider serving on bylaws committee. | | Each Board Member  VS  KK |  |

**AWARDS COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | No report at this time. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**PRACTICE COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Written report provided:  1. The Practice Committee (PC) is actively working on gathering information regarding dissemination and uptake of the IFNA practice position statements, including work in progress.  2. The sub-committee on immigrant family issues requests that we continue to watch for material that supports effectively working with families who have been dislocated and send to Maria do Ceu Barbieri (ceu@esenf.pt).  3. Consideration of the changes to the Terms of Reference to align with Bylaws will occur at the next June meeting.  4. Kathy Anderson (Chair) offered a special session to orient new members. This could be a great model for other committees to promote active engagement in committee work. New members are signing up to subcommittees.  5. The PC is actively working with the Communications Committee to raise the profile of family nursing and the position statements on the website and via social media.  Additional Communication provided:  KA has spoken with an American Association of College of Nursing (AACN) officer about the advanced practice competencies and the role of Advanced Practice Nurse in the US. The BOD expresses appreciation for KA’s efforts in connecting with the AACN that expressed concerns with Advanced Practice competencies. Suggestions from AACN have included addendums and clinical specialization. Some members of the BOD expressed ideas of the competencies providing underlying principles and guidelines from a global perspective and being operationalized in different countries with tailoring to their specific context. Some members expressed questions with development of addendums. Others expressed concerns with competencies that AACN representative viewed as specialty items while IFNA views as pertinent to all nurses. Members also expressed the visionary nature of the competencies and the need to continue developing these position statements and competencies over time. The additional information from this representative of AACN is helpful as IFNA moves forward. A next step will be additional conversations and strategies with the executive leaders of IFNA and AACN. CR and JL will be further delineating next steps. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| CR and JL will develop strategies to address communications and information regarding advanced practice competencies in the US. | | CR  JL |  |

**IFNA WEBSITE**

|  |  |
| --- | --- |
| **Discussion** | IFNA BOD indicated a need to place policies on the website. Discussion ensued about a members only section that was posted for organizational members. Some BOD perceived value of members only section to offer resources and benefits to members while maintaining the mission of transforming family health requires some sharing of resource and information with the public to align with IFNA mission, Carole Robinson (CR) moved to have a members only section that houses internal documents focused on structure and function that may be expanded in the future. Motion carried. |

|  |  |  |
| --- | --- | --- |
| **Follow-up** | **Person responsible** | **Deadline** |
| A members only section will be created on the IFNA website | DZ |  |

**CONFERENCE PLANNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | A call for abstracts is being planned for July with plans to have open until October. The conference planning and research committee are working on the abstract specifics. Possible speakers have been identified. Expert panels are being explored. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**IFNC15 Survey of the Membership**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Results of the membership survey related to location of IFNC15. Public transportation and walkability seemed to be important to members. The location needs to allow for safe travel was also noted.  Potential future sites were mentioned: United Kingdom and Ireland (recent chapter development); Scotland (prior location examined); Finland (recent Nordic conference) | | |
| **FOLLOW UP** | | **Person responsible** | **Deadline** |
| DZ will send RFP to Veronica Swallow (UK/Ireland) and the Finland Convention/Meeting contacts. A goal would be to delineate the next few conference locations in near future. | |  |  |

**General Data Protection Regulation (GDPR)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | The general data protection regulation is being carefully addressed by Kassalen. The BOD expressed appreciation to Debbie Zaparoni for her attention to this matter. The GDPR has produced some challenges, but DZ continues to request approval from members and other contacts to continue to receive communications from IFNA. We’ve had limited response thus far. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| DZ | |  |  |

|  |
| --- |
|  |
| Next Meeting   * Committee reports * IFNC15 (2021) * Position Statements Strategy * Core Values Member Survey Report |  |  |