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| IFNA Board of Directors | | | | | | | | |
| minutes | JUly 12, 2018 | Conference Call | | | |  | | |
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| **Attendees** | Sandra Eggenberger, Kathy Knafl, Wendy Looman, Marie Louise Luttik, Sonja Meiers, June Horowitz, Veronica Swallow  Staff: Debbie Zaparoni and Beth Kassalen  Unable to Attend: Cristina Garcia-Vivar, Jane Lassetter, Birte Ostergaard, Carole Robinson | | | | | | | |
| **Guests** |  | | | | | | | |
| **Minutes By** | Sandra Eggenberger | | | | | | | |
| **Agenda TOPICS**    **APPROVAL of MINUTES** | | | | | | | | |
| **DiscuSSIon** | IFNA BOD Minutes for June were approved as distributed. | | | | | | | |
| Follow-up | | | Person responsible | | | Deadline | | |
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|  | **Updates and NEWS** | | | | |  | | |
| **DiscussioN** | President-Elect Sonja Meiers extended a welcome to Marie Louise Luttik. | | | | | | | |
| Follow-up | | | | person responsible | | deadline | |
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|  | **FINANCIAL REPORT** | | | | |  | | |
| **DiscussioN** | Kathy Knafl (KK) provided an overall sound and predictable financial status of the International  Family Nursing Association (IFNA). There has been an expectable decrease of about 6K since last month.  Other than our usual contractual and service fees, we’ve had about 2k in printing and copying fees  (bookmarks, business, cards, position statements, exhibitor prospectus). Conference-related fees to date are just over 2K. Dues of Income from membership was $1770 this past month for a total of $14,290 for the year.  No additional funding has come into the IFNA Foundation.  Marie Louise moved approval of the financial report. Veronica Swallow seconded. Motion carried. | | | | | | | |
| Follow-up | | | | | |  |  |
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**RESOURCE ADVANCEMENT**

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| **Discussion** | Written report of June meeting distributed:   * New RAC Member: Janet Deatrick welcomed Christine English from the UK to the RAC. Christine is a faculty member in the Department of Nursing, Midwifery, and Health at Northumbria University, Newcastle. * **“**Getting the Word Out” about IFNA and the 14th IFNC**:** In conjunction with contacting potential sponsors and exhibitors, the RAC (possibly in collaboration with the Communications Committee) will develop promotional materials, including a list of critical talking points for approaching sponsors and a “one pager” fact sheet that country liaisons might choose to translate for more wide spread distribution. Linda Young suggested that we think of options other than the usual “fact sheet”. The goal is to have materials that are both informational and visually appealing – something that stands out. * Plan of Action**:** Co-chairs Janet Deatrick and Linda Young are developing a timeline and set of milestones for the IFNC14 sponsorship and exhibitor campaign and the Honor a Family Nurse initiative. The Exhibitor Prospectus is ready for distribution; anyone wanting hard copies should contact Debbie Zaparoni. * Contacting Sponsors and Exhibitors**:** RAC members responsible for specific groups of potential donors (Academic and Professional Associations, Philanthropic Associations, Corporations, Groups outside the US) are working to identify potential sponsors and generating names of individuals to contact. * Honor a Family Nurse (HFN): The RAC will launch widespread promotion of the HFN initiative after conference abstracts have been selected. The HFN campaign will emphasize the “good” that will come from an HFN contribution. RAC sought Board input on their proposal for earmarking funds from the HFN and naming the campaign**.**   Board of Directors expressed appreciation for the work of the RAC and support their HFN proposal.  Kathy Knafl moved the Board support the RAC proposal of earmarking the Honor a Family Nurse (HFN) funds for need-based reduced registration fees at the 2021 conference. The need –based criteria may address global regions, students, and members; specifics and structure yet to be determined. Veronica Swallow seconded the motion. Motion carried. Specific processes and structure will be determined prior to IFNC15 (2021) and implementation of the proposal.  Board voiced support for naming a slogan for the Honor a Family Nurse Campaign; such as “Honor a Family Nurse and Support/Sustain the Future of Family Nursing.” Various words were suggested such as sustain and support. VS seconded. Motion carried. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| KK will report to RAC the BOD support for their proposal. | | KK |  |

**AWARDS COMMITTEE**

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| **Discussion** | Board Liaison Marie Louise Luttik has connected with Awards Committee Chairs. The Awards Committee will be meeting in near future and reviewing the Bylaws. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**BYLAWS COMMITTEE**

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| **Discussion** | All board liaisons are encouraged to request each of their standing committees to review the bylaws and make suggestions for changes or updates. Input from standing committee’s regarding bylaws is being sought by September 17th. Suggestions for bylaw revision will be submitted to Debbie Zaparoni and Carole Robinson. The bylaws committee will review and then distribute to membership for a vote.  The Board is searching for a chairperson of the Bylaws Committee. Kathy Knafl and Veronica Swallow have made contacts with potential candidates for serving in this role. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| KK will follow up with a contact to determine their decision regarding serving as Bylaws Chair.  DZ will follow up with the contact noted by VS to determine interest in serving as bylaws chair. | | ALL Board Members  KK  DZ |  |

**EDUCATION COMMITTEE**

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| **Discussion** | Plans are underway for a third part in their webinar series: State of the Science Family Nursing Interviewing: A Global Perspective.  On August 24 a webinar is being planned by Colleen Royle. Donna Curry will be presenting: *IFNA Position Statement on Graduate Family Nursing Education: A Report on Status and Development.*  The Position Statement on Graduate Family Nursing Education has been prepared for printing and posting by  Communications Committee Chair Janice Bell, in collaboration with Education and Practice Committee. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**COMMUNICATIONS COMMITTEE**

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| **Discussion** | Wilma Schroeder is collaborating with Janice Bell on communications committee responsibilities. Information is to be submitted to WS and JB to sustain the work of the communication committee.  Translation processes of position statements are described in the policy statements of IFNA | | |
|  | |  | **Deadline** |
| DZ will review the policy statements related to translation processes and contact Marie Louise Luttik regarding translation procedures. | |  |  |

**MEMBERSHIP COMMITTEE**

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| **Discussion** | Current membership is 283 from 31 countries. 21 new members in 2018 – 9 in May/June. AACN contacts yielded 2 new members. MNRS contacts yielded 2 new members. 43 renewals during May/June includes 1/3 who are early members from 2009-10. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**PRACTICE COMMITTEE**

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| **Discussion** | Written report of the June meeting distributed:   1. There is agreement that the Practice Committee Terms of Reference roles and responsibilities should reflect what is in the Bylaws. 2. Translation of Advance Practice Competencies position statement: Thai is complete and submitted for posting; Portuguese and Japanese in process; Italian and Polish a possibility. 3. Tracking citations/activities for uptake/use of Generalist and APC-FN Competencies: will note results and will note whether the activity is in progress or complete. Will have 4 templates/main folders: scholarly/peer reviewed literature, grey literature, social media, organizations (e.g., organizations that post the position statements). 4. World issues re families: problem in EU of resistance to migrant/immigrant families, e.g., Italy refusing to let immigrant ships land; Germany experiencing difficulty, Italy expelling non-Italian gypsies. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**CONFERENCE PLANNING**

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| **Discussion** | Co-Chairs of Conference Planning committee, June Andrews Horowitz and Sonja Meiers provided a report.  The CPC has been active in planning the many facets of IFNC14. Highlights of current activities follow:   * CPC has extended invitations for keynote addresses and awaiting formal confirmation. Keynote biographies were reviewed. The CPC is pleased with inclusiveness based on global representation and nursing and non-nursing speakers. * A panel on our history and future directions for our 10th Anniversary is being considered. * A moderated international panel to address social determinants of family health and family nursing from diverse country/regional perspectives with invitations in process. * CPC Local Planning sub-committee led by Dr. Pam Hinds and the Resource Advancement Committee (RAC) led by Dr. Janet Deatrick are working closely together within the CPC. * The call for Abstracts will open in July with plans to have open until October 19. * A lawyer from Children’s National with expertise related to travel will offer guidance related to global travel for IFNC14 (2019). A goal will be to also eventually post a statement and processes on the website. * Debbie Zaparoni will also offer support to individuals with travel questions. * The CPC is exploring research, practice, and education foci for pre-conferences and expert lectures. * A call for preconference and expert lecture proposals will be distributed in the near future. * Dr. Helene Moriarty and Dr. Kim Mooney-Doyle will be seeking abstract reviewers for Fall 2018. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**IFNA Chapter Report: UK and Ireland**

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| **Discussion** | Veronica Swallow (VS) reported that chapter processes will be distributed in September. |

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| **Follow-up** | **Person responsible** | **Deadline** |
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**IFNA CORE VALUES**

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| **Discussion** | In the past, IFNA Board of Directors (BOD) identified the need develop a core values statement for IFNA. As IFNA identified the need to respond to particular global family concerns there was a need to articulate our core values. A BOD survey has been completed with BOD members identifying top three values. Key words were identified and related meanings. The draft of a core values statement was presented and discussed among the past-president, president, president-elect, and Beth and Debbie in the IFNA office with recognition for the values statement needing to be a powerful, meaningful statement that would be a driving force. The word “health” was recommended by several members of the BOD and, thus, added to the statement in recognition of the central role of IFNA’s focus on family health.  Wendy Looman recommended and Kathy Knafl seconded approval of the following statement: *IFNA’s core values embrace a compassionate family focus on health, social justice, human dignity and respect for all.* Motion carried. |

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| **Follow-up** | **Person responsible** | **Deadline** |
| Membership will be informed with notice of the Core Value Statement on the website in an About Us area, followed by mission and values.  The Core Value Statement approval date will be identified and then sent to Communication Committee.  In next newsletter the Core Value Statement will be distributed. | DZ |  |

**FAMILY NURSING PRACTICE**

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| **Discussion** | Jane Lassetter, Sonja Meiers and Carole Robinson provided a report of their discussion related to what next steps could be in terms of supporting the Practice Committee in their work of enhancing update of the Family Nursing Practice Position Statements and Competencies. Background and conversations about how the Position Statement and Competencies could be implemented and operationalized by IFNA as an international organization were presented.   * The Board of Directors (BOD) approved the IFNA Position Statement on Graduate Family Nursing Education and IFNA ***Position Statement on Advanced Practice Competencies for Family Nursing in 2017.***  The BOD recognizes dialogue about the position statements and competencies with various interpretations continue to emerge. In particular, implementation of the position statement in the United States has been a topic with various perspectives. For example, discussions with AACN (US Based American Association of Colleges of Nursing) on how the **Advanced Practice Competencies for Family Nursing** could be implemented resulted in discussions of how to operationalize. The BOD recognizes each country has unique regulations, perspectives, and role expectations. The idea of creating an addendum to assist the statements to be more country specific was posed; yet, this idea was not supported by the BOD at this time. * Although IFNA’s position statements were developed from a global perspective, there may be unique elements in particular regions/countries. * The BOD seeks opportunities to move our Position Statements forward in collaboration with other professional nursing organizations in each country. These collaborations can be a way to develop positive collegial working relationship with stakeholders outside IFNA. * S. Meiers has suggested that one strategy to enhance use of IFNA position statements could be creation of a “toolbox” or “toolkit” that informs utilization of the position statements. This could provide a template for countries in their use of the position statements. So, IFNA members would have resources, guides, tools that may be needed for implementation. Further discussion would be needed to decide which committee/committees would have the resources to create these toolkits. * There is a need to explore the position statements with stakeholders outside of IFNA to enhance uptake across the broader discipline of nursing. * The BOD supports the idea that now may be the time for IFNA President to establish official connections with leaders of other nursing organizations to increase awareness among them and to create collaborations that will support their uptake. Since Kathy Anderson has made an initial contact with AACN, that may be a logical organization in the US to consider. Another possibility may be the National Organization of Nurse Practitioner Faculties.   Three important questions emerged within the above discussion.   * **Does the Position Statement on Advanced Practice Competencies for Family Nursing** suggest family nursing as a specialty? What would be the outcome of this direction? This was one idea suggested for consideration by Joan Stanley, Advanced Practice Representative in AACN in discussion with Kathy Anderson at NONPF. * Does IFNA support the idea of family nursing as a specialty for which there would be certification examinations at the generalist and the advanced nursing practice levels? Where do responsibilities lie to set direction and communicate with stakeholders? | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**ADVANCED PRACTICE COMPETENCIES**

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| **Discussion** | Discussion:  BOD members believe that many IFNA members may see that labeling family nursing as a specialty would undermine the mission of IFNA which suggests that all nurses can be family nurses as part of all professional roles, “The mission of the International Family Nursing Association (IFNA) is to transform family health by:1. Serving as a unifying force and voice for family nursing globally; 2. Sharing knowledge, practices, and skills to enhance and nurture family nursing practice; and 3. Providing family nursing leadership through education, research, scholarship, socialization and collegial exchange on all aspects of family nursing.”  Shifting to the idea of family nursing as a specialty would require larger IFNA dialogue. We would need to gather evidence and rationale to support articulating family nursing as a specialty, which in many countries would require development of a psychometrically sound certification examination.  *Consensus among those BOD Members present was: We think of family nursing as not a specialty, but support the practice of family nursing across all roles.*  Carole Robinson and Jane Lassetter could draft a motion related to this discussion that is addressed at our next meeting. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**IFNC15 UPDATE**

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| **Discussion** | Debbie Zaparoni has distributed Request for Proposal (RFP) to those sites that have been noted in prior meetings. Potential future sites mentioned: United Kingdom, Dublin and Finland contacts with a return date of September. | | |
| **FOLLOW UP** | | **Person responsible** | **Deadline** |
| The goal of creating a slate of potential sites for future years | |  |  |

**REMINDERS**

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| **Discussion** | * Elections of positions will occur in 2019 (e.g. Treasurer, President-Elect, Board members, and others) * Pick up Vendor Business Cards from exhibits at Conferences that you attend * Strategic Plan Goal #10 “Building leadership capacity regarding all aspects of family nursing” calls for continued ideas and work by the Board. One idea has been having a forum or preconference at IFNC that helps members know the leadership. * Next Board meeting is September. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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| Next Meeting   * Committee reports * IFNC15 (2021) * Advanced Practice Family Nursing Position Statements and Competencies |  |  |