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| IFNA Board of Directors | | | | | | | | |
| minutes | september 13, 2018 | Conference Call | | | |  | | |
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| **Attendees** | Sandra Eggenberger, Cristina Garcia-Vivar Kathy Knafl, Jane Lassetter, Wendy Looman, Marie Louise Luttik, Sonja Meiers, June Horowitz, Birte Ostergaard, Veronica Swallow  Staff: Debbie Zaparoni  Unable to Attend: Carole Robinson | | | | | | | |
| **Guests** |  | | | | | | | |
| **Minutes By** | Sandra Eggenberger | | | | | | | |
| **Agenda TOPICS**    **APPROVAL of MINUTES** | | | | | | | | |
| **DiscuSSIon** | IFNA BOD Minutes for July were approved as distributed. | | | | | | | |
| Follow-up | | | Person responsible | | | Deadline | | |
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|  | **Updates and NEWS** | | | | |  | | |
| **DiscussioN** |  | | | | | | | |
| Follow-up | | | | person responsible | | deadline | |
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|  | **FINANCIAL REPORT** | | | | |  | | |
| **DiscussioN** | |  |  | | --- | --- | | **DiscussioN** | Kathy Knafl (KK) provided an overall solid financial status of the International Family Nursing Association (IFNA). The net  assets increased since prior board report. Sponsorship income of 20 K which accounts for the increase in assets despite our usual  expenses. We have generated $ 2185 in dues since July for a total of $16,475 for the year. This is 72% of our projected dues income, and our KME accountant reports we are “on course” for reaching of budgeted goal for dues incomes. Our accountant has expanded the general ledger account categories related to the biennial conference so we will have an even better understanding of income and expenses related to conference moving forward. |   Financial report approved. | | | | | | | |
| Follow-up | | | | | |  |  |
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**RESOURCE ADVANCEMENT**

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| **Discussion** | Written report of August meeting distributed:  Timeline for Contacting Potential Sponsors and Exhibitors**:** RAC members discussed and finalized their plans and timeline for soliciting support from the following subgroups of constituents: US academic institutions; academic health care professional schools and groups outside US; philanthropic organizations; for-profit corporations.   * + - * August 2018 - Each subgroup meets to begin compiling their list of potential “sponsors” and revising invitation letter that will accompany Exhibitor Prospectus       * August 2018 - RAC co-chair, Janet Deatrick drafts and committee finalizes Talking Points and “One Pager” in consultation with Communications Committee and Country Liaisons (translation and dissemination)       * August 27, 2018 - Each subgroup submits their updated list to co-chairs Janet Deatrick and Linda Young before the September meeting; rollout finalized in the September Meeting       * September 1, 2018 - Formal rollout including personalized solicitation to all Board members and general to IFNA fellowship       * October 15, 2018 - First round of follow-up completed; assessment of yield at 10/22/2018 meeting       * November/December 2018 - Reassessment and recontacting of potential sponsors by subgroups; refining subgroups solicitation strategies as needed       * January/February (after acceptance of Conference Abstracts) rollout of Honor a Family Nurse program       * January 2019 - Assessment of total yield and completion of timeline through conference       * Throughout and formally in September 2019- acknowledgement (when sponsorship is committed) and final thank you letter (following conference)   **Support for Students Attending the 2019 Conference:** RAC members responded to a request from the IFNA president that we use the HFN funds generated for the 2017 conference (~10K) to support student attendance at the 2019 conference. Committee members agreed that this was an excellent idea, but also noted that those funds had been divided between IFNA and the IFNA Foundation. RAC members agreed that a reasonable plan-of-action would be to transfer HFN funds in the IFNA account to the Foundation account, with the Foundation Board overseeing their distribution. A relatively simple approach to supporting students would be to “comp” the registration fee or 1-2 room nights in the hotel. Using the HFN funds in to support students attendance at conference fulfills one of the intended use of the funds and may generate members’ enthusiasm for future HFN contributions. RAC member Susan Sullivan-Bolyai suggested we consider expanding the HFN program to include honoring families as well as family nurses. All agreed this was an excellent idea and RAC members will develop this option.  **Appreciation to Junko and colleagues for IFNA booth at Japanese event.** | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**AWARDS COMMITTEE**

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| **Discussion** | Since dedicated work at a specific time, committee has not met recently. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**BYLAWS COMMITTEE**

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| **Discussion** | Each BOD liaison was reminded to 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 17, 2018 so that bylaw suggestions can be sent to the membership. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| Board liaisons ask committees to review bylaws. | | ALL Board Members |  |

**EDUCATION COMMITTEE**

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| **Discussion** | |  | | --- | | Edu Education committee did not meet in August. Upcoming September meeting.  The Third part in webinar series: State of the Science in Family Nursing Interviewing: A Global Perspective is being offered by the edu e and research and education committee on September 20th. Presenters include Junko Honda, Japan, Elizabeth Coyne Australia and Maria Lo Marie Louise Luttik, The Netherlands. | |  | | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**COMMUNICATIONS COMMITTEE**

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| **Discussion** | The communication committee did not meet in August. Upcoming September meeting. | | |
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**MEMBERSHIP COMMITTEE**

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| **Discussion** | The membership committee met recently to explore ways to attract members from more global regions. Communication with board liaisons continue to make plans. A new member from China was noted. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**PRACTICE COMMITTEE**

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| **Discussion** | The practice committee did not meet in August. Upcoming September meeting. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**RESEARCH COMMITTEE**

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| **Discussion** | Written report presented from Board liaison Birte Østergaard  The co-chairs reviewed the TOR for the Research Committee and the consistency with the IFNA bylaws. They suggested this addition to the bylaws: “Shall promote international research collaborations on projects of interest to members” because this is an important part of the Research Committee’s work. The suggestions will be sent to Debbie and Carole as requested.  *Webinar* was conducted September 4, at 11am concerning writing a winning abstract by Helene Moriarty, Kim Mooney-Doyle and June Horowitz. All webinars are available on IFNA website.  *Gathering of News*: The work continues with Paula Nersesian in the front. Everyone is encouraged to send their contributions to Paula with Janice Bell as cc or make suggestions of researchers who have done some interesting work.  *Measurement Subcommittee:* Marcia van Riper is working with highlights of top measures which are used by IFNA members to be posted on the website, besides measurements concerning the resilience model.  *International Research Collaboration Subcommittee*: the work of the subcommittee is progressing. A draft of the Defining Family Nursing manuscript is in the works and is circulating among the authors for comments and adjustments. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| Board recognized the value in the webinar related to abstract submission and praise to the presenters. All webinars available on IFNA archives. | |  |  |

**CONFERENCE PLANNING**

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| **Discussion** | Co-Chairs of Conference Planning committee (CPC), 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 confirmed opening keynote of Gala True and Sheila Tlou as the closing keynote. An international panel the morning of day 2 is being planned. * Call for abstracts is open. Deadline is October 19th. * Call for reviewers will be sent by September 14th. * Call for Preconference workshops and expert lectures is open and deadline is September 20th. * CPC Local Planning sub-committee led by Dr. Pam Hinds is at work to coordinate social activities including banquets, special events, tours in and around Washington, DC. * CPC Local Planning sub-committee has prepared an invitation letter for the attendees of the 2019 IFNC in support of the attendees application for B-1 business visa business visitor visa or visa or admission into the United States as a business visitor. The letter is from Children’s National Medical Center.   Sonja, June, Debbie and Kathy met to review a budget for the conference. The Board reviewed early registration fees, member and non-member fees, student fees and the preconference registration fees. Projections related to expenses and income were also reviewed.  Board discussed conference goals such as engaging members, increasing members, sharing knowledge and networking. Board recognizes the need for revenue generation for operating expenses, while also creating reasonable fees in light of the varied global needs related to costs.  Board expressed appreciation for the careful projections and estimates. Board values the approach of making reasonable costs for all IFNA members. | | |
| **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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**IFNC15 (2021)**

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| **Discussion** | Potential sites for 2021 are being explored. Possible partnerships in sites are being explored. |

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| **Follow-up** | **Person responsible** | **Deadline** |
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**FAMILY NURSING PRACTICE COMPETENCIES**

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| **Discussion** | Discussion of the Family Nursing Practice Position Statement and Competencies continues. The Board of Directors (BOD) recognizes there are unique aspects of implementing and operationalizing in various settings with each country holding unique regulations, perspectives, and role expectations. Ideas related to implementing and operationalizing the competencies with IFNA as an international organization are being explored with the Practice Committee. For example, IFNA members may want to be involved in a roundtable discussion at next IFNC. The BOD remains supportive of finding ways to facilitate the uptake of IFNA Position Statement of Advanced Practice Competencies. Recommendations related to the Position Statement, particularly in the US, remain a topic for discussion and action. The BOD supports the committee’s idea of creating a task force or subcommittee that includes US members on the committee (and other US members the committee wants to invite) to develop a one page document highlighting how Position Statement can inform practice in US. Following this action, the IFNA President could then address a letter to leaders in AACN and other professional organization such as NONPF inviting them to review Position statement of Advanced Practice Competencies.  BOD also discussed practice committee thoughts about country representatives engaged in furthering family nursing practice. The current Country liaison role focuses on promoting the conference while several are engaged in translation of practice countries. Some country representatives may want to choose to be Family Nursing Champion (other title). BOD suggests practice committee convene a roundtable at IFNC14 to brainstorm ideas, progress and goals in this area. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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**RESPONSE TO IFNC14 (2019) LOCATION**

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| **Discussion** | President Lassetter shared draft response to concerns related to site location for the IFNC14 (219). The BOD recognizes the concern expressed by member(s) of IFNA. BOD expressed appreciation to the President for the thoughtful response while sharing additional suggestions. BOD affirms the need to address concerns, acknowledge the difficulty of this situation and the timing of IFNC and commitments and pose potential outcomes. Children’s National Medical Center is preparing information to assist attendees. Kassalen will also work with those individuals who may have concerns about attending the conference at this location. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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| **Discussion** |  | | |
| **FOLLOW UP** | | **Person responsible** | **Deadline** |
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**REMINDERS and NEXT MEETING**

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| **Discussion** | * Elections of positions will occur in 2019 (e.g. Treasurer, President-Elect, 3 Director Positions) * Bylaws * Next Board meeting is October. * Committee reports * Advanced Practice Family Nursing Position Statements and Competencies-Update * IFNC15 (2021) * 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. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
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