|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| IFNA Board of Directors | | | | | | | | |
| minutes | OCTOBER 11, 2018 | Conference Call | | | |  | | |
|  | | | | | | | | |
| **Attendees** | Cristina Garcia-Vivar, Wendy Looman, Sonja Meiers, June Horowitz, Birte Ostergaard, Veronica Swallow, Carole Robinson  Staff: Debbie Zaparoni and Beth Kassalen  Unable to Attend: Kathy Knafl, Sandra Eggenberger, Marie Louise Luttik, Jane Lassetter | | | | | | | |
| **Guests** |  | | | | | | | |
| **Minutes By** | Sandra Eggenberger | | | | | | | |
| **Agenda TOPICS**    **APPROVAL of MINUTES** | | | | | | | | |
| **DiscuSSIon** | IFNA BOD Minutes for September were approved as distributed. | | | | | | | |
| Follow-up | | | Person responsible | | | Deadline | | |
| June Horowitz moved to approve minutes. Birte Ostergaard seconded. One abstention. | | |  | | |  | | |
|  | **Updates and NEWS** | | | | |  | | |
| **DiscussioN** | Birte Ostergaard and Carole Robinson | | | | | | | |
| Follow-up | | | | person responsible | | deadline | |
| Birte Ostergaard and colleague(s) have been invited to visit the Danish Minister of the Elderly after she heard a board member of the Danish Family Nursing group speak. They will report what strategies worked and what was important at the meeting.  Carole Robinson’s Family Decision Guide is being translated in Portuguese. | | |  | | |  | |
|  | | |  | | |  | |
|  | **FINANCIAL REPORT** | | | | |  | | |
| **DiscussioN** | |  | | --- | | No major changes in finances. Financial status is on target for dues and budget.  Conference Funding is in progress with additional 7K for sponsorships has been committed.  Johns Hopkins has committed 5K to welcome reception  2 exhibits from JARFN: poster sponsor 1K, $400 for exhibit and one additional study group. |   Financial report approved. | | | | | | | |
| Follow-up | | | | | |  |  |
|  | | | | |  |  | |

**RESOURCE ADVANCEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | A written report has been submitted. Timeline for contacting sponsors for exhibits and the prospectus has been updated with minor changes. The committee is enacting plan to contact sponsors and supporters. Conversation has occurred about exhibiting at Brazilian family nursing conference. The Honor A Family Nurse initiative is contacting the IFNA foundation chairperson to finalize policies that will allow money from this initiative support students attending the conference. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**AWARDS COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Norma Krumwiede reported to Debbie Zaparoni that a timeline has been created. Committee plans to call for nominations once the abstract process for submissions has been completed. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**BYLAWS COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | The final call for updates has been distributed to committee. Debbie Zaparoni has been tracking suggestions from the committees related to potential bylaw changes. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| Carol Robinson and Debbie will review the submissions received. | | CR and DZ  Board |  |

**EDUCATION COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | The education-research webinar occurred and it was well attended. Engaged participants posed some very robust questions and dialogue. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**COMMUNICATIONS COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** |  | | |
|  | |  | **Deadline** |
| Communications committee met on September 18th. Access to website was down overall, but probably due to it being a non-conference year. Website traffic was up July – September. Suggestions have been made to use goals and events to track user actions; tracking downloads of IFNA position statements would be other useful data.  Research committee is seeking items and stories that would be interesting to users.  In addition to the work that communication committee is doing, they would also like to know if the Board of Directors has other requests or directions. The Board continues to affirm their support for the current work of the committee.  Beth Kassalen reported current understandings that General Data Protection Regulation (GDPR). This affects everyone that was a member before law enacted, but now members joining (and renewing) must check off the appropriate boxes and they opt in before they are able to join. From this point forward, as members join the communication will be clear. The challenge for communication focuses on the prior members, because IFNA cannot send an email to membership that has not opted in. The Board would appreciate any help from the communication committee on how to maintain communication. Deb Zaparoni indicated that before GDPR was operationalized members were contacted in several different ways (e,g, Wild Apricot system, Constant Contact and personal Emails) requesting people to respond. Through Wild Apricot membership number 277 was current membership and after communication efforts, only 206 responded, so we can only communicate with the 206. Constant contact had 646 contacts, with under 300 accepting. Members of the communication committee viewpoint was that communication from other organizations was an opt out, not an opt in option which has created confusion. Beth had reviewed said that the opt out was illegal. Beth reported this GDPR currently affects the European Union Countries but is most likely expanding.  Committee will be looking for solutions by looking at how other organizations have dealt with it. Members are being lost because they have not opted in.  Sonja Meiers indicated that is seems that IFNA needs assistance of communication committee to continue to find best practice and to further explain to our membership. Veronica Swallow will take this request back to the communications committee.  Website announcements may be a strategy to communicate. Sonja Meiers suggested putting an announcement on the general website stating “Have we missed you?”  Jane Lassetter has sent out a letter to membership about how the board will respond to members about concerns in their countries and others. She shared in the letter that the board would respond in accordance to the value statement, which was a good opportunity to share those values as well as respond to specific concerns such as the United States treatment of children and families at the southern borders. It seemed that it was well received. | |  |  |

**MEMBERSHIP COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | No updates.  Sonja Meiers questioned if the membership committee has looked at the GDPR issue as it affects this group. Wendy Looman will communicate with the committee and see how this can be addressed. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**PRACTICE COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Very active online, but last meeting was cancelled due to attendance. Meeting again October 17th. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**RESEARCH COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Written report submitted from Board liaison Birte Østergaard  Categorizing research topics in the newsletter is moving forward. Sonja Meiers’ research assistant is helping. Research committee has been actively working with Communications committee. Thoughts have emerged about presenting the research with more focus on the actual research instead of focus on the researchers. (e.g. State of the research instead of state of researcher). Nothing to report from measurement subcommittee. 10 county collaboration on family care in ICU committee is meeting monthly and very active. Defining family nursing project is concentrating on a manuscript and submitting abstract for conference. Subcommittees are all moving forward. Next meeting October 23rd. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**CONFERENCE PLANNING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Co-Chairs of Conference Planning committee (CPC), June Andrews Horowitz and Sonja Meiers provided a report.  The committee did not meet for a couple of weeks due to end of year schedules and other commitments of members but have met and have scheduled regular meetings.   * A 3rd keynote speaker has been obtained and merely waiting for formal response from Hester Klopper from South Africa * Call for expert lectures and pre-conference workshops was robust with 8 of each selected. Attempts were made to obtain a good mix of topics and experts focused on research, education, and practice from experts. Those individuals not accepted due to space and time were asked to present at the conference through the general call for abstracts. Getting responses of acceptances, so far the majority have come back affirmative. * There have been requests for extensions. The preconference deadline was not extended. An extension for the general call for abstracts is being considered. * Call for reviewers of abstract is being extended. * Looking at venues for banquet with the local planning committee. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
|  | |  |  |

**IFNA Chapter Report: UK and Ireland**

|  |  |
| --- | --- |
| **Discussion** | Veronica Swallow (VS) waiting results of survey. Planning for future conferences continue. |

|  |  |  |
| --- | --- | --- |
| **Follow-up** | **Person responsible** | **Deadline** |
|  |  |  |

**IFNC15 (2021)**

|  |  |
| --- | --- |
| **Discussion** | IFNA has received a few responses of interest in IFNC15(2021). Finland has responded, with an application being reviewed and plans for next steps in motion. Leeds, United Kingdom has also responded and sent their application. Veronica Swallow is talking with people in Dublin and may be seeking additional guidance from DZ as a plan and timeline is being developed. Debbie will follow up with a deadline of October 26th for all applications. |

|  |  |  |
| --- | --- | --- |
| **Follow-up** | **Person responsible** | **Deadline** |
|  |  |  |

**FAMILY NURSING PRACTICE COMPETENCIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | Jane Lassetter, Sonja Meiers and Debbie Zaparoni have met to further discuss the competencies. A letter has been sent to Kathy Anderson that affirmed support of practice committee work and suggest a task force idea. This task force could include US based members who would address the advanced practice competencies operationalization. A one page letter would be drafted to leaders of the US organizations such as AACN describing the competencies and asking for support of the competencies. This might be a good model for other countries to utilize. Awaiting a response from the committee. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| Carole Robinson will initiate the task force discussion with the practice committee. | | CR |  |

**REMINDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discussion** | * Elections of positions will occur in 2019. President Elect, Treasurer and 3 Director positions will be needed. Nominations committee will be working on developing a slate. * A reminder is being sent to those individuals whose terms expire. * Members are encouraged to collect business cards from vendors at conferences you are attending * Strategic Plan –Building leadership capacity - supporting students to attend conference, being intentional about working with conference planning committee and having a meet organized for students. * Wendy Looman suggested the development of tools to help committees align with by-laws and mission and vision. Perhaps an instructional sheet on how to plan agendas would be helpful. Including the by-laws and terms of reference stating the work of the committee with the agendas could be helpful. Although these all create a yearly vision, a question often emerges on how the big ideas get included and are reviewed for the individual agendas. Possibly a template could be on the IFNA website available as a download that could be used for the individual committees. This could be a tool to keep everyone aligned and focus on the task at hand for each committee. If minutes all followed this template, they will look similar. This could be an optional tool for all committees to use. * The terms of reference review is happening for 2019. Debbie Zaparoni will add this to the agenda. * The “Nursing Now” campaign – in Spain there is a person from the board, creating a groups of nurses from different expertise and creating an official group to contact stakeholders to support the investment of nurses in their regions. IFNA may want to think about this as something to support at the next conference. One pre-conference is focused on policy, so this might be a fit. Nursing Now might want to think about a presence. Cristina will investigate who we would contact to see if there is a contribution that IFNA could make to this initiative. | | |
| **Follow-up** | | **Person responsible** | **Deadline** |
| Wendy will pose a draft of tools to help with committee use of bylaws, TOR, agenda template etc. and get to Debbie.  Christina will propose a plan on how to communicate the Nursing Now campaign to our membership | |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **Follow-up** | **Person responsible** | **Deadline** |
|  |  |  |

|  |
| --- |
|  |
| Next Meeting – November 8th   * Time change will occur in US is November 4th * Last weekend in October for UK and Denmark * Doodle poll for Advanced Practice Family Nursing Position Statements and Competencies |  |  |