

IFNA Board of Directors

MINUTES

NOVEMBER 8, 2018

CONFERENCE CALL

ATTENDEES	Sandra Eggenberger, Cristina Garcia-Vivar, Kathy Knafl, Jane Lassetter, Wendy Looman, Sonja Meiers, Birte Ostergaard, Carole Robinson, Veronica Swallow, Marie Louise Luttik Staff: Debbie Zaparoni Unable to Attend: June Horowitz
GUESTS	
MINUTES BY	Sandra Eggenberger

Agenda TOPICS

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes for October were distributed. One correction in practice committee section. Their next meeting should be indicated as October 17.	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Sonja Meiers moved to approve. Carole Robinson seconded. Minutes approved as corrected.		

UPDATES AND NEWS

DISCUSSION		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
<p>Birte Ostergaard and colleagues visited the Danish Minister of the Elderly who was very interested in their work focused on family and wanted to maintain contact. The Danish Family Nursing Association had a meeting with the head of University Hospital and supported the idea of starting a family health center. The communication committee will be reaching out to disseminate article sharing these important advances.</p> <p>Carole Robinson had a successful consultation in Portugal and the instrument focused on advanced care planning will be translated to Portuguese.</p> <p>Wendy Looman sent a link to the National Council on Family Relations live stream session focused on international organizations and agencies that focus on family research and application to family policies. Carole Robinson indicated it may be a positive resource for IFNA members. Possibilities of IFNA access will be pursued.</p> <p>Kathy Knafl has received notification on the National Institute of Nursing Research round table on research priorities. IFNA has been invited and Kathy Knafl agreed to attend.</p> <p>Sonja Meiers and Jane Lassetter attended AACN academic leadership conference, in the US. Review and revision of the AACN Essential documents that guide education priorities for baccalaureate and masters and doctoral educations is underway. Sonja Meiers and Jane Lassetter are making strategic plan to connect with work groups and offer IFNA competencies as documents for consideration by AACN. A letter from IFNA President will accompany the competencies.</p>		

KATHY ANDERSON

DISCUSSION	<p>Kathy Anderson’s passing is a great loss to IFNA. Dr. Anderson’s family is working on memorial service plans. Family has decided that a “Dr. Kathy Hoehn Anderson student travel fund” to assist students to travel to international family nursing conferences is the preferred donation site. Debbie Zaparoni has made a link for that to be included in the obituary. The family would like to engage with IFNA in how the funds will be used.</p> <p>Kathy Knafl shared initial conversations about the possible role of the IFNA Foundation. A suggestion had been made to move some of initial Honor a Family Nursing (HFN) Funds into the Dr. Kathy Hoehn Anderson fund. However, the Board made the decision that even though the goals of the Kathy Anderson fund and the Honor a Family Nurse have similar goals they would not be combined and funds would not be transferred from IFNA Foundation to the Dr. Kathy Hoehn Anderson. They will be managed separately, and both used for student travel.</p> <p>IFNA recognizes a need to think about developing a policy related to names with awards and deciding what IFNA’s responsibility will be to maintain and develop an award that may be precedent setting. This could be a paying out award, but in the future there may be situations where there would be an endowment opportunity. DZ emphasized the need to be clear with members about the use of funds and the plan. DZ will review other organizations processes and bring to the BOD. The Foundation Board will explore further before any funds will be transferred.</p> <p>Board explored a prior discussion item of transferring funds from IFNA to the Foundation. The Board decided to transfer HFN funds (approximately 5K) to the Foundation.</p>
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FINANCIAL REPORT

DISCUSSION	<p>Kathy Knafl (KK) reported no major changes in financials. Decreases are expected as monthly expenses are more than monthly income which are \$5500 to 9000, so the decrease of only 2K shows that sponsorships are coming to IFNA. 3500 in membership dues in October which is the best month so far. 22K in membership for the year which is 48% of total income for the year.</p> <p>Conference Funding Additional 22.7K for sponsorships has been received with another 12K in additional commitments for a total of 30-32K</p> <p>We are in good financial health heading into conference year. We have not recovered our VAT yet, but we have not heard from them, but we are hopeful. Debbie Zaparoni will check again.</p> <p>Financial report approved.</p>
FOLLOW-UP	

GLOBAL RESPONSES

DISCUSSION

The IFNA response to global situations has been a recent discussion item in the Board. A number of thoughts were explored:

- With all of the situations that are happening on a global level it seems beyond the scope of what this organization can do to make statements for every situation.
- Jane Lassetter communicated various options that have been discussed by Carole Robinson, Sonja Meiers, and Jane.
- Carol Robinson suggested that part of the IFNA mission is to unify; while the global feeling is getting more divisive we need to be careful about creating anything that could further divide. IFNA is not a US organization, like some of the others like NCFR. A policy would really limit how we could respond.
- Sonja Meiers added that while IFNA’s mission is to support families, we are in a position where it seems that we need to be responding. Perhaps we would be making a statement about making statements and how we can encourage others to continue to keep their policy work moving in their countries, but we as IFNA do not take one specific stand.
- Veronica Swallow emphasized IFNA represents nurses around the whole world, and this make the issue more complex. At times, some members may see that IFNA is a safe place and being more passive about particular issues may allow us to continue aligning our work with our core values and creating safety where people won’t find conflict. Sometimes postings could become hostile so if we stick to our values it will be clear that we don’t agree with anything that harms families.
- Kathy Knafl agrees that with such a diverse group, we need to trust our members to accept our core values and the way they are enacted will be different for different nurses.
- Wendy Looman suggested that while we don’t want to make specific statements doesn’t mean that we need to be silent. Perhaps IFNA posts a statement that it simply based in evidence of how particular events like natural disasters or immigration affects families. IFNA advocates based on evidence and how it influences families. Communication committee has done that in some instances and could have some clear statements on an “issues page”.
- Carole Robinson suggested expertise of the members would come forward to provide evidence of how global occurrences affect families and it would fall under the communication committee responsibilities. IFNA could have a list of general topics with the idea that they might change over time. Communication committee could disseminate the statement that has been drafted by the board and we could ask our membership who would want to be identified as an expert in a certain topic area that others could turn to, both members and the public. The expert would need to be instructed on how to keep their statements based in evidence not opinion, and that they are speaking on behalf of the organization. If there are media requests then they would be forwarded to the president of IFNA. Yet, the idea of someone speaking on behalf of the organization could create difficulties.

Debbie Zaporoni will send document out for comment and we will review at next meeting.

RESOURCE ADVANCEMENT

DISCUSSION	Tabled until next month.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

AWARDS COMMITTEE

DISCUSSION	Awards committee has met and preparing the awards for the conference.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

BYLAWS COMMITTEE

DISCUSSION	Process is in place. Comments from committees are being collated and adjustments to by laws are being made. Amended bylaws will be presented to the board for discussion soon.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

EDUCATION COMMITTEE

DISCUSSION	<p>Sandra Eggenberger (SE) shared the Education’s subcommittee, Simulation, Informatics and Technology (simulation, webinar, online offerings) current direction (i.e., mission, vision, position statement). Simulation has become increasingly significant to IFNA, as simulation is central to the work of the education committee and the IFNC14 has multiple offering focused on simulation. With this simulation focus, the committee seeks clarity within the organization as a whole. This sub-committee is operationalizing their direction, and drafting statements that align with the competencies and International Nursing Association for Clinical Simulation and Learning (INASCL) standards of best practice while recognizing global differences. SE would like to bring back to the committee a statement of support for movement in this direction. Carole Robinson (CR) questioned the level of language with a vision, mission and position statement. SE indicated the committee members are willing to change language, but value confirmation from the board. Wendy Looman expressed excitement about direction, possibly restating as goals and strategies would be appropriate. CR agreed, and affirmed the need to capitalize on the expertise and possibly alter bylaws to be inclusive of this orientation toward simulation. Board discussed possibilities of simulation being own committee, beyond education and into research and practice. CR suggested keeping the language broad enough and focused on goals and strategies, and wait until further defined to be a separate committee in the future. BOD expressed a commitment and energy for the subcommittee and the education committee.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
SE will report to the Education and subcommittee.			

COMMUNICATIONS COMMITTEE

DISCUSSION	<p>Veronica provided report. Janice Bell (JB) is concerned that news worthy items are not coming as quickly from the board as she would like and questions if we could find ways to have significant items get to her in a more timely matter. Veronica Swallow feels that her processes have not been sufficient and suggestions are welcome. DZ said that JB would like the topics for the newsletter as soon as she can as the newsletter takes a fair amount of time to put together, however the board must have items prepared as minutes. The BOD will return to their prior system of creating a bulleted list of items that can be distributed to the membership soon after the meeting. SE acknowledged that in recent months this practice has been neglected by secretary.</p> <p>A “subscribe here” button will be added to the website for the newsletter. This will also help to address the decrease in the number of overall contact for IFNA given the implementation of the GDPR..</p> <p>The website analytics show positive results. The most visited pages and calls to action can be implemented as analytics are used. Committee is very pleased with the analytics work.</p>		
		DEADLINE	
SE will provide bulleted items as soon as possible after each Board meeting.			

MEMBERSHIP COMMITTEE

DISCUSSION	No report		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

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PRACTICE COMMITTEE

DISCUSSION	<p>Carole Robinson reported that a sub group of US IFNA members planned to meet and create a one pager on the advanced practice position statement. CR had discussed with Kathy Anderson, who was going to be working on these suggestions.</p> <p>With Kathy’s passing there may be some slowing down, but the committee has communicated to Debbie that they are committed to continuing the work of the committee.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

RESEARCH COMMITTEE

DISCUSSION	<p>Tabled to next month.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CONFERENCE PLANNING

DISCUSSION	<p>Sonja Meiers reported, 350 abstract submissions have been received. Banquet and entertainment are being discussed. Pre-conference Workshops and Expert lectures have been decided and it was a “delight” to be able to review / select. It is a nice mix of new and seasoned presenters.</p> <p>The conference hotel has been seen by Sonja Meiers and Jane Lassetter and it will be a nice and convenient venue. The employees are multi-cultural and there is a wide array of languages spoken. Registration will hopefully open this month or beginning of December.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNA Chapter Reports UK and Ireland

DISCUSSION	<p>Tabled to next month.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNC15 (2021)

DISCUSSION	<p>Tabled to next month.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

POSITION STATEMENT

DISCUSSION	<p>Sandra Eggenberger reported on the Education Committee work on reviewing position statement. Per IFNA, policy statements are to be reviewed every 3 years. Pre-licensure position statement review is underway with no major issues noted. At this point, literature could be updated; some language and defining family nursing could be clarified. However, with significant modifications, the new document would require approval, reformatting, and the new version would then require translation. A lot of effort has gone into the translations; therefore, changes require thought by Board and Committee.</p> <p>SE posed the Education Committee’s questions about creating one document that includes Generalist and Advanced Practice positions. Carole Robinson (CR) suggested that with the amount of work that it would take with the translation and formatting we would need a strong pros and cons. Wendy Looman agreed that if there was to be one they need to be formatted and presented as a set. CR thought that it would be up to the experts to suggest when the revisions are necessary, not mandatory with significant revisions every three years. SE reported that committee is working with the original experts that developed them, but now there are more people who could be involved. DZ suggested that if the changes would make the current document better, maybe we could just offer an Appendix with additional resources and links. Sandra Eggenberger will report back to the committee where the committee can develop a list of pros and cons for revisions.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
SE will report to the Education Committee the Board’s thoughts and recommendation		

REMINDERS

DISCUSSION	<p>Terms of reference by each committee should be reviewed and updated for 2019. Liaisons ask committees to anticipate this review. DZ will be distributing a template.</p>	
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE

CHAPTER REQUESTS

DISCUSSION	<p>Chapter application / request received for Australia/New Zealand, documentation was reviewed by the board. Carole Robinson (CR) asked for feedback from Veronica Swallow (VS) since she has been through the process before. VS is excited by the work that has been done and thinks it looks very good. The goal to increase membership was particularly exciting. Board would expect reports as they do with UK and Ireland and they would need a liaison from the board. VS volunteered. Debbie Zaporoni will get the connections made. Board agreed, signatures will be added to the announcement and a logo will be created. CR moved to approve the formation of the Australia/New Zealand Family Nursing Chapter, VS second, all in favor, passed.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

December 13 Meeting Board Reports		