

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

Agenda TOPICS

APPROVAL of MINUTES

DISCUSSION	IFNA BOD Minutes from November were approved as distributed with the following changes.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	
Carole Robinson questioned the practice committee portion of report. Clarification in minutes made to: “Despite our continued mourning for Kathy, the committee is committed to continue the work.”			
Cristina Garcia-Vivar had a questions about position statement. Clarification is that the education committee has questioned the value in merging the position statements.			

UPDATES AND NEWS

DISCUSSION	Carole Robinson shared news that her new website for the Family Caregiver Guide has been launched. Debbie Zaparoni will distribute a link.		
	Birte Ostergaard shared her plans to retire but maintain her family nursing scholarship and maintain a percentage of position.		
	Cristina Garcia-Vivar shared a presentation at Family Nursing Research Conference in Madrid where she shared IFNA position statements and competencies.		
	Kathy Anderson’s memorial services will be in Charleston, South Carolina January 19th. More details will be shared in near future and IFNA will be checking for any members in the area that could attend on behalf of IFNA.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

FINANCIAL REPORT

DISCUSSION	<p>With incoming sponsorship, there is a slight increase in total assets. Approximately 1 K in dues last month, substantially down from the 3K generated in October. IFNA has received \$43,100 in conference sponsorship pledged with \$27,100 received. Despite the net income decrease IFNA is in good financial health as we move into a conference year. As always, continued financial health is dependent on a successful conference. Sonja Meiers asked if there is a way to determine how many memberships are new and how many are renewals.</p>	
	<p>As planned, the remaining Honor a Family Nurse funds will be moved to the Foundation.</p>	
	<p>Financial report approved.</p> <p>Debbie Zaporoni will examine details of membership data.</p>	
FOLLOW-UP		
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RESOURCE ADVANCEMENT

DISCUSSION	<p>Kathy Knafl reported that progress is being made on sponsorship commitments. To date, RAC has generated \$43,100 in sponsorship commitments with \$26,200 received. RAC representatives (Knafl and Deatrick) to CPC are following up on recommendation that RAC plan two special events at 2019 conference—a reception for donors and breakfast for Deans and Directors. After the first of the year we will be launching the honor families and family nurses, which will be a more modest giving level. All board members are encouraged to honor someone, letters will be sent with a series of reminders. Suggestion was made to wait a bit because there is a big initial cost for people to register for the conference right after the abstracts. Deans who did not respond for sponsorship will receive a letter with this opportunity and a list of faculty who are involved. Another low cost item in the prospectus is a full page ad in the conference program. Work with the foundation Board to develop processes for students who want to apply for support.</p>		
	<p>The Honor Family and Family Nurses (HFFN) initiative will be launching in the first quarter of 2019. IFNA BOD members will receive individual letters and committee chairs will be asked to encourage participation of committee members. Cristine English (UK) country liaison coordinator will coordinate promoting the HFFN through the country liaisons. RAC wants to emphasize that funds generated through the program will be used to support attendance at future conferences. KK Board liaison to Foundation Board will work with the group to develop application process.</p>		
	<p>Board recommends to RAC to launch earlier and then send a reminder of the HFFN program on Wednesday, May 15th which is an International Day of Families. Then reminders as needed leading up to the final deadline to be included in the program.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

AWARDS COMMITTEE

DISCUSSION	<p>Committee will be having a meeting in next couple weeks with plans to open nominations for Awards in early February.</p>		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

BYLAWS COMMITTEE

DISCUSSION	First meeting was recently held. Linda Shields has resigned, due to retirement. We only need one board member and one member at large member. Elizabeth Koldoff, Carole Robinson, Debbie and Beth are reworking the bylaws with some minor changes to be brought to the board in January. Bylaws will be circulated to IFNA members after board review. Will need to replace board liaison at the end of the term. Any changes that are made to the bylaws will be reviewed and open for approval at the conference in August.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

EDUCATION COMMITTEE

DISCUSSION	Next meeting is December 18 th . Education Committee is reviewing and seeking input for potential updates to the position statements. Appreciated the boards response that a major revision is not needed. They are considering what changes are needed.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

COMMUNICATIONS COMMITTEE

DISCUSSION	<p>PRIORITY: Identify priority issues for IFNC14 Planning - Meeting with IFNA Conference Committee in early December 2018</p> <ul style="list-style-type: none"> a. Develop social media toolkit for IFNC14 b. Guidebook is on the agenda for the IFNA Conference Committee c. Live streaming events? Challenges are costs, will people not attend conference. Alternative could be doing short videos during conference to post later. d. Ideas from Tracie Risling re: proposal to guide social media efforts for national conference including pre/post conference marketing and providing reports from the conference. – deferred e. Idea to have “Spotlight”; short videos playing on website, and during conference; e.g. short interviews. Examples of the GSA Spotlight and IAGG Spotlight videos mentioned during our meeting: https://www.geron.org/meetings-events/gsa-2018-annual-scientific-meeting/gsa-spotlight-tv f. JA had an assignment for students to follow conference hashtag, which increased participation on Twitter. We may be able to adapt this for our use. <p>Since last meeting, the following Communications Committee activities and conversations occurred:</p> <ul style="list-style-type: none"> a. IFNA Communications Committee harnessed the capacity of the IFNA listserv to serve as listserv to serve as a digital gathering place and repository of tributes to IFNA member and co-chair of IFNA Practice Committee, Dr. Katherine Hoehn Anderson. An IFNA News Post was created that included collating the tributes received from IFNA members; IFNA Blog Post was posted written by IFNA Practice Committee, and photo gallery created with the help of Damien Stewart; an Obituary was received from Kathy’s family and was posted on the IFNA website. b. In response to several requests to IFNA President and Vice-President to offer an official IFNA response to recent news reports which impacted the health of families, IFNA President, Jane Lassetter released an "IFNA Statement to Promote Advocacy of Families" which was posted on the IFNA website and shared in the IFNA October 2018 Newsletter. c. Updated the list of publications related to IFNA Position Statements Dissemination website page. Waiting for more data from IFNA Practice and IFNA Education Committees. d. Responded to Janet Deatrack, co-chair of IFNA Resource Advancement Committee re: IFNC14 Promotional Materials re: Sponsorship - need to follow-up e. Email of October 24: Identified the possibility of posting IFNC14 information on the websites/newsletters other family health organizations, i.e., NCFR, Collaborative Family Health Care Association, etc. - need to follow-up f. Contributed updates and new content to IFNA Twitter g. November 2018 Newsletter has been developed and distributed; December 2018 Newsletter under development h. IFNA LinkedIn - continued to provide updated information and renewed initiative to invite new participants (IFNA members and non-members who are family nursing and family health scholars/practitioners with a current LinkedIn account). Current list of participants on LinkedIn is only 192 IFNA members and non-members: https://www.linkedin.com/groups/6664854/ 		
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	<p>i. Request to Deb in IFNA Office to post IFNC14 information on Wild Apricot website under Future Events. j. Launched Call for Nominations from IFNA Awards Committee, requiring review of several website pages k. Updated list of all family conferences that are happening (page on website). REPORT FROM DAMIEN a. End of October Google Analytics stopped tracking for last year, so no data for Nov through possibly Feb., so November this year compared to October of last year. Everything is down compared to last year. This may be related to academic schedule, and also more traffic in October may be due to abstract deadline. b. Wild Apricot login issue has been identified. User accounts for admins were created in WordPress with same login as Wild Apricot which is interfering. Solution is to have different logins for admins to each site. List of users with admin accounts is needed, also for Constant Contact. Business Arising/ Developments between Meetings Revision of URL – to be done. & Subscription button on IFNA website so that non-IFNA members can access IFNA newsletter. Goal to increase reach from 400 to 25,000. Template provided by Joel to clarify what is needed. We would also like to monitor analytics for this. DZ and DS to collaborate on getting this done in the next couple of weeks. Options are to have a newsletter signup page, or put it in the footer so it's on every page – second option is preferred. Button would take the person to a different page to verify not a bot, do GDPR notice etc.</p>		
<p>Veronica communicated that Janice Bell communications co-chair has been pleased with the detail of the minutes in order for her to produce content for her newsletter. She will be speaking with the conference committee.</p>		<p>DEADLINE</p>	

MEMBERSHIP COMMITTEE

DISCUSSION	Next meeting is in January.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

PRACTICE COMMITTEE

DISCUSSION	<p>At this time priority is recruiting a co-chair to serve alongside Maria do Ceu Barbieri. Maria has written to members of committee asking them to consider this role and continue as active working members of the committee. Significant amount of work for small number of active participants. The committee has set an ambitious plan to document the uptake and impact of the position statements. There are working subgroups associated with a template to collect the information. They are searching a variety of literature to find where the position statements have been used. One group is also working on refugees and families. Attendance at monthly meetings has been a challenge for many members.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

RESEARCH COMMITTEE

DISCUSSION	<p>Biggest break through is that a manuscript about defining family nursing is almost complete. Sonja has taken the lead. She shared that there was a recording of Kathy Anderson articulating her vision that was a great inspiration to get the manuscript done. Looking to see if we could clip some of her statements to use in a tribute about her. Conference committee will look into that further</p> <p>Website work regarding categorizing of research topics highlighted in IFNA newsletter is moving forward and based on a template developed by Paula. The group expects to present their work at IFNC14 and in the Newsletter together with other news on research clusters. An updated resources bibliography list will be sent to Debbie.</p>		
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	Sub-committees and collaborations: The Family in Acute Care cluster is still moving forward with data collection and necessary permissions. Measurement Subcommittee is working on an abstract and Marcia will contact IFNA members asking which instruments they have used in their research, to get an impression on the most used instruments. Suzanne Feetham is working on a series of blogs in cooperation with the Communication Committee.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CONFERENCE PLANNING

DISCUSSION	<p>Abstracts reviews closed Friday December 7. Research co-chairs will review scoring and begin to plot the program. Notifications to abstract submitters is anticipated by January 25.</p> <p>The membership and communications Committees have been invited to a recent call. They provided a wish list of items. The planning committee is evaluating feasibility. CPC is working on website update, conference registration, and hotel reservations. Good plan on how to connect with conference attendees to increase membership. Looking at how we can plan inkind photography or video work. Debbie is looking at the banquet venue to look more closely at costs for both members and the organization. A tribute to Kathy Anderson with practice committee and others as memorials is being discussed.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

NOMINATION COMMITTEE

DISCUSSION	The group is formed and plans to schedule a meeting after first of the year.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNA Chapter Report: UK and Ireland

DISCUSSION	A new project has been started with key senior nurse leaders and department of health. A chapter meeting was just held and was successful. They might use the International Day of Family to launch the website. Another meeting is scheduled in March. A lot of background work is happening to start the website. The patient association has agreed to send two members to join the steering committee.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNA Chapter Report: Australia/New Zealand

DISCUSSION	Debbie sent the letter of acceptance to Elizabeth. They have had their first meeting and want a list of the members from those countries to invite them to join. Debbie will send them the list.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

INTERNATIONAL DAY OF FAMILIES

DISCUSSION	This initiative by the United Nations has very good links to the work of IFNA. Cristina suggested that perhaps when that day occurs in May that each of the member organizations of IFNA send out a press release to their media outlets explaining the impact of family nursing that we could show on a global level the work that IFNA does. Debbie said that these campaigns are more successful if people are given tools or guidelines. Maybe we could create a template for people to work from. Veronica agreed and will be working with the media specialists at her university, and she will see if what they create could be shared. After some more planning has been done Veronica will bring it to Janice and the communication committee.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

TERMS OF REFERENCE

DISCUSSION	The work should begin and hopefully finish at the conference. It seems logical to make it an every two year process.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Wendy suggested that a template for minutes and agendas for the different committees to use. She hasn't created it yet, but Kathy suggested that it would be a nice thing for people to have. Wendy thought that having the mission and vision at the top of each agenda to keep the purpose front and center. While it was a good idea Wendy wasn't interested in taking it on. Sonja thought that perhaps we could make it very simple with adding mission and vision and goals from the terms of reference to keep focus of the committee. The board could make a suggestion to committee chairs to add the goals to their agenda documents. This will also serve to put the goals front and center and the committee will be ready to create new goals at the conference. We could take the board template that Sandra uses and change it to each committee and add the mission, vision, roles, responsibilities section and keep the boxes that apply to most. Debbie said that she would be willing to create for all committees but is wondering how we will be rolling it out and how we will be asking them to adopt it. We don't need to require, but offer it instead at a resource. Send as an example and point out the mission, vision and goals and ask them to consider adding that information if they decide not to use them could just add this to what they use.		

IFNC15 (2021)

DISCUSSION	More information in the future.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

FAMILY NURSING PRACTICE COMPETENCIES

DISCUSSION	<p>A text by Rosanna F. DeMarco and Judith H. Walsh, Community and Public Health Nursing: Evidence for Practice (3rd ed.) requested permission to use Family Nursing Competencies: Generalist with a publication date of 2019. Board reviewed the permission, citation, authors request and provided permission to cite the IFNA competencies. All agreed that this would be a great way to further use this information. Debbie thought there may be others in her files, she will look. Sonja suggested that when this book is published, we can announce it on the IFNA website. Wendy suggested that we need to look into the urls and make sure that they are stable and will be viable links in perpetuity.</p> <p>Jane posed a question about the practice competencies and steps to be taken related to US and advanced practice.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Create a small sub group of US members outside of the practice committee. Jane should connect with Joan Stanley to see what exists and what they would need to create the one page. Sonja suggested that this may be an opportunity to regroup. In the US the American Association of College of Nursing are rewriting all of the essentials documents which creates the framework for the curriculum work. Joan is involved in this rewriting process, so it would be nice for her to have the competencies to reference. This needs to be outside of the practice committee with Kathy's passing. So, we need to pull back and reconnect and then decide how to proceed, this has been assigned to Jane to start the conversation with Joan Stanley. We won't get a report back until the February meeting.		

UPCOMING ELECTIONS

DISCUSSION	Vacancies with the upcoming elections include President-Elect, Treasurer and 3 Director Positions.	
FOLLOW UP	PERSON RESPONSIBLE	DEADLINE

REMINDERS

DISCUSSION	<ul style="list-style-type: none">• Continue to think about building leadership as part of our ongoing strategic plan• Tool kit for International Family Day is another resource that falls under leadership• Nursing Now campaign• Next meeting is January 10, 2019	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE