

IFNA Board of Directors

MINUTES

JANUARY 10, 2019

CONFERENCE CALL

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

Agenda TOPICS

APPROVAL of MINUTES December Minutes

DISCUSSION	Clarification that Board recommended RAC send a reminder related to the Honor a Nurse on May 15 th on the International Day of Family. Board will wait to approve the December minutes in February to allow ample time to review.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

UPDATES AND NEWS

DISCUSSION	Kassalen is moving office space and will be off email for brief period of time. Contact can be initiated through mobile phone. Appears that IFNA Board members are not available to attend Kathy Anderson’s memorial service. Board members are encouraged to make a donation and it will be communicated to the family that this is a group donation. Debbie Zaparoni (DZ) will send a letter on IFNA letterhead for the family. DZ sent Kathy’s brother-in law the photo of Kathy from the website that he requested. DZ also commented that the funds that are being sent in will need to be made clear that they are one time funds to help studentS attend the upcoming conference in DC.		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE	

FINANCIAL REPORT

DISCUSSION	2019 started in sound financial status and remains in A financial healthy state. Sponsorship received is up to 30K, with 43K committed. Membership dues totaled 24K for 2018. Recommendation was made for thank you letter to include amount donated for tax purposes.		
FOLLOW-UP			
Financial report approved			

RESOURCE ADVANCEMENT

DISCUSSION	<p>Kathy Knafl reported RAC recognizes that it is a constant challenge on knowing how to generate funds. RAC progressing well, but local chair has assumed much responsibility and efforts are needed to sustain this momentum. The written report from RAC about December meeting shared the following updates: Suzanne Feetham reported on a discussion she had with Kate Judge (Executive Director of the American Nurses Foundation) related to securing corporate sponsorship and the difficulties who recommended the following:</p> <ul style="list-style-type: none"> • Focus on smaller start-up companies that want visibility in family health space • Consider developing a corporate advisory board • Contact family-friendly association in DC area to pursue sponsorships. Jan is following up on this. • Think about linking corporate support to the HFFN program. Corporations might want to honor clients • Jan is speaking with jewelry sales person who frequents conferences to discussion collaboration and profit sharing. <p>Based on input from BOD and Conference Planning committee the RAC will launch the Honoring Families and Family Nurses Program with an initial announcement in February or March (newsletter or Website) with follow-up requests in April/May to the: IFNA Board, IFNA Foundation Board, Members of Standing Committee. They will also ask chairs, Country Liaisons, Deans, and Individuals who participated in the 13th IFNC.</p> <p>Academic systems, especially in DC area and Mankato have been a major source of support.</p> <p>Input is appreciated by RAC. Board shared following: Ideas such as pharmaceutical companies, Ronald McDonald house, Laerdal simulation companies, genetic companies, Cancer drug companies. Board explored ideas such as moving toward seeking support based on family support, family suffering, family caregiving linkage, adherence and family support, caregiving burden, genogram. A DNA company might also be able to make a connection. Ideas such as Johnson and Johnson campaign to support nurses might be available.</p> <p>Some of the larger foundations require the 501c3 status, thus, might go through the foundation instead.</p> <p>All promotional materials were developed by 12/31/18 so RAC is ready to launch the program. The Foundation BOD is developing an application process for using funds generated from the IFNC13 to support student travel to the IFNC14.</p>
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	PERSON RESPONSIBLE	DEADLINE

AWARDS COMMITTEE

DISCUSSION	<p>Awards committee is working with communication committee to seek nominations for Awards Committee. Family nursing scholars who have died can be nominated or there may be time to provide a remembrance/memorial during the award ceremony. KK suggested we put out a call to call member for picture and bio through the communication committee. Awards committee is the appropriate group to drive this recognition at awards ceremony. Maria Louise Luttkik will work with awards committee and Veronica Swallow to send to communication committee.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Sandra Eggenberger will be copied in on this communication to support Awards Chair.		

BYLAWS COMMITTEE

DISCUSSION	<p>Carole reported that the revisions of the bylaws have been completed, but have not been reviewed by the board. Revisions include: Core Values have been added; Committee recommendations has been included to match what we are doing in the committees; a change to the eligibility because that we are growing organization and the time requirements may be waived and go to majority vote of the board; removed the editor position. The role of president now also includes past president. The word “normally” was added to years of serving on the board because there may be times it is appropriate.</p>
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	<p>Revisions have also been made to Section 5.2 where the Duties of Board Members, add the word “normally” to 50% of meetings. There may be times when this is appropriate. Debbie noted that there may be times that are not opportune to miss significant number of meetings. A compromise would be if that the person can continue in the liaison role and fulfill those duties would make it more reasonable that they are fulfilling the board function. They may also listen to board recording if they cannot be on the call. Debbie requested “showing engagement” to the wording. Board agree with the suggestion to keep the word normally, and add to policy some text about board member absence rather than make the by-laws too specific.</p> <p>In Committee composition to duties and responsibilities there are several changes: e.g. Nominating committee, chapter area use of the logo. It has been altered that the chapters are closely aligned with the organization. Voting has been changed to allow an electronic method to vote, so it does not have to be at the meeting or at the conference.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ will draft most recent suggestion and present to All Board Members. Board will make suggestions to Bylaws revision Following this a vote will be taken before distributed to all members.	ALL Board Members	

EDUCATION COMMITTEE

DISCUSSION	Education committee continue to work on refinement of position statements and competencies. A new schedule for webinars is being developed.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

COMMUNICATIONS COMMITTEE

DISCUSSION	No update at this time
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		DEADLINE

MEMBERSHIP COMMITTEE

DISCUSSION	No update at this time.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

PRACTICE COMMITTEE

DISCUSSION	The need for a co-chair remains. This vacancy needs to be filled. Suggestions were made by board member. Carole Robinson (CR) will follow up with collaborators with Kathy Anderson on projects and institutions with a practice focus will follow up to seek co-chair.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
CR following up with potential co-chair volunteers.		

RESEARCH COMMITTEE

DISCUSSION	<p>December meeting report: Discussion of web content continues. The family measures research project is moving forward, led by Marcia Van Riper. An abstract has been submitted. Sandra Eggenberger (SE) is seeking individuals who are interested in translation and implementation group. Sonja suggested to contact Kim and Helene about ways to engage members. SE reported acute care cluster group has begun data collection in 10 countries.</p> <p>Target for abstract decisions is January 25th.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CONFERENCE PLANNING

DISCUSSION	<p>Sonja Meiers (SM) reported that there have been 3 strong submissions for IFNC15. The Committee is working to finalize banquet for IFNC14. Abstract decisions are expected by the end of January. No meeting in January, with much work going to be happening when abstracts are accepted. Debbie Zaparoni remains vital to keeping things organized.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

NOMINATION COMMITTEE

DISCUSSION	<p>Nomination process will start in a few weeks.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNA Chapter Report: UK and Ireland

DISCUSSION	<p>A survey has been concluded with 750 responses and data being analyzed. A steering committee is in place and starting to look to expand. The website is being expanded. Plans for key experts to promote family nursing through round table event.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNA Chapter Report: Australia/New Zealand

DISCUSSION	<p>The website is ready. Elisabeth Coyne and Veronica Swallow will meet soon to share information about what are most effective processes. Their goal is to host a conference.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

USE OF IFNA LOGO IN PORTUGAL

DISCUSSION	<p>Portuguese Society of Family Health is holding another conference next October and have invited Jane Lassetter and Sonja Meiers as keynotes. They would like to use IFNA logo on their promotional materials. They will also use the department of health and some academic institutions. JL thought the conference was nicely done and more IFNA members could be involved. They are looking at making an IFNA chapter with Spain which would be wonderful. The clarity of who is sponsoring the event, not IFNA is important. So, logos of people who are representing different organizations could be used in presentation materials, but not promotional materials. If they become a chapter, they will have a chapter logo.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Jane Lassetter will communicate information.		

IFNC15 (2021)

DISCUSSION	<p>A meeting is being arranged with UK/Ireland to discuss the proposals received for IFNC15. They are excited about possibilities with more information to follow. The physical arrangements has yet to be explored with more detailed operationalization explored.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ will provide specific questions to the group.		

FAMILY NURSING PRACTICE COMPETENCIES

DISCUSSION	<p>JL has communicated with Joan Stanley and reminded her about the IFNA competencies and asked what they would need to make these useful. Board members attending AACN doctoral conference will attempt to meet with her to discuss further. Wendy Looman asked for clarification. JL responded that AACN is revising their essentials documents, so we want them to be aware of the IFNA competencies and determine how they could find them useful. The outcome is to make them aware. Competency based curriculum is being looked at by the U of M and want our competencies to be more useful for educators. SM indicated those suggestions of usability would be an outcome of the conversation with AACN. SM would also like to make some suggestions within the doctoral essentials to ensure that “family” is included in those conversations and revisions.</p>	
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

UPCOMING ELECTIONS

DISCUSSION	<p>President Elect, three board positions and treasurer are open for nominations. According to the by-laws in non-conference years the terms end June 30th and in conference years terms end at the end of the business meeting at the conference.</p>	
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE

REMINDERS

DISCUSSION	<ul style="list-style-type: none"> • Kathy Knafel thinking about her own succession planning once she leaves the board, but might need a larger discussion on processes. • JL considered having board members present at a breakfast or lunch meeting at the conference. The conference committee will look at the schedule and search for possibilities • Nursing Now Campaign updates are needed. • A new person will be helping Debbie Zaparoni. Her name is Amy Spikula, she will be helping with conference planning and RAC. Board welcomes her.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

Next Meeting – February 14, 2019 <ul style="list-style-type: none"> • Committee Reports 		