

IFNA Board of Directors

MINUTES

FEBRUARY 14, 2019

CONFERENCE CALL

<b>ATTENDEES</b>	Kathy Knafl, Sandra Eggenberger, Jane Lassetter, Sonja Meiers, June Horowitz, Marie Louise Luttk, Veronica Swallow, Carole Robinson Staff: Debbie Zaporoni and Beth Kassalen Unable to Attend: Cristina Garcia-Vivar, Wendy Looman, Birte Ostergaard
<b>GUESTS</b>	
<b>MINUTES BY</b>	Sandra Eggenberger

**Agenda TOPICS**

**APPROVAL of MINUTES**

<b>DISCUSSION</b>	December and January IFNA Board of Directors (BoD) minutes were approved as modified.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**UPDATES AND NEWS**

<b>DISCUSSION</b>	Nursing Now Campaign is conducting surveys of nurses related to: <ul style="list-style-type: none"> <li>• Perceptions of nurses, and of nurses in leadership position</li> <li>• Nurses’ experience with discrimination and harassment</li> <li>• Challenges and barriers nurses face in moving into leadership positions.</li> </ul>		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**FINANCIAL REPORT**

<b>DISCUSSION</b>	<p>At the end of the first month of 2019, total assets increased. <i>Income exceeded expenses</i> by almost 5K in January. Major income sources were 9K from sponsorship and \$4130 in membership dues. In 2018 membership dues averaged about \$2000 a month. With a total of over 300 abstracts accepted for the conference, we anticipate the usual conference year increase in membership income. Sponsorships and memberships continue to be central to IFNA’s healthy financial status.</p> <p>Administration of the Honor a Family Nurse (HFN) funds is being managed by the Foundation Board. As previously decided, student support for attending the 14<sup>th</sup> International Family Nursing Conference is the priority for these funds this year. The Foundation BOD is assuming full reponsibility for developing a process for distributing HFFN funds to support student attendance at the conference. With IFNA BOD approval the RAC has handed off that responsibility to them.</p> <p>Financial report approved.</p>		
<b>FOLLOW-UP</b>			

--	--	--

**RESOURCE ADVANCEMENT**

<b>DISCUSSION</b>	<p>Sponsorship:Resource Advancement (RAC) has secured 50K in sponsorship commitments, with more anticipated as RAC and BOD members contact their deans and directors. Jan Deatrck reports that BOD members and IFNA committee chairs have been very positive in the response to her letter encouraging them to discuss the Sponsorship Prospectus with their dean.</p> <p>Collaboration: Sandra Eggenberger contacted the Minneapolis-based National Council on Family Relations (NCFR) and they are considering exhibiting at the conference. They expressed interest in strengthening ties with other family-focused associations. The 2019 JARFN meeting is September 14-15 and Junko Honda has offered to help orchestrate an IFNA exhibit as she successfully did for the 2018 JARFN conference. She and Kathy will discuss further when they meet in person next month. RAC is compiling lists of potential organizations to further collaboration.</p> <p>Honoring Families and Family Nurses Program: The RAC will begin promoting the Honoring Families and Family Nurses program in March, working closely with the IFNA Communications Committee and Country Liaisons to do so.</p>		
	<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	SE will follow up with NCFR and explore exhibitions at NCFR and IFNC conference. KK will inform RAC about possibilities to collaborate with NCFR.		

**BYLAWS**

<b>DISCUSSION</b>	<p>Revisions to the IFNA bylaws have been reviewed by the Board. Additional suggestions from the Board were discussed and integrated. The terms and election of officers (e.g. President-Elect, President, and Past President) were closely examined with further modifications.</p> <p>The process for bylaw approval was reviewed: 1) Review and revisions are suggested by bylaw committee, 2) Proposed revisions submitted to the Board of Directors (BoD), 3) Bylaws then distributed to membership for input 4) Bylaws committee reviews member input and make recommendations back to the BoD, 5) BoD send final draft to the membership, and 6) Membership votes on the Bylaws at membership meeting at #IFNC14.</p> <p>Sonja Meiers moved and Sandra Eggenberger seconded to disseminate to member the bylaws with suggested refinements. Motion carried.</p> <p>BoD expressed appreciation to Elizabeth Koldoff for the careful work on the bylaws committee.</p>		
	<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	Debbie Zaaproni will make suggested revisions and distribute to membership for comments.		

**AWARDS COMMITTEE**

<b>DISCUSSION</b>	Nominations for awards are currently being sought with deadline extended to Sunday, February 17.		
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

### EDUCATION COMMITTEE

<b>DISCUSSION</b>	Future plans include surveying the members to identify foci for webinars that meets needs of the members. Strategies to collaborate with other committees are being examined; such as, inviting the liasons to attend meetings over next few months. Ways to connect with practice committee regarding the position statements and competencies (pre-licensure and graduate advanced) are being developed.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### MEMBERSHIP COMMITTEE

<b>DISCUSSION</b>	<p>In order to promote the retention of members and encourage new members to join IFNA, the Membership Committee is conducting a pilot video in which two committee members (Jyu-Lin Chen &amp; Cristina García-Vivar) will record an informal video (using their mobile phone) less than 1 minute (in English, Spanish and Mandarin). They will present their experience on why they decided to become a member of IFNA and what are the advantages of remaining a member. A member of the committee (Chayannan Jaide) will edit the videos. The goal is to start promotion in the March IFNA newsletter in order to invite IFNA members to be part of this initiative and to present their experiences about being a member in the Washington DC Congress. All this, in order to have material on videos in different languages and countries to encourage the retention and access of new members to IFNA.</p> <p>Jyu-Lin Chen will contact Janice Bell of the Communication Committee to inform her about this initiative. The next meeting will be 8th April 2019.</p>	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### COMMUNICATIONS COMMITTEE

<b>DISCUSSION</b>	Next meeting is February 28, 2019.	
		<b>DEADLINE</b>

### CONFERENCE PLANNING COMMITTEE

<b>DISCUSSION</b>	Conference planning committee continues work on arranging schedule to allow time for presentations, committee meetings, doctoral networking, and other events. Abstract acceptance and rejection notifications were sent the end of January. Website has been updated with the Pre-conference, Expert Lectures and hotel link for reservations. Summary provided of decisions regarding the 351 abstract submissions with 197 oral/podium abstracts accepted, 147 posters accepted and 7 rejections.	
<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### PRACTICE COMMITTEE

<b>DISCUSSION</b>	The Practice Committee met on January 16 led by Maria do Céu Barbieri. Yuuko Mabrey volunteered to co-chair the committee. The Committee is now seeking member volunteers for the IFNA Position Statement Dissemination	
-------------------	---	--

	Project, which is divided into working groups focused on either the Generalist Competencies for Family Nursing Practice or the Advanced Practice Competencies. The subgroup on practices to support immigrant families is continuing to work on the webpage. Translations of the competency documents is ongoing
--	--

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The BoD appreciates the willingness of Yuuko Mabrey to co-chair the practice committee.  Sandra Eggenberger will inform the education committee about the work of the practice committee, as they are also discussing the position statement and utilization.	SE	

**RESEARCH COMMITTEE**

<b>DISCUSSION</b>	<p>Conference Planning: Abstract process and slotting the abstracts into blocks is moving forward. In March there will be A call for late breaking abstracts.</p> <p>Website: Discussion concerning development of the website continues.</p> <p>Paula has successfully developed a form which can be used for project information and to cluster projects according to themes.</p> <p>Suggestion was raised to appoint an ad hoc subgroup with the aim to explore which research is going on around the world to improve possibilities for international research collaboration within family nursing.</p> <p>Subcommittees: Abstract about the definition of family nursing has been accepted for oral presentation at the IFNC14. Measurement Subcommittee is working on compiling and posting information about the 12 family measures most commonly used by IFNA members (based on the results of our survey). Acute care Subcommittee is in the phases of data collection and analysis.</p>
-------------------	---

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**NOMINATION COMMITTEE**

<b>DISCUSSION</b>	The group met. Potential candidates are being explored and committee membes are reaching out to potential candiates. Prior committee suggested a formalize process or “sign-off” of the committee member’s review candidate documentation and verifying eligibility requirements. This year’s committee will continue this review process.
-------------------	--

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**IFNA Chapter Report: UK and Ireland**

<b>DISCUSSION</b>	Chapter meetings and processes are in motion. Veronica Swallow is providing guidance.
-------------------	---

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**IFNA Chapter Report: Australia/New Zealand**

<b>DISCUSSION</b>	Chapter meetings and processes are in motion. Veronica Swallow is providing guidance.
-------------------	---

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**COMMITTEE AGENDAS AND MINUTES AND SUMMARIES**

<b>DISCUSSION</b>	Debbie Zaparoni shared draft of templates for committee agendas and minutes. These templates may offer some consistency and guidance to committees in tracking. The board recommended one document that could flow from the meeting agenda to the minutes, and suggested having the duties and responsibilities included as per the bylaws along with a link to the committees Terms of Reference (TOR). The templates will be offered as an option to committee chairs. Modifications can be made to allow flexibility. Board liaisons are expected to provide the monthly reports to the Board. Liaisons will also be asked to be sure minutes are shared with Debbie Zaparoni who will post on the IFNA website.
-------------------	---

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
DZ will finalize the templates and distribute to committee chair persons. JL will send a reminder to board liaisons about their responsibility to compile summary board reports monthly. Plus, they will now be sure final minutes are available on the website by sending them to DZ.		

**IFNC15 (2021)**

<b>DISCUSSION</b>	Meetings and review of the proposals received for IFNC15 continue.
-------------------	--

<b>FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**UPCOMING**

<b>DISCUSSION</b>	Vacancies with the upcoming elections include President-Elect, Treasurer, 3 Director Positions, and 2 Nominating Committee members.  Strategic Plan will be reviewed in the fall; after the IFNC14.
-------------------	---

<b>FOLLOW UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**ADDITIONAL ITEMS**

<b>DISCUSSION</b>	Donna Curry contacted IFNA as a member of IFNA and a liaison to the Nightingale Society. The Nightingale Society is promoting the celebration of the Bicentenary of Florence Nightingale’s birth (May 12, 1820), for the year 2020. Nursing and public health organizations are being encouraged to recognize Nightingale in annual meeting, congress, regional meeting, special conference etc.  Cristina Garcia-Vivar requested consideration of the IFNC recognizing the Nursing Now Campaign.
-------------------	---

FOLLOW UP	PERSON RESPONSIBLE	DEADLINE
<p>Sonja Meiers will discuss the idea of recognizing Florence Nightingale at the IFNC14 (2019) with the Conference Planning Committee. Possibilities related to Nursing Now Campaign will also be explored.</p>		