

IFNA Board of Directors

MINUTES

APRIL 11, 2019

CONFERENCE CALL

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

Agenda TOPICS

APPROVAL of MINUTES

DISCUSSION	March IFNA Board of Directors (BoD) minutes were approved. Kathy Knafl (KK) made the motion. Veronica Swallow (VS) seconded.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE
In order to improve communication draft of minutes will be send to Board as soon as possible.		SE	

UPDATES AND NEWS

DISCUSSION	News shared by members: Kathy Knafl attended the Suzanne Feetham Lecture delivered by Pam Hinds and recruited for IFNC14; KK also promoted IFNC at Midwest Nursing Research Society; Portugal groups invited to IFNC by Carole Robinson who was presenting her newly translated <i>Family Caregiver Decision Support Guide</i> ; Veronica Swallow is nurse team leader on a recently funded grant focused on families with vasculitis; Marie Louise Luttk indicated Family Nursing is being added to their academic curriculum with Research-practice groups focused on translation; Birte continues family research in her retirement with ongoing European family research; Emeriti faculty reengaged in the mission of their academic setting reported by Sandra Eggenberger; Wendy Looman affirmed the many successes of the committees at IFNA with notation of a recent blog on policy by Suzanne Feetham.		
FOLLOW-UP		PERSON RESPONSIBLE	DEADLINE

FINANCIAL REPORT

DISCUSSION	<p>IFNA Finacial status is healthy. Assets increasing. Income exceeded expenses throughout 2019. Membership dues increasing since last month and aligns with membership income the last conference year of 2017. To date, the RAC has received \$56,700 in sponsorship commitments. IFNA also starting to see income from conference registrations (\$3255) and HFFN (\$700). Other than our usual expenses (e.g., management fees, PayPal, website), in March we had a \$4,417 conference-related deposit for the dinner cruise banquet at IFNC14.</p> <p>KK discussed the current status of IFNC14 registration. In light of global uncertainties, need to continue being mindful about examining trends and strategies related to conference attendance and conference planning since it is a main source of support for IFNA. Efforts to attract potential attendees to IFNC14 who could be future new members continues. Local planning committee may be able to help recruit employees of practice systems to attend IFNC14. Recognize the need to encourage registrants from academic systems in the</p>
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<p>local area who do not have presenters. Acknowledge the need to seek registrants from health care systems in the local area to seek new members and attendees.</p> <p>With the conference being a main source of financial support for IFNA, the BoD can consider other strategies to offer IFNA support.</p> <p>KK discussed plans to have a budgetary strategic plan exploration in future.</p> <p>Financial report approved. Carole Robinson moved to approve. Veronica Swallow seconded.</p>
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FOLLOW-UP		
<p>KK will speak with RAC about strategic future directions. A future board session will plan budget strategic planning session. Conference Planning committee or DZ will follow up with local planning committee to encourage their help in gaining registrants from health care systems for IFNC14.</p>	CPC and Local Planning	

NATIONAL COUNCIL OF FAMILY RELATIONS

DISCUSSION	<p>Efforts to increase collaboration among other interprofessional organizations have occurred. SE has communicated with NCFR about possibilities related to sharing education and communication opportunities. Board discussed the advantages of interprofessional engagement with IFNA. Ideas of discounted co-memberships was explored. Ideas about increased communication with NCFR and IFNA newsletter. Possibly mutual publications of the NCFR and IFNA conferences.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
SE will follow up with communications committee about possibilities for NCFR connection.	SE	Next board meeting

RESOURCE ADVANCEMENT

DISCUSSION	<p>As of the March meeting, \$56,700 in sponsorship has been committed, with \$47,700 received. The RAC goal is to further sponsorship and the HFFN initiative which will lead to achieving the committee's sponsorship goal of \$70,000 for IFNC14.</p> <p>RAC has been coordinating with Pam Hinds, chair of the Local Planning Committee to generate sponsorships and support for HFFN. All deans of SONs represented on the Local Planning Committee have committed to sponsorship.</p> <p>Plans are underway to contact deans who have 2+ faculty presenting at the IFNC14 and who have not already contributed sponsorship to do so. The RAC also will be contacting everyone who participated in HFFN for IFNC13 to encourage them to do so again for IFNC14.</p> <p>Janet Deatrck, who has provided stellar leadership as RAC chair for the past two conferences and led the development of a strong infrastructure for cultivating donors has announced she will be stepping down as chair following the conference. Co-chair Linda Young has agreed to move into the chair role and Susan Sullivan-Bolyai, a current RAC member, has agreed to move into the co-chair role. The RAC is pleased with this leadership transition as it ensures the continued success of the committee.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

NOMINATION COMMITTEE

DISCUSSION	<p>IFNA nomination committee is reviewing the eligibility of nominees for election according to the bylaws. An overview of current slate of candidates was shared with plans for a timeline to present slate to the board and members. DZ is assisting the nomination committee with the collection of information from nominees and communication between nominating committee and IFNA Board. As the nominating committee oversees the IFNA election process they will determine if a candidate requires a waiver from the board and seek that input from the board via survey monkey. Ballot will be sent out to members by end of April so new board members can assume office at August meeting.</p> <p>BoD expressed appreciation for nominations committee for their efforts to obtain a quality slate representing global members.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ will continue communication with the nomination committee chair Jyu-Lin Chen and committee.	DZ and Nominations Chair	

WEBSITE DEVELOPER AGREEMENT

DISCUSSION	<p>Communications committee has reviewed and recommended to the board a renewal of the agreement with Damien Steward, web developer and a block time agreement. Board approved the Block Time Agreement: March 28, 2019 – March 27, 2020; Anticipating an annual agreement, payment of \$1787.50 US dollars / 65 hours of work.</p> <p>Kathy Knafl moved to approve. Birte Ostergaard seconded.</p> <p>Board expresses appreciation to the communications committee for their ongoing work with the developer and the well-developed proposal agreement.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

BYLAWS

DISCUSSION	<p>Bylaw revisions are open for review by the IFNA Membership. Carole encouraged/invited a final review of the bylaws by the IFNA Board as well. Next, the Bylaws committee will review input from the membership and board. Plans are to seek final board approval at May meeting and then distributed to all members, and posted on the website. Recommended changes will be presented at the IFNA Business Meeting, August 16th at IFNC14. Voting to accept the changes will be done by survey monkey to the membership in September 2019.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ is receiving the member comments and will share with the Bylaws Committee after April 17th.		

AWARDS COMMITTEE

DISCUSSION	<p>Award nominations and decisions have been finalized. The committee met in March and discussed the process and procedures regarding nomination and granting the awards. Although some issues were</p>	
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	<p>discussed, the committee was satisfied with the process and the procedures and decided not to change anything.</p> <p>The committee would like to ask the attention of the board and the conference planning committee to consider the visit of John Rolland and Froma Walsh to the IFNA conference in August in order to receive their award for the Distinguished Partner in Family Health and to provide them with opportunity to share their expertise in a podium.</p> <p>Board discussed ideas such as this being precedent setting for the future, financial implications of having them being a presenter and unique aspects of these recipients for this request. Board discussed the ideas of a roundtable lunch. Thoughts about whether this could be an initiative for the future and questions about feasibility emerged. These distinguished partners sharing their expertise was noted. The Conference Planning committee is in the process of working on the schedule.</p>
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Conference Planning Committee needs to further discuss. Resource Advancement Committee will discuss the possibilities related to exhibitor fee.	CPC RAC	

EDUCATION COMMITTEE

DISCUSSION	The Education Committee has decided that the full committee and subcommittees will alternate meetings every other month.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

MEMBERSHIP COMMITTEE

DISCUSSION	Membership Committee members are creating videos and working with communication committee to upload on the website. Board is pleased to have the membership committee take the initiative to have the videos create and that they are available in multiple languages.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

COMMUNICATIONS COMMITTEE

DISCUSSION	<ul style="list-style-type: none"> Numerous IFNA and IFNC14 announcements are being circulated and disseminated. Debbie sent a comprehensive update about IFNC14 initiatives on April 1. Initiative to recognize members who have died. Can IFNA office identify members who have died and include their photos in the opening slides? Ideas on ways to learn about these members were explored. DZ could send a request via Constant Contact. Communication and ideas on how to acknowledge IFNA members death are being explored. Report and update to add a ‘subscribe here’ button to the IFNA website so that non-IFNA members can access IFNA newsletter. Goal to increase reach from 400 to 25,000. 13 people have signed up last month. DS will add a pop-up form inviting people to subscribe. Will also compare number of new website users to number of subscriptions IFNA website metrics: Numbers look similar to last month; everything is way up.
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	<ul style="list-style-type: none"> • Contributed updates and new content to IFNA Twitter and LinkedIn. Need more “hands on deck” to tweet key IFNA and IFNC14 messages. • Could someone from office tweet conference info? And Perhaps ask each standing committee to designate someone as “social media liaison”; JA & WS to schedule more tweets; JMB to follow up with committees. • Updated list of publications related to IFNA Position Statements Dissemination website page. IFNA Practice Committee has generated a process for involvement of committee members in this project which is still being launched some 9 months later. IFNA Education Committee still needs to be brought on board to collect and monitor dissemination. • IFNA March 2019 Newsletter NOT sent. The news items scheduled for March will be carried over to the IFNA April 2019 Newsletter. IFNA Research news recruitment led by Paula is going very smoothly. IFNA Practice and Education Committees continue to be very slow to generate news (meeting is booked for April 10 to meet with IFNA Practice news team) • 2019 IFNA Awards: 2019 IFNA Awards nominees and recipients have been posted on the IFNA website. (Helped the IFNA Awards Committee co-chairs develop the decision letters.) Next step is to create a new page to feature the 2019 IFNA Award recipients and their nomination info.https://internationalfamilynursing.org/ifna-membership/international-family-nursing-association-awards/. • The IFNA Membership Committee is in the process of developing several videos for IFNA membership recruitment. Once these are developed, vetted, and uploaded to the IFNA YouTube channel, the IFNA Communications Committee will promote and disseminate these videos. • RAC has developed two IFNA promotional flyers in English and Portuguese that promote the IFNA mission and request sponsorship of IFNC14: https://internationalfamilynursing.org/2016/02/18/resource-advancement-committee/. • Dissemination of the “presenter” badge (wording revised from speaker to presenter at the request of the IFNA BOD). • Wilma Schroeder is leading development of the Guidebook app for IFNC14. 	
		DEADLINE

PRACTICE COMMITTEE

DISCUSSION	The priority work issues for the PC include preparing the two posters accepted for IFNC14 (IFNA Position Dissemination Project; Immigrant & Refugee Crisis). The committee continues to work on gathering the information about IFNA Position Statement Dissemination. Translations of the Advanced Practice Competencies document are ongoing (German, Chinese, Arabic and French).	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

RESEARCH COMMITTEE

DISCUSSION	The call for poster contest submissions and evaluation criteria were reviewed and discussed to ensure it incorporates policy, practice, and education-type abstracts. Work on slotting the program continues and late breaking abstracts are due by April 8th. A call for reviewers for these abstracts went out.	
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<p>Suzanne Feetham has begun a Blog on Policy (Why Policy Matters) and Lindsay Smith has added a blog post highlighting the Tasmanian Child Youth and Wellbeing Framework, which is being adopted across all Tasmanian governmental agencies.</p> <p>Currently, news posts have been submitted to Janice Bell for February, March, and April with others in motion for May and June.</p> <p>International Research Subcommittee: The ICU research cluster is moving forward: data collection has started. They will be presenting 2 podium presentations at IFNC14: Process of conducting global research and preliminary findings.</p> <p>The Defining Family Nursing paper, written by members of the International Research Collaboration Subcommittee of the Research Committee, will soon be submitted for publication.</p> <p>Members of the Measurement Subcommittee are working on critiques of tools commonly used by family nurse researchers.</p>		
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

CONFERENCE PLANNING COMMITTEE

DISCUSSION	<p>40 late-breaking abstracts were received. Conference Registration opened last week, 35 conference registrations to date representing 11 countries. Keynote speakers have confirmed. Confirmed an International Response Panel to 2nd day Keynote, respondents from UK, Australia, Japan and Brazil. Veronica Swallow is the moderator. Lindsay Smith, Junko Honda, Regina Szylit are responding.</p> <p>Recently distributed a call for applications for the Student Travel Scholarship fund, via the IFNA Foundation. Application for travel fund has been distributed to the student members of IFNA. To be eligible, active student membership as of December 2018 is required. Questions surfaced: 1) for this fund to be an incentive to belong to IFNA students must be aware of the scholarship fund so how does that occur; 2) how does this eligibility requirement encourage new members. A few board members noted a desire for this funding to support potentially new student members, in addition to current student members.</p>	
FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
KK will ask the Foundation Board to consider how the student support for IFNC can be considered as an encouragement for new membership also.		

IFNA Chapter Report: UK and Ireland

DISCUSSION	Moving forward.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

IFNA Chapter Report: Australia/New Zealand

DISCUSSION	Moving forward. Meeting scheduled for early May.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE

UPCOMING

DISCUSSION	Strategic Plan will be reviewed in the fall after the IFNC14.
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE
Board will meet for dinner.		

ADDITIONAL ITEMS

DISCUSSION	Ambassadors program was discussed. The idea of different countries and the importance of policy and identifying individuals within your organization who could be policy influencers. Thoughts about creating family influencers and the role of our country liaisons was discussed; however, as previously considered the country liaisons did not choose to assume this role. Therefore, board suggests we remain open to future possibilities.
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FOLLOW UP	PERSON RESPONSIBLE	DEADLINE

NURSING NOW

DISCUSSION	The anniversary of Florence Nightingale will be noted during IFNC14. DZ has received a recent video that may be helpful. Museum at Kings College in London may have a video that is useful to IFNC. CPC is checking on these possibilities.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
Helen Moriarty of the conference planning committee is following up ideas / leads to recognize Florence Nightingale.		

COORDINATION ACROSS COMMITTEES

DISCUSSION	At a recent RAC meeting, we were reminded of prior meetings that convened the IFNA co-chairs in an effort to increase communication and coordination across IFNA committees. Kathy Anderson, along with then President, C. Robinson led these meetings. There were 3 – 4 meetings held annually over the past 2 years. The board agreed and recognized the value of these meeting, and will work to resume regular meetings of the committee chairs.
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FOLLOW-UP	PERSON RESPONSIBLE	DEADLINE
DZ and SM will speak with JL about creating this opportunity for the co-chairs to meet.	DZ JL	