

**IFNA Agenda / Minutes
Board of Directors -
Conference Call
May 9, 2019
11:00a – 1:00p EDT**

1. Please join my meeting.
<https://global.gotomeeting.com/join/538727597>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

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The Mission of the International Family Nursing Association (IFNA) is to Transform Family Health by:

1. Serving as a unifying force and voice for family nursing globally;
2. Sharing knowledge, practices, and skills to enhance and nurture family nursing practice; and,
3. Providing family nursing leadership through education, research, scholarship, socialization and collegial exchange on all aspects of family nursing.

Attendees:	Kathy Knafel, Sandra Eggenberger, Sonja Meiers, June Horowitz, Wendy Looman, Veronica Swallow, Cristina Garcia-Vivar Staff: Debbie Zaporoni and Beth Kassalen
Unable to Attend:	Jane Lassetter, Marie Louise Luttk, Birte Østergaard, Carole Robinson,
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Exchange / Networking
Discussion:	June Horowitz attended Sesame Street workshop and noted the multiple programs e.g. tool kits, programs for parents, caregivers.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Approval of prior minutes
Discussion:	Kathy Knafel moved to approve minutes. Veronica Swallow seconded. Minutes from April 2019 were approved.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Financial Board Report
Discussion:	We continue to see a positive trend in income given it is a conference year. Membership income is increasing as expected. We are starting to see conference related expenses as well.

Follow up:	Financial report reviewed. There were no questions.
Person Responsible:	
Deadline:	

Agenda Topic:	IFNA Bylaws - Member Open-comment
Discussion:	<p>Board of Directors (BoD) reviewed input and comments from the members on the bylaws and then reviewed the bylaw committee response to the input, including recommendations. (e.g., make a further revision or not). Board reviewed the following points: following discussion with the board, the following changes will be made.</p> <p>Article IV Section 2.3 Each election cycle, nominated officers and Directors will normally represent at least three countries. Member comment – use of the word “Normally” Board agreed to rewording to read <i>Each election cycle, nominated Officers and Directors shall represent at least three countries whenever the pool of qualified candidates is sufficient to do so.</i></p> <p>Article IV Section 3.4 The role of the President is a 5 year commitment comprised of the President-elect who shall serve in that office for a two (2) year term and then shall become President for a two (2) year term, then Past President for a one (1) year term. The President-elect shall be elected in odd numbered years. Member comment – suggested rewording for consistency Board agreed to rewording to read <i>The role of the President is a 5 year commitment. In the first 2 years the individual shall serve as the President-Elect. In years 3 and 4 the individual shall serve as President. The final year will consist of a 1 year term as Past President. The President-Elect shall be elected in odd numbered years.</i></p> <p>Article IV Section 5.2 Normally, Officers and Directors must attend at least 50% of all BOD meetings per year or will be considered to have vacated their position and a replacement will be named in the next scheduled election. Member comment – use of the word “normally” Board agreed to reword to read <i>Officers and Directors must attend at least 50% of all BOD meetings per year or will be considered to have vacated their position and a replacement will be named by the BOD to fulfill the term. The BOD may consider unsuccessful candidates from the previous election to identify an individual to fulfill the term of the position.</i></p> <p>Article VII Section 2.2 In consultation with the Local Planning Committee the Conference Planning Committee will plan all social activities associated with the conference including banquets, special events, trips and tours. Member Comment – suggested “Local members of the Conference Planning Committee” instead of Local Planning Committee. Board discussed and agreed to use this term previously, and agreed to retain the wording of Local Planning Committee.</p> <p>Article VII Section 3.1 The Bylaws Committee shall be appointed by the Board of Directors, based on recommendations by the Bylaws Committee, for a two-year term or until their successors are appointed. Member comment – should the committee members make the recommendation, or should board appoint. Board agreed to revert to the original wording</p>

	<p><i>The Bylaws Committee shall be appointed by the Board of Directors for a two-year term or until their successors are appointed.</i></p> <p>Article VII Committees Committee members are comprised of interested IFNA members who are eligible to serve on committees and agree to actively participate in the work of the committee. Member comment – Recommend term limits to allow for new committee member participation. Board decision <i>There are no term limits for committee members, except for the nominating committee. Board agreed, the bylaws would remain as written.</i></p> <p>Article VII Section 6 Practice Committee Member comment – Practice Committee requests the addition that members must attend at least 50% of meeting per year. Board decision <i>The Board does <u>not</u> support this suggested change within the Bylaws. Attendance requirements may impact committee participation overall. Perhaps should be addressed within the Terms of Reference for the Committee, or committee guidelines/policy.</i></p> <p>Article IV Section 3.6 Any other Officer or Director may be a candidate for another elected position regardless of whether their term is expiring. Bylaws Committee recommended a final wording check. Board reaffirmed this wording.</p> <p>There was one comment from the Australia and New Zealand chapter that is outside the scope of the Bylaws committee and will require extensive discussion at the board level.</p> <p>There were several other positive comments from IFNA members that do not require a response.</p>
Follow up:	<p>Notice of Business Meeting at IFNC14 and that the recommended Bylaws changes will be reviewed should to be sent to the IFNA Membership.</p> <p>Bylaws Committee should inform the IFNA members that commented about the outcome from the board review and discussions regarding their comments.</p>
Person Responsible:	Bylaws committee will contact individuals who offered input and clarify rationale and interpretations. BoD will express appreciation to members for their careful review.
Deadline:	

Agenda Topic:	Collaboration with other organizations, query the membership for other organizations
Discussion:	<p>Sandra Eggenberger shared perception of need to clarify processes for collaboration with other organizations that share IFNA mission and vision. Ideas such as distributing survey to members to identify their current organizations. The office staff, as well as education and communications committee have also had dialogue with other member organizations. There appears to be two particular areas for Board to explore: 1) collaboration across organizations in mission and reciprocal work; and 2) sponsorships and membership benefits across organizations.</p> <p>At the next BoD meeting a task force will be appointed to further examine the potential for IFNA collaborations and develop guidelines for initiating collaboration with other organizations. Ad hoc will identify communication that happens at the organizational and individual level.</p>
Person Responsible:	Board of Directors
Deadline:	Next Agenda Item

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Agenda Topic:	Awards Committee
Discussion:	Awards committee has identified recipients. The 2019 IFNA Award nominees and recipients have been identified on the IFNA website. Congratulations to 15 IFNA members and 2 Distinguished Partners in Family Health Care from 4 countries who were nominated for a 2019 IFNA Award.
Follow up:	Debbie Zaparoni will follow up with notifying members in the newsletter or other communication.
Person Responsible:	
Deadline:	

Agenda Topic:	Communications Committee
Discussion:	No report at this time.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Conference Committee
Discussion:	<p>Conference registration at this time is approximately 78 with 45 members, 12 Non-members, 10 students.</p> <p>Late-breaking abstract submissions are being reviewed with notifications planned for middle of May. Efforts continue to plot the abstract portion of the program.</p> <p>Preliminary Conference brochure has been posted to the website.</p> <p>We have had about 20-25 request for invitation letters for Visa purposes. Pam Hinds is facilitating these via the Children's National Legal Department. More than ½ have been from areas/regions in Africa. We have seen a noted increase in communications from these areas with the recent conference held, mid-April in Ghana. IFNA Member, Julie Mogbo promoted IFNA and IFNC14 at the conference.</p> <p>Anticipate having the Poster Awards once again, this year.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Education Committee
Discussion:	<p>Discussion of possible Education committee contributions to IFNC14</p> <ul style="list-style-type: none"> • Table for Meet and Greet that includes position statements and committee information • Provide student poster award

	<ul style="list-style-type: none"> • Host a lunch to foster student membership, connections, and networking • Committee Meeting <p>Position Statement Work</p> <ul style="list-style-type: none"> • Future publication and online • Janice Bell invited to the education committee <p>Subcommittee: Communication and Newsletter</p> <ul style="list-style-type: none"> • New members being featured • Committee information on website being revised • Exploring Communication committee processes <p>Subcommittee: Communication and Simulation, Informatics and Technology</p> <ul style="list-style-type: none"> • Future webinars being planned: <ul style="list-style-type: none"> ○ Mental health ○ Simulation ○ Global Climate and impact on families (Article in American Nurse Today) ○ Compensation for webinars discussed ○ Anniversary of Florence Nightingale being noted with presentation in 2020 • Seeking clarity with directions on position statement • Seeking additional information related to the IFNA guidelines on position statement <p>Sandra Eggenberger shared information on meeting with subcommittee of communication, simulation, informatics and technology. SE shared IFNA position statement regarding policy statement with subcommittee.</p>
Follow up:	DZ will check the website for location of the policy on position statement. SE will continue to meet with the subcommittee and provide additional clarity regarding the position statement and simulation. SE will talk with the co-chairs of the education committee.
Person Responsible:	SE
Deadline:	

Agenda Topic:	Membership Committee (Wendy Looman / Cristina Garcia-Vivar)
Discussion:	The membership committee has not met recently, no update at this time.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Nominating Committee
Discussion:	<p>Received consensus from the board as requested to waive the membership eligibility criteria for one of the nominating committee candidates.</p> <p>Ballot was distributed 5/2 to Active IFNA members (386). The voting ballot will close on Thursday, May 30th.</p>

Follow up:	Follow-up / reminder emails will be sent.
Person Responsible:	Debbie Zaparoni
Deadline:	

Agenda Topic:	Practice Committee (Carole Robinson)
Discussion:	No update that this time.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Research Committee (Birte Østergaard)
Discussion:	<p>Welcome to two new members of the committee: Eric Hodges, Associate Professor of Children's Health School of Nursing University of North Carolina at Chapel Hill. and Karen Lyons, Associate Professor at the Connell School of Nursing, Boston College.</p> <p>The suggested format for minutes was sent to subcommittees of the research committee and all find it well-structured and usable. Highlighting the mission and responsibilities of the committee at the beginning was found very useful as a reminder to keep the work on track.</p> <p><i>Conference planning</i></p> <p>Working on revisions of poster criteria so that it also fits to different works besides research. To improve the attendance to IFNC14 it was suggested that all presenters are encouraged to bring one person to the conference.</p> <p>It was noted that at the family nursing research workshop – participants indicated interest in a student engagement meeting at the next family conference.</p> <p><i>Website enhancement and continued development.</i></p> <p>Potential target tasks and goals and timeline were discussed including e.g. start updating bibliographies in September/October; outlining content for family research organizations and funding sources in November/December.</p> <p><i>International Research Subcommittee</i></p> <p>The ICU research cluster is ongoing.</p> <p>The Defining Family Nursing paper, written by members of the International Research Collaboration Subcommittee of the Research Committee, is about to be submitted for publication.</p> <p>Deadline for members of the Measurement Subcommittee who are working on critiques of tools commonly used by family nurse researchers has been extended to June 1st.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Resource Advancement
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Discussion:	<p>Updates</p> <ul style="list-style-type: none"> As of 4/22, the RAC has generated \$58,600 in sponsorship commitments, with \$51,700 received. RAC members are pleased with the progress they have made toward achieving their goal of \$70K in sponsorship, with more funds anticipated through the recently launched Honor Families and Family Nurses program. Following IFNC14, Jan Deatrck will send a note to all donors updating them on what was achieved and showcasing some of the highlights of the conference. Plans are in place for contacting the 9 deans with 2+ faculty presenting at the IFNC14 who have not already contributed sponsorship. Deans will be contacted after the Late Breaker presenters are known, since there may be more deans to add to the list. Letters to deans will be personalized to include the names of faculty and students from their school who are presenting. The RAC will be hosting two special events during the conference - a breakfast (Wednesday 7:30a) for deans/directors from academic and healthcare institutions who are attending the conference; a donor recognition reception at which those who have made donations across all three conferences will receive special recognition. The Awards Committee asked the RAC to consider offering the Distinguished Partner Awardees an opportunity to network / sell their books at the conference. Following discussion, it was decided to invite the awardees to reserve an exhibit space, offering a reduced rate to exhibit. <p>The RAC was very appreciative of the Membership Committee sharing the excellent video they developed to highlight the advantages of IFNA membership. This recently was shown at a conference in Africa and will be shown at the annual JARFN meeting in September.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	UK/Ireland Chapter
Discussion:	No update at this time.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Australia and New Zealand Chapter (Debbie Zaparoni)
Discussion:	<p>General discussion to</p> <ul style="list-style-type: none"> Increase membership in the chapter and raise the level of awareness for IFNA Begin collaboration between the Australian and New Zealand researchers and clinicians. Plans for conference, who is attending, presentations, in-person meeting, flags for opening ceremonies, contribution to raffle. <p>Benefits of being part of an international society –</p> <ul style="list-style-type: none"> Being able to collaborate internationally on research projects. Ticks our boxes for research Not discipline specific

	<ul style="list-style-type: none"> • Not disease specific • Hearing from other researchers around the world and how they go about research with families • International support <p>Looking at ideas for research:</p> <ul style="list-style-type: none"> • collaborative grant <ul style="list-style-type: none"> ◦ Lindsay to check further on this • Virtual workshop for 2020 <ul style="list-style-type: none"> ◦ Elisabeth discussed opportunities for a virtual workshop, either supported with a grant application internally or just in-kind by universities. ◦ Maybe link with European family researchers <p>Encouraged voting for Lindsay in the upcoming election.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	IFNA Foundation
Discussion:	The foundation received in 12 eligible Student Travel Scholarship applications. Applications were reviewed with a random process used for selection. The BoD is pleased with the increased interest and the outcomes of this Honor a Family Nurse and Family program.
Follow up:	
Person Responsible:	
Deadline:	

Reminders

- Strategic Plan Review / Anticipate for Fall of 2019
- Nursing Now Campaign

Next Meeting

June 13th 11:00am – 1:00pm EDT

Debbie Zapanoni is sending out notice to check on availability during summer months.