

IFNA Minutes Board of Directors - Conference Call June 13, 2019 11:00a – 1:00p EDT	<p>1. Please join my meeting. https://global.gotomeeting.com/join/538727597</p> <p>2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.</p> <p>United States: +1 (786) 358-5410 Canada: +1 (647) 497-9390 Denmark: +45 (0) 69 91 88 62 Spain: +34 911 82 9782</p> <p>Access Code: 538-727-597 Audio PIN: Shown after joining the meeting</p> <p>Meeting ID: 538-727-597</p>
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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, June Horowitz, Wendy Looman, Veronica Swallow, Jane Lassetter, Carole Robinson Staff: Debbie Zaporoni and Beth Kassalen
Unable to Attend:	Cristina Garcia-Vivar, Birte Østergaard, Sonja Meiers, Marie Louise Luttk
Guests:	
Minutes compiled by:	Sandra Eggenberger with the stellar support work of Debbie Zaporoni

Agenda Topic:	Welcome / Announcements Board Exchange / Networking (Jane Lassetter)
Discussion:	Jane L shared that she recently returned from a trip to the Czech Republic with her nursing students. Jane is grateful for the coverage provided by the Sonja/Carole and other board members during her absence. Veronica S. shared excitement about her recent trip to Georgia (near Russia, at the intersection of Europe and Asia).
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Approval of prior minutes (Jane Lassetter)
Motion to Approve	Amendments to the minutes recommended: <ol style="list-style-type: none"> 1. Detailing/clarifying the development of the task force regarding collaborations with other organizations. Developing guidelines will be part of the charge. 2. Membership committee – no report with committee not meeting recently 3. Removal of last agenda item- deferred to a later meeting.

Agenda Topic:	Financial Board Report (Kathy Knafl)
Discussion:	<p>June 13, 2019 Treasurer Report</p> <p>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. Through the first five months of 2019, our income has exceeded our expenses. Membership continues to increase. As reflected in the RAC report, sponsorship for the conference has been strong.</p> <p>Kathy encouraged everyone to be very proactive in encouraging conference attendance. VAT from Spain is in process of being returned.</p>

Agenda Topic:	2019 Election Results / BOD Vacancy (Jane Lassetter)																								
Discussion:	<p><u>Election Results</u></p> <table border="1"> <thead> <tr> <th>Candidate Name</th> <th>Country / Phone</th> </tr> </thead> <tbody> <tr> <td colspan="2">President-Elect</td> </tr> <tr> <td>Veronica Swallow</td> <td>United Kingdom</td> </tr> <tr> <td colspan="2">Treasurer</td> </tr> <tr> <td>Kathy Knafl</td> <td>USA</td> </tr> <tr> <td colspan="2">Director (3)</td> </tr> <tr> <td>Lindsay Smith</td> <td>Australia</td> </tr> <tr> <td>Veronica Lambert</td> <td>Ireland</td> </tr> <tr> <td>Petra Brysiewicz</td> <td>South Africa</td> </tr> <tr> <td colspan="2">Nominating Committee (2)</td> </tr> <tr> <td>Kristen Anderson</td> <td>USA</td> </tr> <tr> <td>Karin Dieperink</td> <td>Denmark</td> </tr> </tbody> </table> <p>IFNA had a strong slate of candidates and looks forward to working with our newly elected Board members and new elected members of the Nominating Committee. Congratulations to the elected Board Members with global representations.</p> <p>Board was reminded that in order for Veronica Swallow to be on the ballot for President-Elect, she had to resign her position as Director. This left a vacancy for one year in a Director position. According to our bylaws (Section 4.3), “A vacancy in another Officer or Director position shall be filled by temporary appointment of the BOD until the next regularly scheduled election cycle. The BOD may fill vacancies by choosing from among candidates placed on the slate by the Nominating Committee during the prior election cycle.” Thus, the Board of Directors has responsibility for appointing someone to complete Veronica’s term.</p> <p>The Executive Committee met on June 10 to discuss the best way to make this selection. Executive committee proposes that a private vote of the Board of Directors be held to select between June Horowitz and Wendy Looman, two of our current and very diligent and qualified Board members, to complete Veronica’s term. We recognize that both have served tirelessly on the IFNA Board, and either could seamlessly fulfill this one-year vacancy on the Board. In contrast to other possibilities we discussed, we perceive their Board experience is vital in filling this one-year opening. Wendy and June have both graciously agreed to have their names on a ballot for the Board to make this important decision.</p>	Candidate Name	Country / Phone	President-Elect		Veronica Swallow	United Kingdom	Treasurer		Kathy Knafl	USA	Director (3)		Lindsay Smith	Australia	Veronica Lambert	Ireland	Petra Brysiewicz	South Africa	Nominating Committee (2)		Kristen Anderson	USA	Karin Dieperink	Denmark
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Follow up:	This plan is acceptable to the Board. Immediately following Thursday’s BOD meeting Debbie will send all members of the Board of Directors (including June and Wendy) a link to																								

	a Survey Monkey ballot. Each Board member will have until June 20 to complete the survey.
Person Responsible:	Debbie Zaparoni
Deadline:	Immediately

Agenda Topic:	Collaborations with other organizations (create a task force)
Discussion:	Board and several committees recognize a need for a task force to examine the IFNA directions in developing collaborations with other organizations. A suggestion was made for the past president to convene this task force. Since Jane will soon be the past president, she will send an email to several of the committee chairs seeking individuals to serve on this task force. Board and committee representatives will serve on this task force.
Follow up:	Jane will reach out to Communication, Education, RAC, Practice, Conference Planning and Membership Committees to request a suggested/appointment to this task force from their committee.
Person Responsible:	Jane Lassetter
Deadline:	

Agenda Topic:	IFNC15 Recommendations
Discussion:	Sonja Meiers, June Horowitz, Jane Lassetter, and Debbie Zaparon have been meeting to explore locations for the IFNC15 in 2021. Proposals from Leeds, UK; Dublin, Ireland; and Tampere, Finland have been carefully reviewed. Multiple factors related to these destinations were explored. Factors such as ease of access, members in the area, chapters with members, and costs for members were noted. Budget comparisons were carefully reviewed. All locations are quality sites; thus, much discussion ensued. The timing of conferences in June vs August was discussed. Based on all the comparisons, the small group recommended Dublin, Ireland for 2021. After discussion, the Board reached consensus that IFNC15 will be held in Dublin, Ireland.
Follow up:	Debbie Zaparaoni -Zaparoni will locate letters of notification. Past practice has been the next location is announced at the end of a conference. Conference planning committee will consider ways to announce the IFNC15 location.
Person Responsible:	DZ locate -letters of notification Conference Planning Committee
Deadline:	

Agenda Topic:	Awards Committee (Marie Louise Luttik)
Discussion:	Targeted work, no additional report at this time.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Communications Committee (Veronica Swallow)
Discussion:	Communication Committee is seeking additional support for social media communication. Veronica and Sandra posed the ideas of graduate students being involved in this work. Communication committee and Janice Bell have shared concerns with needing a person to post social media information that communications committee develops. Analytics report from Communications Committee is encouraging. Debbie Zaparoni has been assisting with

	<p>newsletters. The idea of needing additional IFNA members who are technologically-oriented to social media involved with communications committee. Possibly the organization could identify a title for a student with expertise in social media communication.</p> <p>The Board recognizes the extensive and significant work that Communications Committee conducts. The idea of recruiting a student for an internship in communications. Sandra Eggenberger shared that a communications student is working with the Taylor Institute. Wendy Looman volunteered to help with the guidebook work, along with Wilma Schroeder. Wilma will be leaving the co-chair and that important role will need to be filled.</p>
Follow up:	Veronica Swallow will talk with Communications Committee about the idea of working with a graduate student who has communication expertise. The idea of creating a liaison person who is working with the Taylor Institute and also works with IFNA Communications Committee will be explored further.
Person Responsible:	<p>Sandra Eggenberger will follow up with her communication expert coordinator</p> <p>Other board members will explore resources in their setting.</p> <p>Veronica Swallow will arrange a skype call with communications committee chair about these ideas and let SE know response.</p>
Deadline:	

Agenda Topic:	Conference Committee (June Horowitz / Sonja Meiers)
Discussion:	<p>In a just two months, we will be welcoming IFNC14 Conference attendees! Over 180 persons have registered for IFNC14 prior to Early Bird Registrations on June 14, 2019. If you have not registered, please do so!</p> <p>The Preliminary Conference Brochure is posted and looks so welcoming! Helene Moriarty and Kim Mooney-Doyle, as Co-Chairs of the Research Committee, and Debbie Zaparoni have worked tirelessly to create this program. Endless thanks to them all! Committee believes you will be pleased with the quality and variety of workshops, expert lectures, keynote speakers, an international response panel, the banquet dinner on The Spirit of Washington, and scheduled times for committee and subcommittee meetings.</p> <p>An individual with knowledge of Florence Nightingale is working on creating a closing presentation that highlights the international influence of IFNA and Florence Nightingale. The Local Planning Committee, chaired by Pam Hinds, is preparing some elements for opening and closing ceremonies and welcoming attendees. We have heard from one frequent conference attendee and organization leader that she is not able to attend due to lack of funding from her employer, which is disappointing. As the priority this year was in distributing limited funds focused on helping students attend IFNC14; perhaps future priorities could expand to include IFNA members. Thanks to the generous donors who contributed to the IFNC13 Honor a Family Nurse program and the Kathryn Hoehn Anderson Student Travel Fund, the IFNA Foundation was able to support 8 students to attend IFNC14 with travel awards covering conference registration and two nights in the hotel. Countries of the students include Spain, Iceland, Canada and the United States. Our student members are the future of family nursing research, education, and practice and we hope to expand our support for them to attend the IFNC15 conference. Please consider contributing to one of these funds to assure a robust future for family nursing.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Education Committee (Sandra Eggenberger)
Discussion:	<p>Simulation, Information and Technology subcommittee is working to create more visibility for simulation. The Education Committee made a decision to not develop an IFNA simulation position statement at this time, but rather create a vision and direction for the Simulation, Information and Technology subcommittee. In the future, IFNA could consider establishing a simulation committee separate from the education, as simulation involves more than education and includes practice and research. However, at this time Education committee decided to retain simulation as a subcommittee of the education committee. And consider a separate committee in the future.</p> <p>New topics for webinars are being developed. Education committee is planning webinars considering honorariums for webinar presenters. Education committee could send a proposal to Board if they want to offer honorariums to non-members. However, if a non-member provides a webinar they could have access to the webinars which may be a benefit for providing a webinar.</p> <p>Education resources subcommittee is working on moving forward.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Membership Committee (Wendy Looman / Cristina Garcia-Vivar)
Discussion:	<p>Committee has not met for several months with plans to meet at IFNC. Membership committee could be invited to the Conference Planning Committee to explore membership activities at IFNC. For example, new students attending IFNC will need an orientation to IFNA and may be beneficial for membership committee to consider ways to connect with members and potential members.</p>
Follow up:	
Person Responsible:	Wendy Looman will reach out to ask membership committee to meet with Conference Planning Committee and explore some of these ideas.
Deadline:	

Agenda Topic:	Nominating Committee (Debbie Zaparoni)
Discussion:	Election results discussed as an agenda item.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Practice Committee (Carole Robinson)
Discussion:	<p>Board of Directors Update Practice Committee May 22, 2019</p> <ul style="list-style-type: none"> Continued work on the dissemination project tracking the uptake and use of the Position Statements for Generalist and Advanced Practice. Poster being developed

	<p>for IFNC14 focused on this work.</p> <ul style="list-style-type: none"> • Sub-committee on Immigration issues for families is undertaking a systematic review. Also the work of the subcommittee focused on creating a repository of resources related to Caring for Refugee Families will be presented as a poster at IFNC14. • Practice Committee welcomes the work to be undertaken regarding collaboration with other organizations to clarify the role of the committee vis a vis the Board. <p>Submitted by Carole Robinson on behalf of Maria do Ceu Barbieri and Yuuko Mabrey</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Research Committee (Birte Østergaard)
Discussion:	<p>Research Committee meeting May 28, 2019 Report from Board liaison Birte Østergaard</p> <p>Welcome to two new members of the committee: Karen Kalmakis, Associate Professor College of Nursing, University of Massachusetts Amherst, and Karyn Roberts, College of Nursing, Illinois.</p> <p><i>Conference planning</i> Working on revisions of poster criteria so that they also fit with different education and practice work besides research. To improve the attendance to IFNC14, it was suggested (Marcia) that all presenters be encouraged to bring one person to the conference. 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> Paula received successful response from the cluster group and the work is moving forward. So now, for the first time, there is a store of research news for the newsletter. Discussions about research news spotlight at the conference, which can be posted at Twitter and other social media.</p> <p><i>International Research Subcommittee</i> The ICU research cluster is ongoing. Presentations of preliminary work and processes will be presented at IFNC. The Defining Family Nursing paper, written by members of the International Research Collaboration Subcommittee of the Research Committee, has been submitted, The collaboration process will be presented at the conference. Next meeting is scheduled on June 25.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Resource Advancement (Kathy Knaf)
Discussion:	Report to the Board June 13, 2019

	<p>Meeting Date: May 20, 2019</p> <p>Updates</p> <ul style="list-style-type: none"> • As of 5/20 the RAC had received \$60,000 in sponsorship commitments, with \$54,600 received. An additional \$1800 has been raised through the Honor Families and Family Nurses program, bringing the fund-raising total to \$61,800 as of the May meeting. • RAC members made follow-up contacts with the 10 US deans with 2+ faculty/students presenting who have not already contributed sponsorship. • RAC members from Japan (Junko Honda and Kyoko Kobayashi) are setting up a Facebook page to promote the conference in Japan. Members from other countries are tailoring their approach to eliciting support in ways they think will be a “good fit” with cultural norms. • Plans are moving forward for the two special events the RAC will host at IFNC14 (breakfast for deans/directors from academic and healthcare institutions; reception for donors). The breakfast is scheduled for Wednesday 7:30a and the reception for 6p on Wednesday. RAC members are covering the expense of the donor reception. • Requests to BOD <ul style="list-style-type: none"> ○ The RAC is seeking BOD input on establishing partnerships with key organizations such as JARFN and NCFR. RAC members would like clarification of their role in seeking and negotiating partnerships versus the role of the BOD. ○ RAC members ask all BOD members to contribute to the HFFN initiative.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	UK/Ireland Chapter (Veronica Swallow)
Discussion:	<u>No update at this time.</u>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Australia and New Zealand Chapter (Debbie Zaparoni)
Discussion:	No update at this time.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	IFNA Foundation
Discussion:	Jane Lassetter informed the BOD Bo d that IFNA-FIFN Foundation was interested in adding a silent auction component to the IFNC-14 raffle. Silent auction could include higher cost options, such as hotel for IFNC-15. Board thought this may not be possible with a two year time span, so possibly a virtual raffle or items for one year out could help generate interest in IFNC15 during a non-conference year.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Committee Business Meeting Slides/Request
Discussion:	
Follow up:	
Person Responsible:	
Deadline:	

Reminders

- Strategic Plan Review / Anticipate for Fall of 2019
- Nursing Now Campaign
- President Meeting with Co-Chairs for Welcome, Orientation, and Update
- Committee Co-Chairs Meeting is being Planned
- Policy related to standing committee with next bylaws
- Foundation Information from JL

Next Meeting

July 11th 11:00am – 1:00pm EDT