

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

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, Cristina Garcia-Vivar, Sonja Meiers Staff: Debbie Zaparoni
Unable to Attend:	Carole Robinson, Birte Østergaard
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Exchange / Networking (Jane Lassetter)
Discussion:	Marie Louise Luttk has been recognized as Professor in Family Nursing at the Hanze University of Applied Sciences. Jane Lassetter has been selected to be a member of the American Academy of Nurses.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Approval of prior minutes (Jane Lassetter)
Motion to Approve	K Knafel moved to approve minutes. Board approved.

Agenda Topic:	Financial Board Report (Kathy Knafel) VAT Recovery
Discussion:	As of June 30, 2019, our total assets are strong with a significant net income for the year. There was a substantial influx of registrations during June with total conference registrations about \$155,350, which is slightly lower than the IFNC13 registrations at this point in time. Membership dues through June were \$30,325 (about 4k more than last month). As reflected in the RAC report, sponsorship for the conference has been strong. To date, conference expenses as expected with banquet and transportation within normal. The VAT recovery from IFNC13 has been deposited in our account (\$5476).

	Treasurer noted the importance of developing a strategic plan focused on business plan. IFNA is examining funding initiatives to must develop a strategic business plan. As IFNA approaches tenth year need to think to the future; e.g. special projects, committee request funds for research, education and practice initiatives.
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Agenda Topic:	IFN Foundation Bylaws Review / Approval
Discussion:	Bylaws from IFNA Foundation were reviewed with a suggestion. Board approved with suggestion to add leadership. The suggestion will be shared with the Foundation Board.
Follow up:	Foundation Board will review the suggestion. If they approved the bylaws are approved.
Person Responsible:	
Deadline:	

Agenda Topic:	Collaborations with other organizations update (Jane Lassetter)
Discussion:	Jane Lassetter sent an email to committee chairs to request a person/s to work on collaboration with other organizations. The collaborative group will be convened after responses. SEggenberger reported that Janice Bell indicated wanting to work on this efforts.
Follow up:	JL
Person Responsible:	
Deadline:	

Agenda Topic:	Agenda and Meeting Template (Sandra Eggenberger and Debbie Zaporoni)
Discussion:	SEggenberger raised the questions about the effectiveness of the agenda and meeting template. Committees could choose to use, but board does not know how many are using and the feedback on usage. Liaisons will ask the committees for input if they are using templates for agenda and minutes.
Follow up:	Board liaisons.
Person Responsible:	
Deadline:	

Agenda Topic:	Fundraising for IFN Foundation at IFNC14 (Jane Lassetter)
Discussion:	Foundation request to have a silent auction to have consultation from experts. Board supported the idea of consultations being part of a silent auction. Thus, a person could donate items for consultations: e.g. a class, edit session, research support etc. They could give their time as a way to raise funds.
Follow up:	Board supported the feasibility of this idea.
Person Responsible:	
Deadline:	

Agenda Topic:	Awards Committee (Marie Louise Luttik)
Discussion:	Met with the CPC to review timeline for Award presentations at IFNC14. Awards ordered. Award ceremony planning in motion.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Communications Committee (Veronica Swallow)
Discussion:	<p style="text-align: center;">IFNA Communications Committee Meeting Summary - June 6, 2019</p> <p>Since last meeting:</p> <ul style="list-style-type: none"> - Wilma and Janice reviewed promotional videos developed by Membership Committee and provided feedback for refinements. - Janice met Damien to discuss re: creation of a photo gallery for previous conferences, - IFNA March, April, and May Newsletters were NOT sent by Janice. IFNC14 News updates were sent by Debbie to IFNA members in March and April. - Janice met Practice Committee members to discuss recruitment of IFNA Practice news. <p>Report from Damien - IFNA website metrics:</p> <ul style="list-style-type: none"> • Newsletter signup form ready to be launched online • Google analytics – everything looks good (see summary below) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%; text-align: center;"> <p>Users</p> <p>27.74%</p> <p>2,344 vs 1,835</p> </div> <div style="width: 33%; text-align: center;"> <p>New Users</p> <p>19.43%</p> <p>1,985 vs 1,662</p> </div> <div style="width: 33%; text-align: center;"> <p>Sessions</p> <p>39.29%</p> <p>3,240 vs 2,326</p> </div> <div style="width: 33%; text-align: center;"> <p>Number of Sessions per User</p> <p>9.05%</p> <p>1.38 vs 1.27</p> </div> <div style="width: 33%; text-align: center;"> <p>Pageviews</p> <p>36.46%</p> <p>6,639 vs 4,865</p> </div> <div style="width: 33%; text-align: center;"> <p>Pages / Session</p> <p>-2.03%</p> <p>2.05 vs 2.09</p> </div> <div style="width: 33%; text-align: center;"> <p>Avg. Session Duration</p> <p>2.88%</p> <p>00:01:59 vs 00:01:55</p> </div> <div style="width: 33%; text-align: center;"> <p>Bounce Rate</p> <p>-3.81%</p> <p>62.78% vs 65.26%</p> </div> </div> <ul style="list-style-type: none"> • Large increase in users from – Japan, Nigeria. Only decrease from Australia and Italy. • Next priority is rebuilding homepage as a page we can edit • Spotlight initiative – Paula has this on her to-do list. • Guidebook – Wilma is doing this as information comes in but will not be at IFNC14 so need someone to do updates during conference; Joel will do it if no

	<p>one else available.</p> <p>New business:</p> <p>Promotion of IFNC14 Twitter assignment and Social Media Tool kit</p> <ul style="list-style-type: none"> • Promotion of all IFNC14 initiatives including HFFN, Program, Registration, Travel and Hotel, Pre-Conference Workshops, Expert Lectures, Keynote Addresses. • Social media manager – we have reached a point where this is needed. Committee would provide content but need someone to manage various channels, would like this to be a priority to revisit after IFNC14 • Co-chair role: Wilma would like to pass this on after IFNC14, she will stay on committee <p>The Board recognizes the significant amount and importance of the Communication Committee work.</p> <p>Board expressed appreciation for Wendy Looman's willingness to begin serving as Board liaison to Communication committee after IFNC.</p>
Follow up:	<p>Guidebook is launched.</p> <p>Communication intern may still be feasible in future.</p>
Person Responsible:	
Deadline:	

Agenda Topic:	Conference Committee (June Horowitz / Sonja Meiers)
Discussion:	<p>IFNA BOD Report from the Conference Planning Committee, 7/11/19</p> <p>Thank you so much to Kim, Helene and Debbie for their work on the program; the level of scholarship and distribution of scholars is impressive!</p> <p>Constant Contact messages have been sent reminding IFNC14 attendees to bring flags for the flag ceremony and items or services for the raffle, and to register for pre-conference workshops.</p> <p>Confirmed Past presidents' panel, international response panel to Dr. Klopper, gospel singer for welcoming, and closing ceremony commemorating Florence Nightingale for closing ceremony.</p> <p>Honor Families and a Family Nurse (HFFN) donors up to 7/5/19 will be honored in IFNC14 program; after that time donors will be recognized on IFNA Homepage. BOD members are encouraged to donate if they have not already done so; other committees represented on CPC are also encouraging their members. Will be identifying donors to HFFN with an identifying sticker on IFNC14 name badge. Considering having a table at IFNC14 to continue gathering donations to HFFN. Board discussed the idea of this recognition being public; recognizing that some individuals this may or may not be acceptable. Thus, the sticker will be voluntary.</p> <p>Conference bag and other sponsored products have been ordered.</p> <p>BOD please share if you have knowledge of any members who have deceased since IFNC13 so that we can recognize them at IFNC14.</p>

	IFNA Committees have been asked to submit committee reports for the Business Meeting at IFNC14 by July 31, 2019.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Education Committee (Sandra Eggenberger)
Discussion:	<ul style="list-style-type: none"> • The Education committee looks forward to following up with the Conference Planning Committee regarding pre-conference workshops that were not accepted but were excellent that may be of interest as educational web sessions. We will find out more to determine how our IFNA Education Committee can be involved in reaching out to develop potential webinars. • Margarete L. Zalon has agreed to give a webinar on September 11, 2019 at 11 am EDT (more to follow). The webinar will be based on an article in American Nurse Today (Preparing older citizens for global climate change'). • The Simulation, Technology, & Informatics Subcommittee would like to pose the following suggestions: <ul style="list-style-type: none"> • Request with the next round of IFNA by-laws to include the ability for the IFNA Simulation, Technology & Informatics Sub-committee be instituted as a stand-alone committee that focuses on education, practice, and research. • Request future IFNA conferences to have a separate abstract submission section for the conference that is specific to submissions that support family through Simulation, Technology & Informatics. Also list simulation/technology as a specialty for reviewers of abstracts to check when offering to help with the review process. • Reserve the current draft version of the Simulation Position Statement for future use as we return to this work <i>after</i> establishing a more global interest in simulation and family care through education, practice and research. • The Simulation Subcommittee has further refined the mission, vision, and goals for our group. We have attached a copy to this email. <p>*We will maintain the Simulation, Informatics and Technology Subcommittee at this point and move forward with a position statement in the future.</p>
Follow up:	Sonja Meiers encouraged the education committee to talk about title and content of the webinar so the family focus is evident.
Person Responsible:	SEggenberger will speak with the education committee. Refinements will be discussed before the constant contact information is distributed next week.
Deadline:	

Agenda Topic:	Membership Committee (Wendy Looman / Cristina Garcia-Vivar)
Discussion:	Anticipate joining a CPC meeting later in July.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Nominating Committee (Debbie Zaparoni)
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Discussion:	Targeted work, no specific tasks at this time.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Practice Committee (Carole Robinson)
Discussion:	No report.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Research Committee (Birte Østergaard)
Discussion:	<p>Research Committee Research Committee meeting June 25, 2019 Report from Board liaison Birte Østergaard</p> <p><i>Website enhancement and continued development</i> System developed and strategy working of systematizing and creating bumper crop. P. Nersesian reports good progress made by contacting members of the international research sub-committee and recruiting their posts. Developed enough news posts to carry through the summer. However, there is some difficulties distributing newsletter and website with the amount of the work that is very time consuming.</p> <p><i>International Research Subcommittee</i> ICU cluster will present their work at the conference. Ten countries are involved and so far 60 interviews have been carried out. PhD students reports that it is a good experience for them to participate in the cluster. Discussions about possibilities to have a policy area on the website.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Resource Advancement (Kathy KnafI)
Discussion:	<p style="text-align: center;">Resource Advancement Committee Report to the Board July 11 , 2019</p> <p>Meeting Date: June 24, 2019 Updates</p> <ul style="list-style-type: none"> As of 6/24 the RAC had received \$63,250 in sponsorship commitments, with \$56, 856 received. We are aware of a few more anticipated donations, so the

	<p>RAC will come close to achieving their \$70K sponsorship goal. All Schools represented on the Local Planning Committee have made some form of monetary commitment to the conference. An addition \$4000 has come in through the HFFN initiative. Since that is 6K short of the targeted goal, RAC members will be focusing on generating HFFN contributions. They are hoping for 100% support from the both the IFNA and IFNA Foundation Boards and the RAC membership.</p> <ul style="list-style-type: none"> • RAC members were pleased to hear that a Task Force addressing IFNA’s involvements with other organizations supporting family research, education, and/or service is being formed. They would like to have a RAC member appointed to the Task Force. • Invitations to attend a leadership breakfast have been sent to anyone registered for the conference as a dean or director have been sent and the response has been very positive. RAC co-chairs (Deatrick and Young) are finalizing the agenda. The breakfast is scheduled for Wednesday 7:30a. Some of the agenda items for discussion at that meeting are: <ul style="list-style-type: none"> ▪ Reviewing leadership action items identified from last conference • Supporting faculty with funding and time to attend IFNA conferences • Developing a toolkit for IFNA nurse leaders to use when communicating about IFNA • Offering a webinar on family nursing leadership • A reception to honor donors is still in the planning stages • Requests to BOD <ul style="list-style-type: none"> ○ RAC members say “thank you” to all BOD members who have contributed the HFFN initiative. ○ RAC members recommend the BOD establish a leadership and policy Task Force or Committee as a way of engaging the deans and directors group between conferences.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	UK/Ireland Chapter (Veronica Swallow)
Discussion:	
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Australia and New Zealand Chapter (Debbie Zaporoni)
Discussion:	<ul style="list-style-type: none"> • Gathering publications and book chapters to add to the web page • 6 attending IFNC14, noting August is difficult for S. Hemisphere

	<ul style="list-style-type: none"> • Family focus in AUS/NZ region, NZ is more advanced than AUS <ul style="list-style-type: none"> ○ As a group need to push this agenda ○ Often more difficult to conduct research with families ○ Some SW publications around family resilience • Working on a newsletter template to increase communications
Follow up	
Person Responsible:	
Deadline:	

Agenda Topic:	Committee Business Meeting Slides/Request
Discussion:	Committee chairs are being requested to complete their slides for a board report.
Follow up:	
Person Responsible:	
Deadline:	

Reminders

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

Next Meeting

August 8th 11:00am – 1:00pm EDT