

**IFNA Agenda / Minutes
Board of Directors -
Conference Call
August 8, 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, June Horowitz, Wendy Looman, Veronica Swallow, Jane Lassetter, Birte Østergaard, Sonja Meiers, Marie Louise Luttk Staff: Debbie Zaparoni
Unable to Attend:	Carole Robinson, Cristina Garcia-Vivar
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Exchange / Networking (Jane Lassetter)
Discussion:	<p>Introduction to Veronica Lambert, an incoming director. Petra Brysiewicz and Lindsay Smith were unable to attend and send regrets.</p> <p>Birte Østergaard thanked everyone for their involvement over the last 6 years and she appreciates all that she has learned and connections she has made. June Horowitz also expressed that it is her last meeting and shared her gratefulness for the board experiences. Sonja Meiers thanked them for their significant work and involvement over the years.</p> <p>Welcome and Introductions to Veronica Lambert an incoming director. Veronica has background in Children’s Nursing and has been working at Dublin City University for the past 11 years and recently promoted to full professor with a focus on children and family nursing. Research area is working with children and families around healthcare communication, step management, disclosure in epilepsy and current work related symptom management in diabetes and moving toward interventions. An evolving area is public and patient involvement from a research perspective. She works locally with clinic and hospital and also with adults as a registered general nurse specifically with adults with epilepsy and person centered and integrated care. Services in Ireland are being reorganized and going from 3 children’s hospitals into a new one new hospital which will open in 2023. Looking at future strategies. Veronica is also looking forward to working with Veronica Swallow on UK chapter.</p>

Agenda Topic:	Approval of prior minutes (Jane Lassetter) ATTACHED
Motion to Approve	<p>Page 2, 2nd sentence in 2nd paragraph, remove the word “must” from the develop sentence. Veronica Swallow needs the update on the UK chapter, she will send to Sandra to add. Discussion section has spelling and other errors.</p> <p>1. Sonja moved to approve minutes. Kathy second. Board with additions and edits approved.</p>

Agenda Topic:	Financial Board Report (Kathy Knafli)
Discussion:	<p>Treasurer’s report for Board Meeting attached</p> <p>Expenses from the conference are beginning so finances are in flux. The biggest payment so far is \$100,00 to the hotel. Total conference expenses outweigh registration income. Total funds will keep changing as the expenses are continuing to come in.</p> <p>Kathy Knafli sent the slides of the report that will be shared at the conference. The board viewed these slides. Conferences are major source of income and expense. Minimal income from memberships. The money income from conferences vary. Looking at over time the amount of net gain of conferences has varied from 91% to 46%, coming from donations and sponsorship. It is clear that this is very important to be able to help members understand and the function of the organization. The contract with the management company is \$70,000 for two years, will be renegotiated again next year. This information will help in determining the amount of reserve funds that is needed.</p> <p>Sandra commented that the visual representation is helpful and it was noted that the numbers were checked by the Kassalen accountants.</p> <p>It will be important for the participants at the conference to understand how important donations and sponsorships are and that the registration fees does not cover the cost of the conference. Expenses at the hotel are very high.</p> <p>Sonja Meiers noted that we need to report the “outcomes” of the conference need to be shared back with the sponsors.</p> <p>The upfront expenses to the hotel were required because IFNA does not have a historical credit rating we need to pay for many expenses up front. This has been typical in the past.</p> <p>Need to clarify the existence and role of the foundation at the conference. Barbara and Carole Robinson will report the difference at the business meeting. Kathy will also clarify at the end of her report. There is also information in the brochure.</p>

Agenda Topic:	Board Liaison Assignments
Discussion:	<p>Board liaison assignments were discussed. Board members noted a willingness to work together to identify responsibilities. Current status and vacancies follow:</p> <p><u>Awards Committee</u> Co-Chair: Norma Krumwiede – norma.krumwiede@mnsu.edu Co-Chair: Barbara Preusse-Bleuler – preu@zhaw.ch Board Liaison: Marie Louise Luttk – m.l.a.luttk@pl.hanze.nl</p> <p><u>Bylaws Committee</u> Chair: VACANT Co-Chair: VACANT Board Liaison: Carole Robinson – carole.robinson@ubc.ca</p> <p><u>Communications Committee</u> Co-Chair: Janice M. Bell – jmbell@ucalgary.ca Co-Chair: Wilma Schroeder – WSchroeder@rrc.mb.ca Wilma is leaving this role. Member: Joel Anderson – jande147@utk.edu Web Designer: Damien Stewart IFNA Office: Debbie Zaparoni – debbie@internationalfamilynursing.org Board Liaison: Wendy Looman – looma003@umn.edu</p> <p><u>Conference Committee</u> IFNC14 (2021) Co-chair : Veronica Lambert Co-chair: Board Liaison: Veronica Swallow – V.M.Swallow@leeds.ac.uk</p> <p><u>Education Committee</u> Co-Chair: Lorraine Holtlander – lorraine.holtlander@usask.ca Co-Chair: Jill Bally – jill.bally@usask.ca Board Liaison: Sandra Eggenberger – sandra.eggenberger@mnsu.edu</p> <p><u>Membership Committee</u> Co-Chair: Jyu-Lin Chen – Jyu-Lin.Chen@ucsf.edu Co-Chair: Cheryl Corbett – Cheryl-Corbett@byu.edu Board Liaisons: and Cristina Garcia-Vivar – cgarvivar@unav.es</p> <p><u>Nominating Committee</u> Chair: Jyu-Lin Chen, USA – jyu-lin.chen@ucsf.edu Co-Chair: Elisabeth Coyne, Australia – e.coyne@griffith.edu.au Board Liaison: Jane Lassetter – jane_lassetter@byu.edu</p> <p><u>Practice Committee</u> Leadership: VACANT Co-Chair: Maria do Céu Barbieri Figueiredo ceubarbieri@esenf.pt Co-Chair: Yuuko Mabrey Johnson yuuko020@gmail.com Board Liaison: Lindsey Smith</p> <p><u>Research Committee</u> Chair: Helene Moriarty – hcincotta@msn.com Co-chair: Kim Mooney-Doyle – kmooney-doyle@umaryland.edu Board Liaison: Petra Brysiewicz.</p>

	Resource Advancement Committee Chair: Janet Deatrick – deatrick@nursing.upenn.edu Co-Chair: Linda Young – younglk@uwec.edu Board Liaison: Kathy Knafel – kknafel@unc.edu
Follow up:	The board responsibilities will be discussed in person at the conference. Lindsey Smith role on practice committee and Petra Brysiewicz on research committee needs to be clarified. Vacancies need to be filled.
Person Responsible:	Sonja Meiers and Jane Lassetter
Deadline:	

Agenda Topic:	Future BOD Meeting time to accommodate time zones across the Globe (Sonja Meiers)
Discussion:	Sonja Meiers and Jane Lassetter have been discussing the addition of members from South Africa and Australia to the board in terms of time accommodations for the time zones.
Follow up:	Debbie Zaparoni will send out a Doodle poll to new members to determine the best new time and days for future board meetings.
Person Responsible:	
Deadline:	

Agenda Topic:	Collaborations with other organizations (Jane Lassetter)
Discussion:	The Board reviewed plans to coordinate collaboration among organizations focused on family health. As past and current president Jane Lassetter and Sonja Meiers are seeking representatives from Board committees to advance this collaboration. Communications, Practice, and Education committees have identified members to serve on this committee. Representation from RAC and Conference Planning will be sought. Work will begin in September.
Follow up:	Other members of committees will be asked to serve on this collaboration effort.
Person Responsible:	Jane and Sonja will convene the group.
Deadline:	

Agenda Topic:	IFN Foundation (Jane Lassetter)
Discussion:	There will be a silent auction for consultations that will be done at the conference. This will be done at a separate table from the general raffle items along with the future Honor a Families and Family Nurse submissions. The Honor Families and Family Nurses designations for this conference will be done on the Guidebook Link. Debbie will also make a QRF code and Wendy will make it easier on Guidebook.
Follow up:	

Person Responsible:	
Deadline:	IFNC 1

Agenda Topic:	Awards Committee (Marie Louise Luttk)
Discussion:	2019 Award presentations are planned for the conference.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Communications Committee (Veronica Swallow)
Discussion:	No update at this time. Student assistance is being discussed in the Communications Committee.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Conference Committee (June Horowitz / Sonja Meiers)
Discussion:	<ol style="list-style-type: none"> 1. Banquet – Registration with latest push reached 180 <ol style="list-style-type: none"> a. Final count to be provided Wednesday (No add-ons) 2. Registration Update <p>Registration Breakdown – 365 (Some individuals removed for non-payment and cancelled registrations. 25 Countries are represented.</p> <ul style="list-style-type: none"> 190 member 44 Non 49 Student 6 Pre-conference Day ONLY 24 Wednesday ONLY 11 Thursday ONLY 6 Friday ONLY 37 Admin Registrations <p>Total attendance - 329-2017, 458-2015, and 433-2013</p> <p>181 First IFNC</p> <p>A great opportunity to meet with new attendees and engage them with the organization. One concurrent session had to be reduced due to people who did not pay their registrations and were removed.</p> <p>The before you go email has been set with last minute details. The final brochure link is there, the schedule and room locations has changed slightly. Board members should be</p>

	ready to fill in if moderators do not show in the sessions they are attending. New attendees and students will have flags on their name badges. Wendy Smith has taken on the role of organizing graduate students for the conference and has stepped in to provide some leadership for that group. Hoping this will lead to a good outcome. Between Jane and Sonja a person will make sure they are welcomed and clarify their engagement. IN the future may need to look and see if student groups encompass all levels or sub groups of Doctoral student or Masters students.
Follow up:	Board will thinking about how to encourage people to sign up for whole conference rather than just one day. One day registrations number is surprising. Number of new attendees is good, hopeful that we can increase the number of repeat attendees for next time. Number of students is positive move.
Person Responsible:	
Deadline:	

Agenda Topic:	Education Committee (Sandra Eggenberger)
Discussion:	The upcoming webinar was revised to make it more family focused. The webinar, <i>Preparing Older Citizens of Families for Global Climate Change</i> is on the schedule for September. Presenter is Margarete L. Zalon, PhD, RN, ACNS-BC, FAAN is a policy expert and social activist who is President of Nursing Foundation of Pennsylvania and past president of the Pennsylvania State Nurses Association and the American Nurses Foundation.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Membership Committee (Wendy Looman / Cristina Garcia-Vivar)
Discussion:	Jyu Len chair of the committee will not be able to attend the conference. Debbie reached out to Cheryl to run the meeting and will also need to find someone to do the report at the business meeting. Debbie and Wendy will follow up.
Follow up:	Debbie and Wendy
Person Responsible:	
Deadline:	

Agenda Topic:	Nominating Committee (Debbie Zaparoni)
Discussion:	No report
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Practice Committee (Carole Robinson)
Discussion:	Nothing to report.
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Research Committee (Birte Østergaard)
Discussion:	<p>Committee is working hard. Looking for a way to get mentors and mentees through IFNA. Maybe it is time to take this to the board. This may be an opportunity to have something at the next conference. Also, been suggested that the profiles of the members on the website could be expanded so new members could determine who has similar interests and be a good fit for a mentor. It might also be an opportunity for the new student group. This information has been collected in the membership application. This could be expanded by adding questions to the membership application if the current members do not update their information. The profiles are visible if people check that they are willing to share their information. Possibly people could get reminded of this in an upcoming newsletter.</p> <p>This idea is still getting formulated in the committee. They will keep the board informed.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	Resource Advancement (Kathy Knaf)
Discussion:	<p>RAC Meeting Date: July 22, 2019</p> <p>The RAC is completing its fund raising campaign (sponsorship, exhibits, program ads) for IFNC14. As of August 4, about \$65,000 has been generated with donations ranging from \$250 - \$20,000. In addition, HFFN has raised \$7,300. RAC will continue to promote HFFN throughout the conference. RAC chair, Jan Deatrck, has sent EVITE invitations for the donors reception scheduled for “happy hour” on August 14th. RAC members are supporting the cost of this reception. Linda Young, who is an SON dean in the US, has taken the lead in planning for the leadership breakfast scheduled for Thursday morning. Deans/directors who are attending the conference have been invited to this event. RAC co-chairs requested a meeting with the BOD Executive Committee to discuss and clarify the role of IFNA leadership in actively supporting and promoting RAC fund raising efforts. The meeting is scheduled for August 9th.</p> <p>This group has done an amazing job. Having the conference in DC has been really successful. Hoping that in the future the Honor a Family Nurse raises more money and hopefully a final push at the conference will help too.</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic:	UK/Ireland Chapter (Veronica Swallow)
Discussion:	Working to be sure all key players are involved and in agreement to come to the round table that is planned at the end of October. Will be presenting preliminary results at the conference. New member is part of the executive board who is a member of the patient association. She has suggested that we use the conference to gather information from short video clips and diaries to get people's views to put in the developing website. We will use this to get people to join the group and IFNA.
Follow up:	
Person Responsible:	
Deadline:	

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

Reminders

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

Next Meeting

September 12 11:00am – 1:00pm EDT