

**IFNA Agenda / Minutes  
Board of Directors -  
Conference Call  
December 12, 2019  
8:00a – 10:00am EDT**

IFNA BOD Meeting  
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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.

**Core Values:**

The International Family Nursing Association embraces a compassionate family focus on health, social justice, human dignity and respect for all.

Attendees:	Kathy Knafl, Wendy Looman, Veronica Swallow, Jane Lassetter, Sonja Meiers, Cristina Garcia-Vivar, Lindsay Smith, Petra Brysiewicz, Veronica Lambert, Marie Louise Luttik Staff: Debbie Zaparoni, Beth Kassalen
Unable to Attend:	Sandra Eggenberger
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	<b>Welcome / Announcements Board Engagement (S. Meiers)</b>
Announcements / Acknowledgements/ Discussion:	<p>Veronica Swallow talked about the issue of the National Health System and Brexit faced by those in the UK.</p> <p>Kathy Knafl noted a PhD student at UNC Chapel Hill defended her thesis with 4 of the 5 committee members being IFNA members and one was Veronica Swallow, showing the international collaboration.</p> <p>Jane Lassetter reminded everyone as board members to consider year end donations.</p> <p>Board was appreciative of Sonja Meiers' year-end holiday message. As we look to the new year important to think about Nursing Now and Nursing 2020 campaigns.</p> <p>Kathy Knafl is moving to a position that focuses solely on grant funded work.</p> <p>Marie Louise Luttik and colleague and fellow IFNA member, Barbara Voltelen are traveling to the US to give a family health training for 3 days in Wilmington, North Carolina. It came from their interest in the summer school program. Sonja Meiers asked that she take photos.</p> <p>Abstracts are due to the Nordic Family Nursing Conference on December 16<sup>th</sup>.</p> <p>Lindsay Smith reported on the volcano eruption and concerns in Australia.</p>

Agenda Topic:	<b>Approval of prior minutes (S. Meiers)</b>
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	<b>ATTACHED</b>
Motion to Approve	<ol style="list-style-type: none"> <li>1. Sandra Eggenberger has asked how much detail the minutes provide to membership in regard to the financial situation. Debbie Zaporoni said that the minutes are the record and members could delve into the details, but we could send out a more poignant announcement to the membership of financial issues. Kathy Knafl noted that she would like to give a heads up to the Conference Planning Committee, she and Debbie will get a meeting and plan together.</li> <li>2. Planetary Health discussion, Wendy suggested that we delete “next steps 1-5” and Katie Huffling is an expert in planetary health.</li> <li>3. Lindsey reported that the Nominating Committee had not had a meeting.</li> <li>4. Kathy Knafl moved to accept minutes as amended, Marie Louise Luttik seconded. Carried.</li> </ol>

Agenda Topic:	<b>Financial Board Report (Kathy Knafl)</b>
Discussion:	As of November 30, 2019, our total assets are \$72,803, which is about 1K less than last month. Our total income to date is almost \$273,398; our total expenses to date have been \$323,752. IFNC14 was our greatest income source (\$222,850), followed by membership dues (\$38,675). IFNC 14 also was our largest expense (\$226,503), followed by KME management fees (\$64,615) and a venue deposit for IFNC15 (\$23,433). To date, our expenditures have exceeded our income by \$50,353. At this point the IFNA treasurer anticipates ending 2019 with about 67K in total assets. A more detailed end-of-the year 2019 budget report is forthcoming at January meeting.

Agenda Topic	<b>Video request (M. L. Luttik)</b>
Discussion:	<p>On the 2nd of March 2020, Marie Louise Luttik will be officially inaugurated as a professor in Family Nursing and Family Care at the Hanze University of Applied Sciences. Marie Louise will give a lecture followed by the official inauguration performed by a member of the Executive Board of the Hanze University of Applied Sciences. Prior to this ceremony, a small symposium with the focus on Family Nursing and Family Care will occur.</p> <p>Marie Louise Luttik requested a representative of the IFNA board provide a message by video connection on the importance of the family perspective in health care and the role of nursing and IFNA within this perspective.</p>
Follow up:	Debbie Zaporoni requested information on the logistics. Mary Louise noted a live connection at 7:00 am Central Time in US, for about 10 minutes with the focus being “The State of IFNA” by any board member. This idea was supported by the board.
Person Responsible:	Sonja Meiers will develop the presentation and Veronica Swallow will be available. Mary Louise will check on the technology and all will be tested prior to the date.

Agenda Topic:	<b>Impact of Planetary Health on Family Health (Wendy Looman)</b>
Discussion:	<p>The Communications Committee (CC) discussed the proposed IFNA position statement on planetary health and family health. The CC supports the goal but did not see the work to develop the statement as a core priority for the CC; rather, strongly supported to assist in the dissemination of this statement once it is developed. Two committee members (Wendy Looman and Paula Nersesian) agreed to take this work forward, perhaps through an ad-hoc committee.</p> <p>Step 1: Planetary Health is an issue that has been identified by an individual, group or committee</p> <p>Step 2: An ad-hoc committee is formed, Wendy (chair), Paula, and Katie Huffling as well as any other board member who is interested.</p> <p>Step 3: This ad-hoc committee will prepare a proposal for the board; requesting to prepare a position statement that will be vetted through the Education, Research and Practice Committee Chairs, as they are the stakeholders in this issue.</p> <p>Step 4: Drafts will be presented to the board and sent out to members with the goal of having our final statement ready by Earth Day (April 22<sup>nd</sup>) and have it ready for dissemination by the CC.</p>
Follow up:	Petra moves, and Kathy seconds. All in favor. The board approves the creation of the ad-hoc committee and will hear the proposal at the January meeting. Wendy will follow the steps defined above. This will also be a first test of the process that has been outlined.
Person Responsible:	Wendy Looman
Deadline:	Targeting completion and dissemination by Earth Day, Wednesday, April 22, 2020

Agenda Topic:	<b>Collaboration with Children’s National Health System (K KnafI)</b>
Discussion:	<p>In April 2018, Children’s National Health System offered a one-day workshop on Family Research. Kathy KnafI participated in the planning. A follow up workshop is planned for April 2020. It’s a small group that is a core group of people committed to family research who don’t often collaborate. Members have proposed that there is a cooperative endeavor with IFNA to promote the workshop by posting information on the website, and IFNA members would get a reduction in fee. The promotion could be done through the CC or management office. The slides could be posted on the Research Committee site, as long as presenters know that the information will be made public.</p>
Follow up:	<p>Kathy KnafI will provide more information as it becomes available. Board agreed that this would be a good thing to promote.</p> <p>Cristina Garcia-Vivar suggested that we develop activities together in promoting The Year of The Nurse and Nursing Now promotions that are happening in 2020. Is this an opportunity to emphasize Family Nursing around the world? Kathy suggested in the newsletter, Cristina thought something bigger. Sonja suggested a press release that would go beyond the IFNA website. Debbie suggested we leverage the relationship with Dr. Shelia Tlou at Nursing Now. Board agreed that we move forward to officially connect to Nursing Now. Cristina agrees with that collaboration, but also maintain our identity. This was tabled for more discussion at future meeting.</p>
Person Responsible:	Kathy will work with Cynthia and Kim to get more information on the one-day workshop at Children’s National.

Agenda Topic:	<b>Needs Assessment Overview (S. Meiers / D. Zaparoni)</b>
Discussion:	Debbie provided the list of questions sent out in the prior Needs Assessment / survey (2016) to the IFNA members. Response from the membership was minimal. The Strategic Plan/Needs Assessment (2016) was sent to the membership (n=353). We received 31 responses, less than 9% of the membership at that time.
Follow up:	<p>We will be sending messages to co-chairs to invite them to review the 2016-2019 strategic plan and ask their perceptions of how IFNA is meeting its goals that were mapped out in that document. Petra Brysiewicz reported that the Practice Committee was currently discussing their plans for a strategic plan and questioned if this work can be combined. It seems that while we have surveyed the group in the past, we have not done a specific needs assessment.</p> <p>Beth Kassalen suggested that we move on from what was done in the past. The board could identify the top goals, for example Increase Membership, then we would ask each committee to address what they could do to meet those goals. The projects would then be listed and scoped out in regard to needs, alignment with other committees, and timeline. The board feels that we are on a path to do this.</p> <p>Once feedback is received from the committees reviewing the previous strategic plan we will review that when writing the new goals in February. Beth Kassalen will provide Sonja Meiers with some material on strategic planning processes that have been used with other organizations and will schedule a meeting to review and discuss the process and sample documents.</p>
Person Responsible:	Debbie will send the BOD evaluation results of the 2016 – 2019 Strategic Plan to the IFNA Committee Co-chairs and request feedback by February 1 <sup>st</sup> .

Agenda Topic:	<b>Email, Text, Computer and Phone scams (D. Zaparoni)</b> IFNA members are reminded to be cautious, as cyber scams seem to increase during the holidays. An image is pasted, and Debbie is cautioning all that if something doesn't look right to be cautious and diligent in responding. Veronica suggested all explore where the spam emails should be sent within their own organizations. Some pop-ups and add on requests from websites like Adobe Flash could be fraudulent.
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Discussion:

Agenda Topic: 0910-0920	<b>New Board Liaison “check-in” regarding committee work (S. Meiers)</b>
Discussion:	Lindsay Smith is working with Nominating Committee and the co-chair is also from Australia. The committee hasn't met yet, but he anticipates that things will go well. Petra Brysiewicz is working with the Practice Committee. She has met with Maria and Yuuko, informally so far. It seems that the committee is excited, and it will be good once the time zone challenges are addressed. Veronica Lambert is working with the Research Committee that is very well established and busy. She has been getting to know people and understanding the processes, but so far it is going well. She has made 2 of the 3 meetings and got updates from co-chairs on the one she missed.











Agenda Topic:	<b>Awards Committee (Marie Louise Luttik)</b>
Update	Norma Krumwiede decided that she will continue her role as a co-chair for the awards committee.

Agenda Topic:	<b>Bylaws Committee</b>
Update	No Update, targeted work at a specific time.

Agenda Topic:	<b>Communication Committee (Wendy Looman)</b>
Update	<p><b>IFNA Communications Committee Summary – December 2019</b></p> <ul style="list-style-type: none"> <li>• Social media: The committee continues its efforts to maximize reach and global dissemination of key messages through targeted social media channels. Recent efforts include: increased activity by the committee on Twitter following implementation of a rotating Tweet schedule; videos from IFNC14 were uploaded to YouTube; Janice made updates to the IFNA LinkedIn channel. The responsibilities have been spread out to several individuals as suggested by Joel and this has increased the number of posts.</li> <li>• Website updates: In collaboration with Damien, the following website refinements and updates were made: Message from the president; Updates to the following pages: Home page, Awards, Conferences, Membership video (Japanese translation).</li> <li>• IFNC14 conference photos were uploaded to a repository and an IFNC14 conference photo gallery is under development</li> <li>• Two new IFNA Blog Posts were posted: <i>Making a Ruckus for #FamilyNursing #FamilyHealth</i> (Janice); and <i>Innovative Data Collection Methods for Caregiving Research</i> (Joel)</li> <li>• Collaborative work with the Research Committee is currently in progress to update the extensive research bibliographies on the IFNA website which have been updated by Dr. Kathy Knaf. Formatting of this bibliographies is being done by Helene Moriarty and Janice Bell.</li> <li>• The committee is still seeking a co-chair (conversations are in progress).</li> <li>• The committee discussed the proposed IFNA position statement on planetary health and family health – the committee supports the goal but did not see the work to develop the statement as a core priority for the communications committee (rather, they will strongly support the dissemination of this statement once it is developed). Two committee members (Wendy and Paula) agreed to take this work forward, perhaps through an ad-hoc committee. Wendy will bring this suggestion back to the BoD.</li> </ul> <p><b>IFNA Website Metrics October/November 2019</b></p>

- Users: 3,133 (Up 5.13% since September/October)
- Page views: 6,117 (Up 6.53% since September/October)
- Bounce Rate: 79.08%
- New Visitors: 87.9%
- Returning Visitors: 12.1%

Breakdown of users by country follows: these numbers overall reflect the breakdown of the membership. Lindsey is working on updating publications from the New Zealand/Australian as a result of starting the chapter. Petra suggested going back to the Nursing Now and Family Nursing conversation and that the website could define what family nursing means from all of the different country's perspective. Petra suggested an ad-hoc committee to work on some ideas to report to the board. Wendy agreed that this would be a great resource for the communication committee and Kathy suggested that we look into the WHO collaborators that are IFNA members. Sonja, Petra, Veronica Lambert and Christina will start the ad-hoc work with a brainstorming session. Details will be forthcoming.

Country	Users	% Users
1.  United States	1,947	62.11%
2.  Canada	415	13.24%
3.  Australia	63	2.01%
4.  Japan	53	1.69%
5.  Portugal	50	1.59%
6.  United Kingdom	41	1.31%
7.  Iceland	37	1.18%
8.  Switzerland	34	1.08%
9.  Indonesia	33	1.05%
10.  Philippines	32	1.02%

Agenda Topic:	<b>Conference Planning Committee (Veronica Swallow)</b>
Update	<p>First meeting of the Conference Planning Committee will be Thursday, December 19<sup>th</sup>. Co-chairs V. Swallow and J. Horowitz met recently to discuss possible themes for the conference.</p> <p><b><u>Conference Planning Committee members:</u></b></p> <p><b>Conference Co-Chairs:</b> June Horowitz Veronica Swallow</p> <p><b>Committee Representation</b> Jill Bally, Canada, representing the Education Committee Maria do Céu Barbieri Figueiredo, Portugal, representing the Practice Committee Kim Mooney Doyle, USA, representing the Research Committee Cynthia Danford, USA, representing the Research Committee</p> <p><b>Financial</b> Linda Young, USA, representing the Resource Advancement Committee Kathy Knafel, USA, IFNA Treasurer</p> <p><b>Country Liaison Coordinators</b> Sarah Neill, UK Ana Marcia Castillo, Brazil Barbara Voltelen, Denmark</p> <p><b>Student Engagement</b> Wendi Smith, USA</p> <p><b>Local Planning</b> Veronica Lambert, Ireland Kathy suggested that we add to the committee representatives; she suggested having US Children's hospital representation on the CPC and recommended representatives from DC and Cincinnati. Veronica will talk about it over with June. Maybe think of these as Children's Hospitals Liaisons.</p>



Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	<p>Co-chairs and committee report:</p> <ul style="list-style-type: none"> <li>• The full committee has met twice with moderate attendance. Our subcommittees are meeting every other month, bringing their reports to the full committee. Our members have appreciated this approach as it seems to make the best use of their time and expertise.</li> <li>• There are two upcoming webinars in January and March: Stacey Van Gelderen and Amanda Garrow will provide a webinar on January 14, 2020 at 10 EDT “Developing family care and communication skills in simulation”, and Fiona Smith and Jennifer Adair (Brandon University) will conduct next webinar on psychiatric nursing with families on Thursday, March 19 at 1000 hours EDT.</li> <li>• Committee has discussed interest in more topics/presence/theme of technology and informatics at IFNC15. For example, it was suggested that this could be the theme of the conference or a section for abstract submission.</li> <li>• A resource titled “Supporting Millennials Providing Care for an Older Adult – ACE.C Teaching Strategy”- has been identified by one of our committee members as potentially interesting for our IFNA members. At our next meeting we will discuss and determine if it is appropriate for possible committee review and dissemination.</li> <li>• Committee continues to seek possible translators for the position statements.</li> </ul>

Agenda Topic	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	<p>The committee discussed strategies to include new members and identified the graduate students as a target for the sustainability of membership because they are generally young people who want to interact and learn more about family nursing. The committee plans to make two focus groups with students of their institutions to learn about their opinion and what strategies would be most appropriate. Next Membership Committee is planned on February 10th. Wendi Smith (who gathered students at the last conference) has been informed on this initiative as well, she is trying to continue to gather this group.</p>

Agenda Topic	<b>Nominating Committee (Lindsay Smith)</b>
Update	Targeted work, no update currently.

Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	<p>Meeting date: November 27, 2019</p> <p><u>Points discussed:</u></p> <ul style="list-style-type: none"> <li>• Request from Resource Advancement Committee – suggestion made re refugee etc.</li> <li>• Strategic plan – need input from all group members so going to send email request as many members not on call due to time zone issues re meeting times <ul style="list-style-type: none"> <li>○ Specific ideas to further explore: <ul style="list-style-type: none"> <li>▪ Family nursing competencies survey across the world</li> <li>▪ Family nursing models being used across the world – to liaise with Sonja Meier’s group currently doing similar work</li> </ul> </li> </ul> </li> <li>• Contributions for the newsletter – Petra Brysiewicz to contribute via colleagues in Africa</li> <li>• Need to find a good time to meet – trying to accommodate all time zones – very difficult but will keep trying. Many members not able to make the meetings.</li> <li>• All reminded about calls for conferences</li> <li>• Maria will be reaching out about work they are planning that aligns with the article that Sonja Meiers and Veronica Swallow wrote. Sonja will reach out to her.</li> </ul>

Agenda Topic:	<b>Research Committee (Veronica Lambert)</b>
Update	<ul style="list-style-type: none"> <li>• Since last meeting the research committee continues to work on ongoing items</li> <li>• Looking at research cluster with survey, we will look at responses</li> </ul>

	<ul style="list-style-type: none"> <li>• Mentorship will continue</li> <li>• Interest in connecting with larger research group, for instance all IFNA members who are listed as interested in family nursing research.</li> <li>• The research profiles are up, encourage people to look at them and make sure they are up to date. Paula is looking for submissions for the research highlights for the newsletter.</li> </ul>
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Agenda Topic:	<b>Resource Advancement (Kathy Knaf)</b>
Discussion:	Plans to send reminders about IFNA at the holidays through social media. Plans to meet in early January. No new update/information

Agenda Topic:	<b>IFNA Foundation (S. Meiers, Ex-officio, non-voting member)</b>
Update	In the Strategic Planning process. Reviewing the role of the foundation in supporting IFNA and the conference and enhancing sustainability and growth.

Agenda Topic:	<b>Process Meeting:</b> What went well? Time keeping went well, 5 minutes ahead of schedule to end meeting. What can we approve upon? Could we do a face to face online meeting? Turning cameras on would be nice, but with as early as it is in some places. May think about it at times.
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**Reminders**

- Nursing Now Campaign

**Next Meeting**

January 9, 2020 8:00am – 10:00am EST