

**IFNA Minutes  
Board of Directors -  
Conference Call  
January 9, 2020  
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, Jane Lassetter, Sonja Meiers, Lindsay Smith, Veronica Lambert, Marie Louise Luttk, Sandra Eggenberger Staff: Debbie Zaporoni
Unable to Attend:	Veronica Swallow, Cristina Garcia-Vivar, Petra Brysiewicz Beth Kassalen
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	<b>Welcome / Announcements Board Engagement (S. Meiers)</b>
Announcements / Acknowledgements/ Discussion:	Thoughts sent to Veronica Swallow with the loss of her brother.  Lindsay Smith updated the group on the fires in Australia with the impact in loss of lives, homes, animals and infrastructure.  Family course with Marie Louise Luttk in Wilmington, North Carolina went really well and the feedback from NC colleagues to Kathy Knafl was great.  Junko Honda from Japan and her daughter met with Kathy Knafl in Chicago.  Marcia VanRiper is currently in Pamplona through May.

Agenda Topic:	<b>Approval of prior minutes (S. Meiers)</b>
Motion to Approve	<ol style="list-style-type: none"> <li>1. Wendy noted an edit on the top of Page 3 Impact of Planetary Health. Step 4 is incorrect and should be removed.</li> <li>2. Kathy Knafl moved to approve and Jane Lassetter seconded. Minutes approved with revision.</li> </ol>

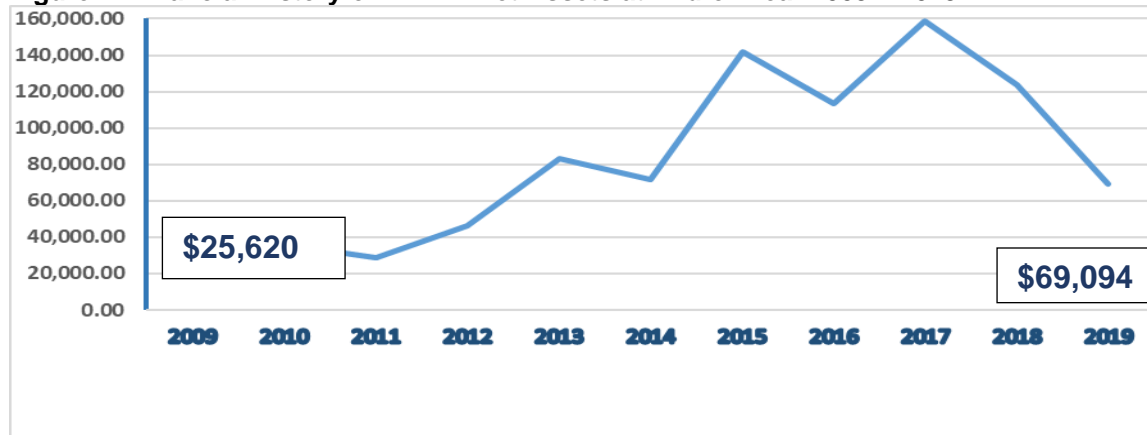
Agenda Topic:	<b>Financial Board Report (Kathy Knafl)</b>
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Discussion:



As of December 31, 2019, our total assets are \$69,094. Despite the positive end-of-the-year bottom line, our expenses (\$329,239) exceeded our income (\$275,493) by almost 54K. The following chart summarizes IFNA's end-of-the-year assets over our 10-year history, with 2013, 2015, 2017, and 2019 being conference years. Table 1 provides a more detailed summary of end-of-the-year profits versus losses and net assets.

**Figure 1. Financial History of IFNA – Net Assets at End-of-Year 2009 – 2019**



**Table 1. IFNA's End-of-Year Profit/Loss and Net Assets 2009 – 2019 (\* Conference Year)**

Year	Profit vs. (Loss)	End-of-Year Assets
2009	25,610	25,610
2010	10,235	35,845
2011	(7,440)	28,405
2012	18,023	46,428
2013*	36,445	82,873
2014	(11,073)	71,800
2015*	70,256	142,056
2016	(28,124)	113,392
2017*	52,522	158,847
2018	(34,692)	123,679
2019*	(53,746)	69,094

For 2020 treasurer estimates 55K in income (30K committed sponsorship; 25K membership dues) and about 115K in expenses (72K KME; 35K Clayton hotel payments; 7.5K operating expenses). Given our current net assets, we should end 2020 "in the black". However, funds for special projects and member initiatives will be very limited. The projected end-of-year balance is the lowest in our history. This financial status points to the needs for a sub-group (executive committee) to have a financial discussion and develop a plan for communicating with the membership. Board agreed. Discussed the need to set goals for income for conferences or membership, etc.? Six hundred sixty-five dollars (\$665) were raised by RAC end of the year ask, via five donations. There are some earmarked funds through the Kathy Anderson travel fund and Foundation that has been raised as well. The projections do not reflect the additional funds that may occur because of a membership dues increase. In addition, there were expenses in 2019 (\$23,433.17) for the next conference, IFNC in 2021. Kathy Knafel asked if she could share these tables with the Conference Planning Committee, RAC and IFNA Membership. Board agreed. Debbie mentioned that the Co-Chairs meeting will be scheduled soon and financial picture with the Clayton Hotel can be shared there.

Follow up:

The Executive Committee of the BOD will schedule a meeting to discuss how to proceed with messaging the IFNA Membership.

Person Responsible:

D. Zaparoni will send a DoodlePoll to Executive Committee to schedule this meeting.

Agenda Topic:	<b>Proposal to develop a position statement on the Impact of Planetary Health on Family Health (Wendy Looman)</b>
Discussion:	<p>Review and consideration of the proposal to develop a position statement on planetary health and family health, submitted by the ad hoc committee according to the IFNA policy and procedures for developing position statements.</p> <p>Wendy Looman acknowledges that this process is moving quickly, but the BOD is supportive of the progress and plan. Kathy Knafel posed the question if there should be a statement added about “what family health is”. Wendy the Board agreed to included definition of family health, family nursing and planetary health in the document. Sandra Eggenberger also suggested including the person who did the recent webinar. Mary Louise Luttk clarified that stakeholders were global and not just from the US. Sandra Eggenberger moved to support proposal and direction. Seconded by Jane Lassetter and all in favor.</p>
Follow up:	Continued work by the ad hoc committee.
Person Responsible:	W. Looman will update the BOD on progress of this work.

Agenda Topic:	<b>Strategic Planning</b>
Discussion:	<p>Board reviewed a draft of the process to move forward and sample template for the process. Kathy Knafel commented that she liked the approach, but wished to work on some of the wording of some of the statements and questions. Board expressed an aim of providing some structure instead of free response so we might get more usable data. Debbie Zaparoni noted that a wide range of responses is helpful as they have done this type of survey with another organization and it worked well. Lindsay Smith commented that it looks like an approach that would work well. Marie Louise Luttk pointed out that several of the questions overlapped and it might be better to keep it shorter if you delete the questions that are may be getting the same response. Jane agreed that keeping it short would be good.</p> <p>Sonja Meiers suggested that she would work with Debbie and Beth to shorten and simplify questions. Ideas from Kathy, Marie Louise, Jane and Lindsay will be sent to Sonja and Debbie by January 17th and they will have that input when editing. Other members agreed that using SOAR method could keep the process moving.</p> <p>Consensus on process: The process is, once questions are further edited, the survey will be sent out to membership. The executive group will be the first to review responses. Four or five overarching goals will be selected. The goals then will be shared with the Committee Co-Chairs and they will select which goals align with their committee and they will determine the actions and timelines. The Board will use the strategic plan as a living document to focus on what matters to membership when making decisions. Lindsay clarified that we consider 2020 as the year for gathering data and formulating the 5-year plan that will encompass 2020 –2025. Board agreed.</p> <p>Next step is to finalize the survey, with clearly stating that this is a 5-year plan. Survey will be shared with membership after getting input from the 4 reviewers. Survey will be sent out to membership when deemed ready. Keep in mind when asking for responses from membership that we allow time for those in New Zealand and Australia as they have a different academic calendar and will not be back in session until end of February.</p>
Follow up:	Reviewers ( Kathy, Marie Louise, Jane, Lindsay, and Sonja) will review current survey, simplify and quantify, where possible, and make certain it aligns with the SOAR framework.
Person Responsible:	D. Zaparoni will distribute survey to reviewers for feedback.
Deadline:	January 17 to Sonja and Debbie. As soon as acceptable, distribute to the membership.

Agenda Topic:	<b>Awards Committee (Marie Louise Luttk)</b>
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Update	Need to find a co-chair. Norma Krumwiede is arranging a future meeting. Targeted work at a specific time.
Agenda Topic:	<b>Bylaws Committee</b>
Update	No Update, targeted work at a specific time.
Agenda Topic:	<b>Communication Committee (Wendy Looman)</b>
Update	Have not met since December BOD meeting. Next meeting for this committee is January 16 <sup>th</sup> .
Agenda Topic:	<b>Conference Planning Committee (Veronica Swallow)</b>
Update	<p>Committee had an introductory meeting on December 19<sup>th</sup>.</p> <p>Discussion focused on</p> <ul style="list-style-type: none"> <li>• Children's Hospital Network being formed in Ireland.</li> <li>• Review / Evaluation of the IFNC14 Evaluation Summary</li> <li>• Financials and the need to be conscientious of overall expenses.</li> <li>• Graphic Design options</li> <li>• Suggested Themes.</li> </ul> <p>To clarify there was a prior board decision on the IFNC15 conference registration fee. The Board agreed on registration fee amounts but did not specific difference between early bird and regular. IFNA Member (Early registration) will be no more than \$595.00.</p>
Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	Upcoming webinar on January 14 <sup>th</sup> on Developing Family Care & Communication Skills in Simulation Stacey Van Gelderen and Amanda Garrow. March 19 <sup>th</sup> there will be a webinar related to teaching Psychiatric Nursing from a family-focused perspective.
Agenda Topic:	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	At the most recent meeting, committee wanted to create a forum (webinar) for graduate students to talk about what is interesting to student members about IFNA and family nursing. Wendi Smith is a key person in this effort. The committee has not had much momentum yet, but hoping that this is just due to the holidays. The forums will be March 3 <sup>rd</sup> and 5 <sup>th</sup> at times to encourage global attendance. Sonja Meiers and Debbie Zaparoni will discuss how to support Wendi S.
Agenda Topic:	<b>Nominating Committee (Lindsay Smith)</b>
Update	Targeted work, no update currently. Anticipating initial meeting in February 2020.
Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	No report
Agenda Topic:	<b>Research Committee (Veronica Lambert)</b>
Update	No report
Agenda Topic:	<b>Resource Advancement (Kathy Knaf)</b>
Discussion:	<p>No new update/information</p> <p>The committee is looking for more members interested in fundraising to join and wanting to add a person(s) from Ireland and the UK. The RAC will need help in identifying organizations to approach for sponsorship. Veronica Lambert will gather information from</p>

	<p>some individuals at upcoming meetings. A liaison to the RAC would be helpful. Would be good to connect with chapter in Australia/New Zealand. Lindsay Smith will meet and talk with Elisabeth Coyne and get back to Kathy Knafel when his semester starts again toward the end of February.</p> <p>Veronica Lambert has an opportunity to submit to the health research board for some funding for IFNC15. Their current call is for sponsorships of events and conferences. It will open in January, with a 4 week turn around. For international events the funding is for up to \$10,000. She has been successful with this organization before. Discussed asking for the funding to cover the workshops, so if those could get developed first. Sonja Meiers pointed out that a theme may need to be developed first, but thinking about how we could word things that would make this funding applicable would be helpful. Veronica will review the priorities of the health research board and ensure that the conference aligns. Kathy Knafel reminded the Board that funding speakers would be our biggest expense. Veronica Lambert will keep the conference committee up to date and the Board supports the application to the health research board.</p>
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Agenda Topic:	<b>IFNA Foundation (S. Meiers, Ex-officio, non-voting member)</b>
Update	Met December 17 <sup>th</sup> . The Foundation has a strategic plan. One of their priorities is to increase visibility of what they do so they will be putting information up on the website as well as other ideas. They are also talking about legacy giving. More updates to come.

Agenda Topic:	<b>Taskforce on Inter-organizational Collaboration (Jane)</b>
Update	The Taskforce on Inter-organizational Collaboration met on December 13. We discussed connections we already have between members of the task force and other organizations. We plan to begin with initial conversations about what IFNA can offer to a collaboration with other organizations and will work on talking points (basically a snapshot of who we are and what we've accomplished) so our message is consistent we have those conversations. We also decided it is time to survey IFNA members again with a short 2 or 3 item-questionnaire about the organizations they belong to and what organizations they think would be helpful collaborators for IFNA in promoting family nursing and family health.

Agenda Topic:	<b>Process Meeting:</b> What went well? Good discussion. Sandra Eggenberger commented that Wendy following the process of putting a plan forward for the Planetary Health statement was appreciated. What can we improve upon? Need to be respectful that while some people talk fast, and make sure that people don't get passed over. Lindsay wondered when minutes and agendas are typically sent out, thought that a week in advance for the agenda was good. Sandra's goal is to get a draft out one week after the meeting. Debbie recommended that we decrease the time spent on reviewing the minutes during the meeting. People should be prepared with any changes before the meeting begins. Coming to the meeting prepared helps to keep us all on time.
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**Reminders**

- Nursing Now Campaign

**Next Meeting**

February 13, 2020 8:00am – 10:00am EST