

**IFNA Minutes  
Board of Directors -  
Conference Call  
March 12, 2020  
8:00a – 10:00am 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.

**Core Values:**

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

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

Agenda Topic:	<b>Welcome / Announcements Board Engagement (S. Meiers)</b>
Announcements / Acknowledgements/ Discussion:	Discussion of global impact of coronavirus on healthcare, academic, economic and family systems in each country. Board members shared current status in their countries and systems while offering support to others. Shared current decisions in global regions.  Appreciation to Sonja Meiers for representing IFNA at Hanze University via video connection for inauguration of Marie Louise Luttkik as a Professor.  Congratulations extended to Cristina Garcia-Vivar who has changed positions to Public University of Navarra which offers new opportunities to advance family nursing.

Agenda Topic:	<b>Approval of prior minutes (S. Meiers)</b>
Motion to Approve	Kathy Knafel moved to approve minutes with edit of Kathy Knafel being added to the contributors to the edits of the Strategic Plan Survey for IFNA Members. Wendy Looman seconded. Minutes approved.

Agenda Topic:	<b>Financial Board Report (Kathy Knafel)</b>
Discussion:	As of February 29, 2020, our total assets are \$48,978, a decrease of about \$3,900 since last month due to usual operating expenses. \$3,500 in membership dues received (total of \$7143 for January and February). Our projected quarterly membership income is \$9375 and on course for achieving this projected amount for the first quarter of the year. IFNA received a \$500 donation from a BOD member. Board expressed appreciation to board member.

Agenda Topic:	<b>IFNA Chapters</b>
Discussion:	No Update

Agenda Topic:	<b>IFN Foundation</b>
Update	Work is moving forward to develop: a Foundation brochure, content and more visibility for the website, and a separate payment gateway for payments to the Foundation. A meeting is planned for the leadership of the Resource Advancement Committee and International Family Nursing Foundation.

	Kathy Knafel will be involved related to the Honor a Family Nurse program.
<b>Agenda Topic:</b>	<b>Executive Committee Meeting (Sonja Meiers)</b>
<b>Discussion:</b>	Executive Committee meeting minutes were reviewed. Executive committee aims to work with IFNA committees to support the mission, growth, and financial status of IFNA. See attached minutes (Appendix A). Executive committee values the connection of membership and financial status. IFNA President Sonja Meiers will connect with board liaison Cristina Garcia-Vivar to plan a discussion with membership committee about ideas and strategies of executive and membership committee.
<b>Agenda Topic:</b>	<b>Research Committee Response to 2016-2019 Strategic Plan Review/Evaluation</b>
<b>Discussion:</b>	<p>Board carefully reviewed the Research Committee Response to the Strategic Plan (Appendix B). Prior processes related to evaluation of the 2016-19 strategic plan were discussed; the board provided evaluation data, reviewed strategic plan achievements, and then gave feedback to committees.</p> <p>Board members gave careful attention to this thoughtful, logical, and well developed response by research committee past and present co-chairs. Board recognized missteps may have occurred in the past by moving forward with an evaluation process that appeared to have more of a hierarchical approach with a lack of input from committees. Board members acknowledged possible limitations in our prior processes with a need to continue developing communication processes. Discussed board and committee perception of achievements and outcomes may not align. The evaluation piece from the board may not be fully understood or developed.</p> <p>This response by the research committee again highlights the newsletter and reports being shared by the committees are important. Board liaison Wendy Looman informed the board that the Communication committee has the goal of reporting the committee work in the Newsletter.</p>
<b>Follow up:</b>	<p>Board recognized need to refine and develop our processes as we move forward with next strategic plan work. In prior years, the committees may not have been as well established or as active with outcomes. Thus, now the Board recognized a need to review, refine, and delineate processes. Discussed possibility of seeking input on processes and methodology. Board acknowledged that we may need to formalize the ways to document and note the forward motion of the organization. IFNA President will arrange a meeting with Research Committee to explain prior evaluation processes of strategic plan, as well as acknowledge limitations in prior review and plans to revise process. Board will seek input from the research committee on processes and methods for the next strategic plan review. As committees are central to IFNA we need to delineate our processes with the strategic plan.</p> <p>Outcome of discussions:  Board liaisons have significant work in maintaining communication.  Board reports will be prepared each year. Board liaison may develop board report and then send to co-chairs for validation and refinement.  Engage co-chairs in delineating processes related to strategic plan evaluation for next year.</p>
<b>Person Responsible:</b>	<p>Sonja Meiers to ask Research Committee to meet with them, acknowledge concerns and make plans to move forward (e.g. annual reports, board liaison report to the co-chairs)  Sonja Meiers at the next-co-chairs meeting will discuss ideas of documenting committee activities.  Board will prepare annual reports each year in June, with communication between board and liaisons.  Co-chairs could be an advisory group of evaluation processes of the organization and strategic plan.  Board will further delineate the strategic plan evaluation processes.</p>
<b>Agenda Topic:</b>	<b>Research Committee</b>
<b>Discussion:</b>	Research committee update:

	<ul style="list-style-type: none"> <li>• Dyadic research cluster is progressing towards arranging workgroups.</li> <li>• Mentorship is ongoing with no new update.</li> <li>• The 2020 Year of the Nurse Activities have been circulated for feedback.</li> <li>• Plans are moving forward for a wider-interest meeting; engage in others who expressed interest in joining the committee. (e.g. webinar)</li> <li>• Website enhancement initiatives are being discussed</li> <li>• Research Bibliography needing further discussion.</li> </ul>
Follow up:	
Person Responsible:	

Agenda Topic:	<b>Proposed Policy on the promotion of non-IFNA Conferences from the Communications Committee Update (Sonja Meiers)</b>
	Sonja Meiers shared a response to communication committee developed by Sonja and Beth Kassalen from KME about proposed policy related to promotion of non-IFNA Conferences (Appendix C).
Follow Up	Board reviewed.

Agenda Topic:	<b>Committee Terms of Reference</b>
Discussion:	<p>Committees are reviewing and refining their terms of reference. Boards then review. Terms of reference, bylaws, and strategic plans are to align. Annual reports could be developed from the terms of reference. Discussed how annual reports and terms of reference align.</p> <p>Board reviewed and approved Awards Committee and Conference Planning Committee Terms of Reference. Board asked a question about Practice committee Terms of Reference regarding particular bullets that appeared to be a duplication of prior stated bullet items.</p>
Follow Up:	<p>Petra Brysiewicz (board liaison) will seek clarification from Practice committee.</p> <p>Debbie Zaporoni will post the approved Terms of Website on the respective committee's web page.</p>

Agenda Topic	<b>2020 Year of the Nurse Declaration and Possible Activities</b>
Discussion:	<p>Board members indicated they are taking the declaration and possible activities to each of their committees and committees plan to explore ways they can enact the strategies.</p> <p>Communication Committee wants to continue supporting this declaration.</p> <p>Board may share ideas with their committee and then committee take actions.</p>
Follow up:	
Person Responsible:	<p>Each board liaison will help committees engage in discussion of their strategies.</p> <p>Sonja Meiers will send email to co-chairs about the board and communications committee wants to support possible activities of the 2020 Year of the Nurse.</p> <p>Board Liaisons will work to coordinate some of the activities across the committees.</p> <p>At April Meeting the Board Liaisons will report progress in their committees on activities.</p>
Deadline:	

Agenda Topic:	<b>Resource Advancement (Kathy Knaf)</b>
Discussion:	<p>Acknowledgement of sponsorship donations. The committee is recommending that a combined acknowledgement/thank letter be sent to all donors and that it be signed by the President or President and RAC chair. RAC may have key messages they want to send. The website may want to acknowledge the donors for IFNA.</p> <p>Some donors may want to stay anonymous based on global perceptions so would need to develop a way that donors could stay anonymous or recognized on a list of donors.</p> <p>Goal is to remind people that they can donate funds to IFNA with some encouragement and acknowledge the support that is being given to IFNA.</p>

Follow Up	<p>Automatic letters will be sent to those entities that submit donations through the website. The list of letters given to KME by RAC will be sent.</p> <p>Sponsors for the conference receive a thank you letter.</p> <p>A standardized version /template will be developed for sponsorships for next conference. Kathy Knafel will share the idea of identifying donors on the website back to with RAC and Foundation.</p> <p>Wendy Looman as Board Liaison will talk with Communications Committee about how they would proceed.</p>
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Agenda Topic:	<b>Strategic Planning Process Update (Sonja Meiers)</b>
Discussion:	<p>Strategic Plan Process Steps are in motion:</p> <p><b>STEP 1</b> A S.O.A.R. guided survey was sent to the Key Stakeholders (IFNA Members) of the Association to guide the 2020 – 2025 IFNA Strategic Plan. This survey closed March 6, 2020.</p> <p><b>STEP 2</b> The IFNA Executive Board will review the results of the survey, organize data into categories, and propose overarching goals for IFNA. These overarching goals will be presented to the IFNA Board during the May 14<sup>th</sup> Board Meeting. The Board will be asked for a response to the strategic goals draft for the 2020-2025. BOD responses will be incorporated into the goals. The IFNA BOD overarching goals will be provided to all IFNA Committee Chairs. Committee Chairs will be asked to respond to the draft goals. A template with the draft goals and blank space for committees to include proposed committee activities to meet the goals will be provided (example page 6). Committee Chairs will be invited to guide their committees in the Committee level strategic planning phase to determine how their Committee will contribute to the IFNA 2020 – 2023 Strategic Plan.</p> <p><b>STEP 3</b> Committee Co-Chairs identify, or have committee members identify, projects the Committee will undertake during the next three years. For each project, the committee would identify the following:</p> <ol style="list-style-type: none"> <li>a. What financial resources would be needed for each project?</li> <li>b. What human resources might be needed in terms of staff time?</li> <li>c. A timeline for the initiative/project</li> <li>d. What other IFNA committees or Board members could be involved or could contribute to this initiative/project?</li> <li>e. What does success look like for this initiative and what will the measurement/metric be?</li> </ol> <p>Board discussed how this process:</p> <ul style="list-style-type: none"> <li>• -aligns with annual reports</li> <li>• recognizes the recent feedback from the research committee,</li> <li>• includes committees</li> <li>• Remains transparent</li> </ul>
Action	<p>Debbie Zaporoni (KME) will send data to executive committee.</p> <p>Board plans to devote an entire meeting /time to review of input and strategic plan at May Board meeting. May will be the strategic planning meeting.</p>

Committee Reports

Agenda Topic:	<b>Awards Committee (Marie Louise Luttk)</b>
Update	<p>No report at this time</p> <p>Awards committee is seeking a co-chairperson.</p>

Agenda Topic:	<b>Bylaws Committee</b> Next review due to begin in later 2020.
Update	

Agenda Topic:	<b>Communication Committee (Wendy Looman)</b>  The communications committee did not meet in February, but has remained engaged with the following activities: <ul style="list-style-type: none"> <li>• The IFNA President's Letter of Designation was posted on the IFNA website: <a href="https://internationalfamilynursing.org/2020/03/04/2020-international-year-of-the-nurse-and-midwife-ifna-presidents-letter-of-designation/">https://internationalfamilynursing.org/2020/03/04/2020-international-year-of-the-nurse-and-midwife-ifna-presidents-letter-of-designation/</a></li> <li>• Janice is working with Vanessa, graphic designer at MSU-Mankato, who will be assisting with the development of the final version of the IFNA Planetary Health Position Statement in anticipation of dissemination at the end of April (pending board approval in April). The aim is to have a final product similar to the previous position statements, and will be similarly supported by resources through the Glen Taylor Nursing Institute.</li> <li>• Janice is working with the Education Committee to add resources to their IFNA web page; Janice updated the Family Nursing Education Bibliography page</li> <li>• Janice is working with Colleen Royle, IFNA Education Committee member who coordinates the IFNA webinars, about the possibility of liaising with co-chairs of IFNA Practice and Research Committees to recruit new IFNA webinar content.</li> <li>• A brief-format IFNA email newsletter was sent in February as a trial</li> </ul> <p>The next communications committee meeting will be March 19, 2020.</p>
Update	Some board members expressed appreciation for the newsletter in member emails.

Agenda Topic:	<b>Conference Planning Committee (Veronica Swallow)</b>
Update	Decided on a Theme – <b><i>Family Nursing Throughout the Life Course</i></b>  Planning committee is working on the Conference Outcomes. Preliminary discussion of a keynote speaker from Ireland to open the conference. Application for financial support has been submitted.  Board members are sharing the ideas/strategies of online communication.

Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	Submitted by Shelley Spurr Co-Chair of Education Committee The Education Committee conducted a thorough review of the terms of reference and these revisions were submitted to the Board for approval. Next webinar is planned for March 19 on teaching family nursing in psychiatric area. We have the potential for translating the position statement on graduate family nursing education to Portuguese and are following up on this opportunity. Janice Bell has updated significant amount of content on the IFNA website. Committee is making a plan for these updates to be done on a regular basis by Education Committee.

Agenda Topic:	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	Next meeting March 23 <sup>rd</sup> . Sonja Meiers and Cristina will discuss possibilities of attending to share executive committee ideas.

Agenda Topic:	<b>Nominating Committee (Lindsay Smith)</b>
Update	Nominations for Board and the Nominating Committee are underway.  The Nominating Committee is progressing in its work to secure a range of candidates for the vacant positions. Deadline for nominations is March 25 <sup>th</sup>

Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	Practice committee has: <ul style="list-style-type: none"> <li>• reviewed terms of reference.</li> <li>• Begun discussion Year of the Nurse</li> </ul>

Agenda Topic:	<b>Research Committee (Veronica Lambert)</b>
Update	Discussion about possibility of Roberta Rehm who presented at a recent conference. Quite possibly this could be a webinar offered to IFNA members.  S. Eggenberger will speak with Colleen Royle and Roberta Rehm about a possibility of dissemination this presentation in webinar.

Agenda Topic:	<b>Process Meeting:</b> What went well? What can we improve upon?
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**Next Meeting**

April 9, 2020 8:00am – 10:00am EST

Appendix A  
Executive Committee Meeting Minutes  
March 2, 2020

<b>IFNA Minutes Executive Committee Conference Call March 2, 2020 11 – 12:00pm EDT</b>	
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**The Mission of the International Family Nursing Association (IFNA) is to Transform Family Health by:**

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Attendees:	Kathy Knafel, Jane Lassetter, Sonja Meiers, Sandra Eggenberger, Veronica Swallow Staff: Debbie Zaparoni, Beth Kassalen
Minutes compiled by:	Sandra Eggenberger

<b>Agenda Topic:</b>	<b>IFNA Finances</b>
Discussion:	<p>The IFNA Executive Committee met to continue a focused discussion of the IFNA financial projections and strategic directions for 2020-21.</p> <p>Executive committee acknowledged the significance of membership to IFNA, in terms of financial status and attaining strategic goals. Treasurer and KME have presented realistic estimates related to memberships and conference registrations for 2020 and 2021. With a mid-year and a year-end update for 2020 the overall financial status will be reviewed. In order to meet IFNA goals the executive committee members noted the importance of gaining new members and maintaining existing members.</p> <p>Executive committee noted there may be a need to address several points:</p> <ul style="list-style-type: none"> <li>• how does the IFNA chapter formation and chapter development align and impact the IFNA membership</li> <li>• what methods of payment will support membership</li> <li>• how do efforts to recruit students with student forums and other strategies impact membership</li> <li>• should payment options be reviewed and new strategies explored</li> <li>• methods of payment e.g. is their automatic withdrawal systems and recurring payment options available</li> <li>• should we explore ways to manage donations that would support outcomes.</li> </ul> <p>Committee noted the importance of collaborating with the membership committee in future discussions. It is important to explore with the committee what efforts have been successful, what strategies have been implemented and what are the actions planned for the future. As a key informant, Board Liaison Cristina Vivar will be included in discussions.</p> <p><b>Action:</b> Sonja Meiers, IFNA President, will send email to Cristina to engage membership committee in these discussions. The goal will be including the membership committee in</p>



	<p>future discussions to learn from the expertise and knowledge of membership committee.</p> <p>The group reviewed other items related to membership and IFNC15</p> <ul style="list-style-type: none"> <li>• Increase efforts to maximize the membership renewals</li> <li>• The abstract submission, review and notification process will be facilitated to provide the opportunity for early registrations and increasing membership numbers in the 4<sup>th</sup> quarter of 2020. An abstract submission for 2021 is being planned from June 1 to September 9 with a November 2<sup>nd</sup> notifications. With abstract acceptance membership is supported.</li> <li>• Promote and encourage early registration</li> <li>• Promote options for registrants to pay for registration in installments</li> <li>• Consider ways to avoid overreliance of IFNC on the financial health of IFNA</li> <li>• Explore contingency plans with international travel concerns e.g. technology conference, if conference not possible with natural disasters what actions are possible?</li> <li>• What insurance issues exists among event cancellations</li> </ul> <p>Messaging for all members of IFNA is important.</p> <ul style="list-style-type: none"> <li>• Sharing quarterly reports with the membership committee and members will be helpful to overall understandings of IFNA status.</li> <li>• Ongoing financial reports should be helpful in knowing the expected patterns.</li> </ul> <p><b>Action:</b> Plan for a mid-year and year-end notification to the membership will help with understandings.</p> <p>IFNA has once again valued the ongoing support for IFNC15 from Minnesota State University, Mankato and the Glen Taylor Institute for Family and Society. The Glen Taylor Nursing Institute for Family and Society and IFNA share a mission, vision, and goals. The opportunity to collaborate creates possibilities and opportunities that could not be reached without the other. The reach is strengthened through partnering. Collaboration benefits both partners. Dialogue is beginning on goals of a shared initiative.</p> <p>Committee members explored the ways the Glen Taylor Nursing Institute for Family and Society partnership with IFNA could be replicated with organizations and academic settings. Ideas of developing and sustaining partnerships could be emphasized at future board and committee members.</p> <p><b>Action:</b> Plans to continue dialogue and sharing information with the board about collaboration. An overall plan and possible initiatives are being developed. Clearly defined directions have yet to be developed.</p>
Follow up:	<p>The Executive Committee of the BOD will schedule a follow up meeting to continue monitoring / review of financial status. Executive committee of the BOD will continue discussions about messaging to the IFNA Membership. Executive committee of the BOD will explore the future and continued collaborations about IFNA and Glen Taylor Nursing Insitute for Family and Society.</p>



Appendix B  
Research Committee Communication with Board March 2020

Dear Board of Directors,

Thank you for the opportunity to respond to this evaluation of the research committee's achievement of the strategic aims. We appreciate the Board's desire to assess "where we are" to understand "where we are going" and how to get there. Indeed, as committee co-chairs, past and present, we want to build on the committee strengths and address gaps so that our committee can help IFNA and its members achieve their potential in family research.

Despite this appreciation, we believe this assessment has some critical flaws that limit its usefulness. Based on the little that we know about the methodology, the information presented, specifically the ratings, have little meaning. We are very concerned that the survey methodology has contributed to confusion in interpretation and therefore limited its value to help IFNA move forward. It is also unclear what the previous process of review entailed and if the present results are being compared to past results. Perhaps for the future, an annual report from each committee that addresses the relevant goals would be helpful prior to, in addition to, or in place of a survey. This would give each committee a chance to present their contributions to IFNA, thereby providing concrete evidence on which to evaluate each objective. Of note, the Board had requested a report from Committees after the Spain conference but not after the Washington, DC conference.

Committees are central to the mission of IFNA, and they perform an enormous amount of work related to that mission. The lack of committee or co-chair involvement in planning for this evaluation and the actual assessment was surprising. It runs counter to the global collegiality that has been a hallmark of IFNA and suggests less appreciation for the committee's work.

On further review of the results we received related to the research committee, and as a means to provide constructive direction to the overall process, we have five points of concern, framed as questions, which are described below. In addition, we highlighted questions and contributions from the research committee in the table below. Please note that our comments are related to the work of the research committee and do not represent the views of other committees.

First, what is the goal of the survey? Is it to create dialogue between the committee chairs and the board? Is it a directive from the Board? Or is it a method to evaluate the mission of IFNA and develop a strategic plan? The goal was not clearly articulated. If this survey is to become a permanent part of IFNA's records, the intent and how the data are presented and archived needs clarification.

Second, how was the sample of respondents chosen? Was the sample composed of past and present board members? This is important because new board members may not fully know the breadth of each committee's work if they are new to their role. In addition, it is not clear why only board members' perspectives were elicited. This limits perspective and may overlook nuances of the committee work that committee chairs provided during the business meeting or could provide if there was diversity in the sample of participants. This also emphasizes the need for committee reports that specifically address IFNA's goals.

Third, what sources of information did the board members access when completing this survey? Did the Board members rely solely on what the board liaison reported? If this was the case, how did members account for times when the liaison was not in attendance in either meeting. Were board members instructed to examine minutes, agendas, and reports to the business meeting to round out reports from the board liaison? For example, in goal 1, point 1: we are not clear if this rating reflects an understanding of all the work Dr. van Riper has done with the

measurement subcommittee, such as the survey of quantitative measure use; deeper analysis and write-up of the most popular measures done this past summer; the presentation at IFNC14 of the sub-committee's work; its future plans for inclusion of instruments critiques on the IFNA website, and its plan for a special issue of family measures in the Journal of Family Nursing. If respondents relied only on the board liaison and didn't examine any of the supporting documents, then the rating is short-sighted and the results spurious. This further emphasizes the need for committee input related to the goals.

Fourth, what do the ratings mean? For example, items were rated on a 5-point Likert scale. One email stated that the "numbers reflect the level of achievement, per the Board (1 being lowest – 5 being the highest)." Our Board Liaison reported that the scores referred to something else, so there was a discrepancy. Does 2.5 mean we achieved these items 50% of the time or that the quality of the work was average/satisfactory? Also, if this approach was used previously, how do the numbers compare to evaluations from previous years? Again, since this is not clear, we question what we should do with the information or how we should guide the research committee's future endeavors.

Fifth, is there another mechanism that we are unaware of that captures the detailed contributions of the committees? As presented, the overall ratings miss the nuances, the intense work, and behind the scenes contributions of the research committee co-chairs and sub-committee chairs. We specifically identified many gaps reflecting lost recognition of the immense work completed. *E.g.* Related to conference programming, there was no recognition of: adding policy to the criteria for the call for abstracts; slotting of the abstracts and creation of the program; refining of metrics for the evaluations; critical decision-making related to the balance of poster and podium presentations and re-evaluating incongruous evaluations. Additionally, another gap that the Research Committee filled was providing a foundation for the dyadic research cluster and a structure for formal mentorship initiatives. This lack of acknowledgement or possibly lack of awareness is a key element that was disappointing and frustrating. For example, in goal 2, point 1, the rating of a 4.2/5 for collaboration does not make sense, when we have one of the most vibrant and productive examples of collaboration in the organization through the international research collaboration sub-committee, its active research clusters engaged in international studies, the defining family nursing research project and videos (the latter on the website), and the defining family nursing manuscript development.

Fifth, Is the committee work being judged for work that may be better done by the board? For example, goal 2, point 4 and goal 4, point 2 seem like an umbrella, capturing higher level tasks that may be better handled by those with the overarching understanding of the organization (See areas in the table below, highlighted in green). Consequently, is the research committee being negatively rated for work that is better done elsewhere?

In summary, we appreciate there is more good work to be done by the research committee, both in growing new initiatives and nurturing standing programs. We appreciate the value in taking stock of "where we are" to plan for "where we want to go" as IFNA evolves. Indeed, this has been the major topic of our past several meetings, as outlined in the minutes. Unfortunately, the strategic evaluation and its execution had some flaws that have caused frustration and disillusionment. It may have been well-intended, but if the evaluators did not have a full picture of the committee's work, the results are not trustworthy. By asking us to respond to results that are not fully trustworthy and the product of an unclear process, the board asks us to take time (limited and volunteer) away from the work that needs to be done to move IFNA forward as an organization.

Thank you for your attention. We hope that you find these questions and comments constructive and a means to strengthen the evaluative process of IFNA so that we can address key issues accurately and productively.

Respectfully submitted,

Kim Mooney-Doyle, PhD, RN, CPNP-AC, Cynthia A. Danford, PhD, RN, PNP-BC, CPNP-PC, Helene Moriarty, PhD, RN, FAAN

## Appendix C

### Communication from Board to co-Chairs of Communications Committee

“Dear Janice and Joel

Thank you for your ongoing care and promotion of the mission of the International Family Nursing Association. The Board of Directors (BOD) had a comprehensive discussion about the proposed policy regarding promoting family conferences, family health conferences, and family nursing conferences at our last Board meeting on February 13, 2020. A summary of our discussion follows:

- Promoting IFNC conferences is our IFNA priority for communication.
- Collaborating with other organizations to promote conferences that fit with our mission to our members is also important.
- We believe that it may be too restrictive to NOT promote other conferences, so would like to continue doing so, as the Communications Committee has done over time.
- The BOD agreed to publicize the “Family and Society Simulation and Technology Conference: Advances in Research, Education and Practice”, as a deliverable (request) for the Glen Taylor Nursing Institute for Family and Society’s early sponsorship of IFNC15. KME included that promotion by following usual procedure of communicating to the membership using Constant Contact.
- We believe that we have followed past practice when KME was directed by the BOD, Executive Committee, or President to send an announcement to the membership.
- We believe that BOD decisions are consistently made to promote the Mission of IFNA and to establish collaborations, such as with the Glen Taylor Nursing Institute for Family and Society, that do the same.

In investigating what other organizations are doing regarding policies around promoting conferences for other organizations, we are challenged! It seems that these policies and procedures, if existing, are a bit hidden to “outsiders”. Perhaps it would be helpful if we make the following statement clear in some way for all of our IFNA members. Where could we post the following so that all IFNA members are aware?

- The IFNA Communications Committee prioritizes a focus on family nursing and family health conferences across disciplines and sponsoring organizations in promoting conferences: <https://internationalfamilynursing.org/resources-for-family-nursing/family-nursing-links/family-nursing-conferences/>.
- Individual IFNA members are encouraged to use the IFNA listserv (Email address: [international-family-nursing-association@googlegroups.com](mailto:international-family-nursing-association@googlegroups.com)) to communicate with the IFNA membership, including the promotion of upcoming family nursing or family health conferences/workshops.



## Appendix D

### **INTERNATIONAL FAMILY NURSING ASSOCIATION AWARDS COMMITTEE TERMS OF REFERENCE 2020-2021**

#### **Chair/Co-Chairs**

- Norma Krumwiede | USA | email: [norma.krumwiede@mnsu.edu](mailto:norma.krumwiede@mnsu.edu)
- Vacant is current.
- Maintain the history of the IFNA awards (2015-future) and JFN Awards (2005-2011).
- Seek financial support for the award tribute and ceremony.
- Explore establishing a relationship between the IFNA Foundation, Resource Advancement Committee and Awards Committee

#### **Board of Directors Liaison**

- Marie-Louise Luttik | The Netherlands | email: [m.l.a.luttik@pl.hanze.nl](mailto:m.l.a.luttik@pl.hanze.nl) (2020)

#### **Committee Duties and Responsibilities (per the IFNA Bylaws)**

- Identify a mechanism for recognizing scholars who have made outstanding contributions to transform health for families worldwide
- Establish and follow policies and procedures for honoring outstanding colleagues in the family nursing community.
- Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

#### **Goals for 2021 Award Cycle**

- Review and revise the award descriptions and associated criteria for the following awards:
  - Excellence in Family Nursing Award
  - Innovative Contribution to Family Nursing Award
  - Distinguished Partner in Family Health Care Award
  - Rising Star in Family Nursing Award
- Develop strategies that result in an international slate of candidates for the awards.
- Determine the type of tribute (certificate/plaque) to honor each awardee. Request a line item budget of \$455.00.

#### **Action Plan**

- Schedule quarterly meetings with IFNA Board of Director Liaison and committee members to allow timely update and information sharing.
- Develop a timeline for the 2021 IFNA Award cycle.
- Work with IFNA office to distribute the Call for IFNA Awards Nominations, including nomination criteria and deadline.
- Work with IFNA office to collate and circulate all nominations to IFNA Awards Committee members for deliberation and decision.
- Collaborate with IFNA Conference Committee to determine time and location of the IFNA Awards ceremony within the biennial conference program.



- Work with IFNA office to communicate the committee's decision to each IFNA award nominee and nominator.
- Work with IFNA office and Communications Committee to insure information on the IFNA website

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## Appendix E

### **INTERNATIONAL FAMILY NURSING ASSOCIATION CONFERENCE PLANNING COMMITTEE TERMS OF REFERENCE 2020-2021**

#### **Chair/Co-Chairs**

- June Horowitz |USA | Email: [Jhorowitz@umassd.edu](mailto:Jhorowitz@umassd.edu)
- [Veronica Swallow |United Kingdom | v.m.swallow@leeds.ac.uk](mailto:v.m.swallow@leeds.ac.uk)

#### **Board of Directors Liaison**

- Veronica Swallow is a member of the Board of Directors

#### **Committee Duties and Responsibilities (per the IFNA Bylaws)**

- In consultation with the Board of Directors, the Conference Committee will plan all aspects of the Conference program including call for proposals, review of submissions, organizing the program and speakers.
- In consultation with the Local Planning Committee, the Conference Committee will plan all social activities associated with the conference including banquets, special events, trips and tours.
- The Conference Committee will advise the Board of Directors about the availability and appropriateness of various pre-and post-conference programs and activities.
- Shall be in frequent communication with the Board of Directors or its Board liaison regarding the on-going work of the committee.
- Communicate with the Resource Advancement Committee to ensure coordination of conference sponsorship efforts.
- Communicate with the IFN Foundation, as needed, related to conference support.

#### **Goals for 2020-2021**

- Appoint the Committee members and Country Liaison Coordinators
- Establish the Host City Planning Group.
- Determine the theme for the 15th International Family Nursing Conference.
- Design a cover for the conference program.
- Finalize a contract with the venue.
- Determine hotel site(s) and process for hotel registration.
- In collaboration with the Treasurer, develop a draft of the conference budget to present to the Board for approval.
- Make a recommendation to the Board for conference objectives, venue and conference registration fee structure.
- Set IFNA Conference policies regarding keynote speaker reimbursement for the IFNC15.
- Prepare exhibitor and sponsor request materials/letters and timeline for submission of requests.
- Begin securing mailing lists of exhibitors and sponsors; identify companies/universities and name of contact
- Establish timeline for abstract call and review (date for opening of conference registration and submission deadline, notification of acceptance)

- Identify any special events to be held at IFNC15 (e.g. pre and post optional activities, opening and closing ceremonies, etc.); venue, contracts, deposits, pricing.
- Send “save the date” notices electronically and post on IFNA front page.
- Begin the count-down clock to the IFNC15.
- Identify and invite keynote speakers and confirm their participation.
- Create a draft of the conference program.

### **Action Plan**

- To accomplish the 2020-2021 goals, the Conference Planning Committee will meet a minimum of once a month through August, 2020. From September 2020 to June 2021, the Committee will meet a minimum of every other week or more often if needed. Adjustments to the meeting schedule, and scheduling sub-committee meetings, will be determined on a need basis by the co-chairs.
- The Conference Planning Committee will work closely with the Host City Planning Group in the preliminary work of conference planning (e.g. finalize a contract with the venue; identify and secure options for accommodations/hotels, catering, technical equipment needed for the conference; identify and arrange special events, as noted above)
- The Conference Planning Committee will work with KME to finalize a contract with the venue; post announcements on the website; prepare on-line abstract submission and registration; email “save the date” notices; start the conference countdown clock.
- The Conference Planning Committee will work with the Treasurer to set policies regarding keynote speaker reimbursement and develop drafts of the conference fee structure and conference budget to present to the Board for approval.
- The Conference Committee will work with the Research Committee to develop conference objectives: identify and invite keynote and special sessions speakers and confirm their participation, and establish a timeline for abstract call and review)

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