

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

Agenda Topic:	<b>Welcome / Announcements and Board Engagement (S. Meiers)</b>
Announcements / Acknowledgements/ Discussion:	<p>Lindsay Smith presented at a conference in the UK with former IFNA member.</p> <p>European research group has written an editorial on the Coronavirus and Family Matters which will be in the Journal of Family Nursing in May.</p> <p>The UK chapter has had an article accepted by Journal of Advanced Nursing that will be published in the next few weeks. This is a review of reviews of families living with chronic conditions.</p> <p>Veronica Lambert continues to seek funding that supports IFNC15 in 2021 with promising indicators.</p> <p>Kathy Knafl and Marcia Van Riper have an article coming out in the Journal of Family Nursing reporting on the worldwide use of the Family Management Measure.</p> <p>Sonja Meiers, Sandra Eggenberger and Norma Krumwiede have an article published on the measurement scale of the Family Integration Experience Scale Chronic Illness in the Journal of Family Nursing.</p> <p>Wendy Looman reported that the recent Midwest Nursing Research Society (MNRS) conference was entirely virtual and was very well done which show the feasibility of an online conference. Clearly there was a lot of time and energy committed to planning. The poster sessions were particularly well received. Sonja Meiers tracked the names of the conference technology people who were in charge and will send to Debbie and Beth.</p>

Agenda Topic:	<b>Approval of prior minutes (S. Meiers)</b>
Motion to Approve	Kathy Knafl moved to approve March 2020 minutes and seconded by Petra Brysiewicz. Motion carried.

Agenda Topic:	<b>Financial Board Report (Kathy Knaf)</b> As of March 31, 2020, our total assets are \$46,019 a decrease of about \$2,960 since last month due to usual operating expenses. IFNA received \$2825 in membership dues (total of \$9968 for the year). Our projected quarterly membership income is \$9375 and we exceeded that projection in the first quarter which is very good news.
Discussion:	Sonja Meiers expressed appreciation for the level of detail and readability of financial reports.

Agenda Topic:	<b>Portuguese Society Proposal (see attachment from SPESF)</b>
Discussion:	<p>Sonja Meiers reported the intended outcome of this discussion is for the Board of Directors to consider pursuing this collaboration. (See Appendix A SPESF Collaboration Agreement). Context for reviewing this collaboration agreement was shared:</p> <ul style="list-style-type: none"> <li>• Presidents of IFNA Jane Lassetter and Sonja Meiers were invited to Portugal as keynote speakers for the last two Portuguese Family Nursing Conferences.</li> <li>• Practice appears to be a strong force in this group as each community has a clinic has family health clinic with family health nurse who has certification above the baccalaureate degree. With a focus on practice they have reached out to IFNA for opportunities to strengthening family research. Many of their leaders have been longtime members of IFNA.</li> <li>• Portuguese Society of Family Health Nursing is seeking to pair up with IFNA and sharing in scientific programs. Sonja Meiers has asked for more details and will share information she receives. The collaboration does not appear to require an exchange of money, but she has asked about someone attending our conference.</li> <li>• Discussions about being a chapter have been introduced to the SPESF by Jane Lassetter when she was in Portugal in 2018; however, the idea of a collaboration seems to fit their current needs.</li> <li>• Overall, board members viewed this proposal as a cooperative agreement and if there were an aspect of exchanging any conference fees that would require another memorandum of understanding. The option of creating avenues related to reduced conference and membership fees, similar to those agreements with another organization has been noted.</li> </ul> <p>The general sense from the board is that they support this type of agreement as long as everyone shares similar expectations on both sides. Wendy Looman asked if increasing relationships with other organizations and associations was being discussed by an existing committee, so this memorandum of understanding could be under their direction as part of strategic plan.</p> <p>Board suggests there needs to be a distinction between chapters (grown out of IFNA) and these collaboration efforts (based on outside organizations) whose missions align. Veronica Swallow suggested we make those clear distinctions. Sonja Meiers mentioned that this happens regularly with other organizations, so we should examine those agreements. Debbie Zaparoni suggested IFNA make a distinction between how groups use the IFNA logo and the chapter logos that are designed by IFNA.</p>
Action:	<p>The Board of Directors will wait to vote on the agreement when details are clarified and when we are clear on scientific collaboration final language and decide if we standardize this with existing as well as future relationships.</p> <p>This type of relationship will be discussed by the task force discussing collaborations with existing organizations being led by Jane Lassetter.</p>

Agenda Topic:	<b>Terms of Reference</b>
Discussion:	<p><b>Practice Committee</b> resubmitted the terms of reference. (see Attachment) Petra Brysiewicz reported that the changes made were removing the bullets from the goals that had been included in the action plan. Kathy Knaf moved to approve, and Wendy Looman seconded. Motion carried.</p> <p><b>Education Committee</b> shared their terms of reference. Board noted the operationalization of subcommittees meeting every other month and educational committee alternative months. (see Attachment)</p>

	<p>Veronica Swallow moved to approve, and Jane Lassetter seconded. Motion carried.</p> <p><b>Communications Committee</b> sub (see Attachment)  Wendy Looman noted that she is leaving the board in June, so there will need to be a new Liaison at that time.  Kathy Knafel moved to approve, and Sandra Eggenberger seconded. Motion carried.</p> <p><b>Membership Committee</b> (see Attachment)  Wendy Looman commended the committees on their cross collaboration. Sonja Meiers connected with Cristina about the goal of the executive committee to increase membership, as this is also a goal of the association. Wendy Looman highlighted the importance of connecting with students and how we can support them which could also be included in this document. The research committee is working with graduate students and looking at mentorship. Perhaps these two efforts could be collaborated as well. Sonja Meiers will circle back to communicate with the membership committee about these ideas. Petra Brysiewicz asked which committee is responsible for emerging leaders within IFNA. Many committees mention mentorship, but there is nothing specific to the board level. Kathy Knafel agreed that this is vital, and Sonja Meiers suggested it be a focus as strategic planning continues. Sandra Eggenberger noted that the Education Committee had talked about a webinar to provide information about leadership within IFNA and strengthen leadership knowledge. Sonja Meiers will also discuss the mentorship and leadership thoughts with Cristina, as board liaison of membership committee.</p> <p>Veronica Swallow moved to approve Membership Committee Terms of reference and Jane Lassetter seconded. Motion carried.</p> <p>Sonja Meiers noted that there might need to be some cross communication between these 3 committees on how the tracking of the dissemination of position statements is happening. Utilization of position statements appears to be a discussion topic of all committees. It was proposed that the co-chairs meet to further discuss with liaisons to coordinate. Wendy Looman will initiate an email and copy other liaisons.</p> <p>It appears that there may be some overlapping issue on committees and Terms of Reference. All of these Terms of Reference will be posted on the website. Maybe this could be addressed at the upcoming meeting of all chairs coming in September. Sonja will put the overlap on that agenda of all chairs.</p>
	<p>All terms of reference will be posted on the website.  The next agenda of all chairs will include a discussion of the overlap.  The uptake of position statements will be placed on the agenda of meeting of all chairs.</p>

<b>Agenda Topic:</b>	<b>Nominating Committee</b>
<b>Discussion:</b>	Candidates for Election presented (attachment) to the BOD for BOD to approve procedure for voting as recommended by the Nominating Committee. The IFNA Bylaws, p. 7 were reviewed: The rules and procedures for the conduct of the nominations and elections shall be recommended by the Nominating Committee (E. Coyne Australia and K. Dieperink Denmark) and approved by the Board of Directors.
<b>Follow up:</b>	<p>Board Liaison Lindsay Smith reported that there is a good representation of individuals and there was a good amount of interest in putting names forward. Board affirmed the eligibility requirements: a member for two years and be active in a committee. Eligibility requirements were reviewed with notations of ineligible members as indicated in submitted and office materials reviewed.</p> <p>The Nominating Committee will send the letter to ineligible candidates “on behalf of the board” thanking each person for being willing to be nominated and encourage continued participation in IFNA, and future nomination. Debbie Zaparoni will formulate a ballot. Sandra Eggenberger clarified her role of director role of the Glen Taylor Nursing Institute was not a conflict of interest in being on the board. She has disclosed this role on her candidate</p>

	forms. Lindsey Smith and the committee had evaluated this case and did not see a conflict; thus, process has been followed so no board vote required.
Person Responsible:	Lindsay Smith will draft letter with Elisabeth Coyne and finalize the ballot with assistance of Debbie Zaporoni. Voting will then occur for 4 weeks. The board thanks the Nominating Committee very much for their work, in particular during this time of global health concerns.

Agenda Topic:	<b>Planetary Health Position Statement (W. Looman)</b>
Discussion:	<p>Wendy Looman summarized how the process of position statements was followed:          In January a draft was sent to Education, Practice and Research Committees and feedback was received, as well as comments from content experts.          In February a draft was approved.          In March the position statement was distributed to membership with an open comment period where 8 comments were received with one being from the New Zealand/Australian chapter as a whole. Comments from members were reviewed.</p> <ol style="list-style-type: none"> <li>1. Editorial wording changes were suggested with some made if they did not change the content or meaning</li> <li>2. More moderate changes were made around mental health</li> <li>3. Implementation, was questioned, but this was not changed in the statement, but included in the conclusion stated that the actions would be included in the strategic plan of IFNA.</li> </ol> <p>With the pandemic the draft moved forward on April 2<sup>nd</sup>.          April 9th -          Before publishing a few more resources for action could be included. The interaction of pandemics and human and planet was noted.</p> <p>The draft is now in front of the board.</p> <p>Sandra Eggenberger noted that our other position statements do not currently include an action section, so it makes sense to keep with that in this statement as well.</p> <p>The dissemination and design of the print version is supported by the Glen Taylor Nursing Institute for Family and Society at Minnesota State University Mankato. Distribution is planned for Earth Day on April 22.</p> <p>Kathy Knafel moved to approve Planetary Health Position Statement and Veronica Swallow seconded. All in favor. Statement approved</p>
	Position statement is being formatted and prepared for distribution April 22.

Agenda Topic:	<b>Student Engagement Group (S. Meiers)</b>
	<p>The Student Engagement Group met on April 1. Discussion focused on the pandemic and its effect on our personal, professional, and educational lives. Members from the U.S., Switzerland, and Spain each spoke about the impact in our geographical areas. The students currently have a Facebook group and will be adding a What's app group for more casual conversation and support especially during these difficult times. This group is open to all student members should they choose to participate.</p> <p>The Student group was highlighted on the IFNA website and on Twitter. All student members were also invited to participate in focus groups regarding membership in IFNA. We look forward to contributing more to IFNA and continued growth within our group.</p> <p>Véronique de Goumoens (Switzerland) has come on as co-leader of the group and has brought some fresh ideas to contribute to the group.</p>
Discussion	<p>The board discussed how the graduate student group could be involved in the Board going forward?</p> <p>Several ideas about a graduate student holding an elected position on the board were discussed. Giving the students a voice could serve as a way to increase the leadership succession planning. A graduate student representative could start as ex-officio to attend the board meetings, without a vote. Bylaws will need to change if decided that an elected board position be added for a student director. Consider student positions would only be a one-year</p>

	appointment to easier align with their schooling timeline.
	Board agreed to invite a member of this group to attend the IFAN Board meetings. As leader of the graduate student group, Wendi Smith will be invited to join the IFNA Board meetings as an ex-officio member.

Agenda Topic:	<b>IFNA Foundation (S. Meiers)</b> <b>IFNA Chapters</b>
Discussion:	<del>The UK and Ireland Chapter continue to work with the IFNC15 Conference Planning Committee in preparation for the conference planned to take place in Dublin in 2021.</del> Intended outcome: BOD understanding of the relationship between the IFN Foundation and the BOD
	Board discussed the need to increase understandings of the relationship between the IFN Foundation and the Board of Directors, as well as the Resource Advancement Committee. It can be complex to members in the US and beyond, if not familiar with the non-profit status. More discussion can happen when there has been more opportunity to review documents and more fully understand the respective roles.
	Board will read materials and then discuss in May BOD meeting.

Agenda Topic:	<b>2020 Year of the Nurse Declaration and Possible Activities</b>
Discussion:	Committees have been discussing some of the ideas to celebrate Florence Nightingale birthday on May 12. The idea of a global toast that occurs at a few different times to accommodate time zone differences and create a worldwide celebration. Veronica Swallow and Sonja Meiers will work together and talk with Janice Bell as the Co-Chair of communication committee on distribution. Then, collaborate with Debbie Zaparoni and Beth Kassalen to create a fun and festive event.

Agenda Topic:	<b>IFNA / Taylor Nursing Institute Collaboration Initiative (S. Meiers)</b>
Discussion:	Attachment Drafts of letter to Dean of College of Allied Health and Nursing and Minnesota State University Mankato and Glen Taylor Nursing Institute for Family and Society collaboration was reviewed.  The goal of this agreement would be to extend funding beyond conference sponsorship from the Institute to enhance the shared mission and vision of IFNA and the Institute. This dialogue also began with a discussion of the Year of the Nurse. Board discussed the idea of exploring the Year of the Nurse and Launch the Decade of the Family Nurse and this collaboration. Sonja Meier's idea would be to launch the decade of the Family Nurse and celebrate the gift at the event on May 12 <sup>th</sup> . Board was in agreement and excited for this initiative.

Agenda Topic	<b>Strategic Planning Process Update (Sonja Meiers)</b>
Discussion:	Executive Committee reported to the Board that they are in the process of analyzing the member strategic plan survey data according to the Strengths, Opportunities, Aspirations, and Results model in preparation for May 14 Strategic Planning meeting. Executive committee plans to send a summary grid to the board one week in advance of the meeting for your review. This will be the context for us to propose 3 – 5 IFNA Strategic Goals for 2020 – 2025.  Debbie clarified that the initial planning was to be from 2020 – 2023 but then discussion on 2020 – 2025. Board clarified that this will be a 5 year document.

#### Committee Reports

Agenda Topic:	<b>Awards Committee (Marie Louise Luttk)</b>
Update	Specific work will begin later in the fall.

Agenda Topic:	<b>Bylaws Committee</b>
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Update	Next review due to begin in later 2020.
<b>Agenda Topic:</b>	<b>Communications Committee (Wendy Looman)</b>
Update	<ul style="list-style-type: none"> <li>• The communications committee is exploring IFNA communication channels to disseminate topical messages and encourage member-to-member sharing during the COVID-19 pandemic (forum, listserv, social media, newsletter), and supported the <a href="#">IFNA president/president-elect message</a> with resources.</li> <li>• Current initiatives: <ul style="list-style-type: none"> <li>○ Launching the Position Statement on Planetary Health and Family Health on Earth Day (pending board approval)</li> <li>○ Promoting IFNC15</li> <li>○ 2020 Year of the Nurse and Midwife activities (in collaboration with Sonja and other committees)</li> <li>○ Supporting the Call of Nominations</li> </ul> </li> <li>• Next meeting: April 16, 2020</li> </ul>
<b>Agenda Topic:</b>	<b>Conference Planning Committee (Veronica Swallow)</b>
Update	<p>A keynote speaker is confirmed. Prof Mary McCarron is available June 29th 2021 for opening keynote at IFNC15.</p> <p>Profile is accessible here <a href="https://www.tcd.ie/research/profiles/?profile=mccarrm">https://www.tcd.ie/research/profiles/?profile=mccarrm</a> She was also lead author on a national strategic vision for ID nursing which also maps role of ID nurse across the lifespan so very pertinent to the conference theme as well.</p> <p><a href="https://www.inmo.ie/tempDocs/shaping-the-future-of-intellectual-disability-nursing-in-ireland-2018.pdf">https://www.inmo.ie/tempDocs/shaping-the-future-of-intellectual-disability-nursing-in-ireland-2018.pdf</a></p>
<b>Agenda Topic:</b>	<b>Education Committee (Sandra Eggenberger)</b>
Update	Education Committee Terms of Reference presented and approved at this meeting. Next Education Committee meeting will occur April 21st.
<b>Agenda Topic:</b>	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	Membership meeting canceled in March
<b>Agenda Topic:</b>	<b>Nominating Committee (Lindsay Smith)</b>
Update	The slate of candidates were presented.
<b>Agenda Topic:</b>	<b>Practice Committee (P. Brysiewicz)</b>
Update	<p>Updates from across the world about COVID-19 have been shared.</p> <p>Discussion regarding Terms of Reference that were asked to be refined. These were reworked and all agreed. Maria to send to Debbie.</p> <p>Discussion re the 2020 Year of the Nurse and Midwife – all members participated.</p> <p>Discussion regarding a short video/podcast from members of the committee regarding the work they do with families. The committee has great global spread and diversity in the family nursing roles – this is to be used and celebrated. Petra agreed to coordinate this initiative and the plans are;</p> <ul style="list-style-type: none"> <li>• Develop the format to be followed - develop a few key points/questions to be addressed in the video/podcast</li> <li>• Plan to be developed of who is doing the videos and about what</li> <li>• Can perhaps ask Sandra if we can access the services of David Clisbee to assist</li> </ul>

	<p>with what program to use etc....technology questions</p> <p>Practice Repository form – tracking of the competencies. Document template has been developed and discussed – all thanked for participation. Other templates to be developed could be based on this format. To be discussed with Education Committee.</p> <p>Meeting closed and all thanked – all to stay safe.</p> <p>27 May 2020 - next Practice Committee meeting. Sub-committees to meet before that.</p>
	Sandra Eggenberger will explore possibilities with David Clisbee who has expertise in digital storytelling.

<b>Agenda Topic:</b>	<b>Resource Advancement Committee (Kathy Knaf)</b>
<b>Discussion:</b>	<p>The Resource Advancement Committee (RAC) met on April 2, 2020. RAC Leadership (co-chairs Sullivan-Bolyai and Young; past chair Deatrick) met to plan for the first full meeting of the committee (Sandra Eggenberger, Junko Honda, Kyoko Kobayaski, Regina Bousso, and Suzanne Feetham, Veronica Lambert) scheduled for April 9. The co-chairs had met with the co-chairs of the IFNF earlier in the week to discuss the roles and responsibilities of each group. Although the IFNA Bylaws define the roles and responsibilities of the RAC quite broadly (“Establish and follow policies and procedures outlining the identification of potential non-dues income campaigns, donation request materials, and tracking of funding”), RAC leadership agreed to focus their efforts for the upcoming year on conference sponsorship. The IFNF has assumed full responsibility for the Honor Families and Family Nursing program.</p>

<b>Agenda Topic:</b>	<b>Research Committee (Veronica Lambert)</b>
<b>Update</b>	<p>IFNA Research Committee Report (March 24, 2020) – Kim Mooney-Doyle and Cindy Danford (Co-Chairs)</p> <ul style="list-style-type: none"> <li>-Dyadic cluster moving along and creating 4 work groups: content summary, methods, theory/conceptual underpinning; bibliography of favorites. Plans for contributing bibliography and, eventually, a webinar.</li> <li>-Consultation and mentorship cluster: really developing into an entity to offer 3 different kinds of connection: collaboration, mentorship, and consultation. Currently developing a template for connection to document expertise in content/methods. We discussed an addition to this forum by sharing the stories of more established family researchers through a fireside chat format. Debbie Shepperd-Lemoine was nominated to share her experience in the inaugural fireside chat.</li> <li>-long discussion around how to lift up family nurses during pandemic. Sonja reported a message was being created to do this (and has since been sent out). Committee discussed possibility of connecting with communication and holding a twitter chat.</li> <li>-Liaison with communication committee: offering a new format for the global family nursing newsletter.</li> <li>-We are updating the Terms of Reference and should have that done next week.</li> </ul>

<b>Agenda Topic:</b>	<b>Process Meeting:</b>
	<p>Board discussed what went well with the meeting; having all documents organized and tracking time. Board appreciates the video component that is especially good at this time of to see everyone. Everyone is encouraged to stay healthy.</p>

**Next Meeting**

May 14, 2020 8:00am – 10:00am EST (Primary focus: Strategic Goal Setting)







### 3rd Clause (Obligations)

The first party, Portuguese Society of Family Health Nursing, undertakes, among other possible actions to be agreed:

- a) Disseminate and fulfill IFNA's purposes at national level;
- b) Share relevant news and research results at national level in the context of family health;
- c) Include IFNA as a scientific partner in the international congresses held;
- d) Have a participatory action in events created by IFNA, through face-to-face participation and submission of scientific papers;
- e) Participate in meetings or webinars whenever requested.

The second party, International Family Nursing Association, undertakes to:

- a) Collaborate in initiatives of particular relevance to SPESF, namely conferences, congresses and / or meetings;
- b) Facilitate the participation of SPESF in scientific events organized by it;
- c) Include SPESF as a scientific partner in the international congresses held;
- d) Propose the participation of SPESF members in working groups relevant to family health;
- e) Share research results and news, national and international, relevant to family health.

### 4th Clause (Validity)

This collaboration protocol comes into force on the date of its signature and lasts for 5 years, being automatically renewable for equal periods.

This protocol was made in two copies, to be signed by the representatives of the parties, with one copy for each of them.

Oporto, February 9, 2020

The President of the  
Portuguese Society of Family Health Nursing

(Doctor Maria Henriqueta Jesus Silva Figueiredo)

The President of the  
International Family Nursing Association

(Doctor Sonja Melers)

Done in duplicate

Appendix

<p><b>IFNA Minutes</b>  <b>Executive Committee</b>  <b>Conference Call</b>  <b>April 1, 2020</b>  <b>11 – 12:00pm EDT</b></p>	
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**The Mission of the International Family Nursing Association (IFNA) is to Transform Family Health by:**

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

Agenda Topic:	<b>Portuguese Society of Family Health Nursing</b>
Discussion:	Sonja Meiers shared the context for International Family Nursing Association receiving a collaborative agreement from the President of the Portuguese Society of Family Health Nursing. This group is interested in forming a collaborative agreement. The executive committee discussed how this proposal affirms a shared strong interest in family nursing and expertise in developing practice initiatives focused on family. IFNA recognizes how it is important to collaborate and partner with other organizations that share our directions while considering our financial responsibilities and status. Beth Kassalen and Debbie Zaparoni clarified that two years ago a letter had been given to the Portuguese Society of Family Health suggesting a Portugal chapter designation with IFNA. The Executive committee suggested that this agreement with Portugal may be compared and contrasted with the relationship/partnership with Japan Association for Research in Family Nursing. For example, members of both groups receive a reduced membership fee. The Executive committee wants to strengthen relationships/collaborations such as this Portuguese organization.
Follow up:	This agreement and discussion will be shared at the upcoming board meeting. KME and President will draft a letter that proposes an agreement with the Portuguese Society of Family Health Nursing that is similar to that with the Japan Association for Research in Family Nursing. A goal will be movement toward an agreement that supports the directions of both groups while maintaining financial responsibilities to IFNA.
Person Responsible:	Sonja Meiers and KME
Agenda Topic:	<b>Clarification of the Respective Roles of the RAC and IFNF.</b>
Discussion:	The IFNA Executive Committee reviewed recent Foundation meeting. Kathy Knafl (treasurer) attended the meeting since Sonja Meiers (President) was unavailable. KK shared a discussion with the Foundation committee. It appears that more communication and clarification of the roles of Resource Advancement and Foundation is needed. The bylaws identify the role of the Foundation is to support IFNA. Beth and Kathy clarified that the IFNF was formed as a single beneficiary organization, meaning that all money generated through the foundation could be directed to IFNA. Kathy also clarified that the RAC has been functioning in accordance with the duties and responsibilities of the committee as stated in the IFNA Bylaws, which state describe their Duties and Responsibilities as “Establish and follow policies and procedures outlining the identification of potential non-dues income campaigns, donation request materials, and tracking of funding”.  There appears to be a need to continue clarifying responsibilities, goals and communication processes. An idea was generated to meet this goal <ul style="list-style-type: none"> <li>• Minutes of Resource Advancement and Foundation committees be distributed to the chairs of each group</li> </ul>

Follow up:	Communication about this idea will occur with RAC and Foundation.
Person Responsible:	Sonja Meiers with Foundation; Kathy Knafl with RAC
Agenda Topic:	<b>Strategic Plan</b>
Discussion:	<p>Each executive committee member reviewed data from two or three questions on the strategic plan member survey. The IFNA Executive Committee members shared findings from the following analysis method:</p> <p><b>IFNA Executive Committee Tentative Data Analysis Process:</b></p> <ol style="list-style-type: none"> <li>1. Read your Question transcript through as a whole to gain a sense of the whole</li> <li>2. Read narrative in its entirety.</li> <li>3. Re-read the narrative and highlight (electronically or with a fun colored marker on paper) meaningful words or phrases. Enter key meaningful words or phrases into the matrix below</li> <li>4. Then label the meaningful word or phrase (e.g. communication or research); continue to label all words or phrases in the question.</li> <li>5. Then examine the labels to see if there are obvious categories. These categories will give us ideas for strategic planning goals. You will start to see some redundancies.</li> <li>6. Findings from each question were placed in tables and sent to Sonja Meiers.</li> </ol> <p>The next step is for each member of the Executive Committee to review the findings from each question's analysis from each Executive Committee member. Each committee member has completed their individual questions; next steps are to examine within and across all the data. Each Executive Committee member will look for commonalities and differences in the questions and across all question analyses. Before the next meeting we will examine themes of Strengths, Opportunities, Aspirations, and Results (SOAR).</p>
Follow up:	Sonja Meiers will send reminder to all of the processes. Next meeting April 22 at 11 am Eastern.
Person Responsible:	

Appendix  
INTERNATIONAL FAMILY NURSING ASSOCIATION  
PRACTICE COMMITTEE  
TERMS OF REFERENCE 2020-2021

**Chair/Co-Chairs**

- Maria do Céu Barbieri-Figueiredo | Portugal | Email: [ceu@esenf.pt](mailto:ceu@esenf.pt)
- [Yuuko Mabrey Johnson](#) | USA | Email: [yuuko020@gmail.com](mailto:yuuko020@gmail.com)

**Board of Directors Liaison**

- Petra Brysiewicz | South Africa | Email: [brysiewicz@ukzn.ac.za](mailto:brysiewicz@ukzn.ac.za)

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

- Identify, create and disseminate the best practice family nursing models used internationally.
- Shall have the authority to create subcommittees to maximize committee impact.
- Develop standardized resources covering practice scope, competencies, guidelines, position statements and similar materials that advance family nursing practice at generalist and advanced levels.
- Identify family nursing practice issues that emerge across the world and work with the Board of Directors to determine an appropriate response.
- Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

**Goals for 2020-2021**

1. Continue translation of the Generalist and Advanced Practice Competencies into other languages for dissemination on the website and beyond.
2. Disseminate all translations of the Generalist Competencies for Family Nursing Practice and the Advanced Practice Competencies for Family Nursing documents and track their dissemination.
3. Collaborate with other IFNA Committees to support development and evaluation of family nursing practice and implementation of competency-based family nursing curriculum in various schools and countries.
4. Continue to support implementation of family nursing practice across the world, particularly in countries developing family nursing.

**Action Plan**

Main Committee meet every two months. Ad hoc committees meet monthly and report back to main committee (ad hoc members in same time zone).

1. Translation of the advanced family nursing competencies into key languages.
2. a) Development of a system to track the use of the generalist and advanced family nursing competencies in publications (research and policy), clinical practice and education.  
b) Development of a repository to store information and make this available to the wider network.  
c) Dissemination of the generalist and advanced family nursing competencies to key audiences identified by the Practice Committee.
3. Collaborate with IFNA Committees to support development and evaluation of family nursing practice and implementation of competency-based family nursing curriculum across schools globally.
4. a) Continue to gather and report Family Nursing Practice News for quarterly dissemination on the website.  
b) Address family nursing practice Global issues as they emerge for consideration for

- response by the committee or response through the Board.
- c) Continue to update available evidence-based Family Nursing practice resource repository.

#### Appendix

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

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

- Jill Bally | Canada | Email: [jill.bally@usask.ca](mailto:jill.bally@usask.ca)
- Shelley Spurr | Canada | Email: [Shelley.Spurr@usask.ca](mailto:Shelley.Spurr@usask.ca)

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

- Sandra Eggenberger (USA): [sandra.eggenberger@mnsu.edu](mailto:sandra.eggenberger@mnsu.edu)

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

- Identify, create, and disseminate the best educational practices for IFNA members and family nursing worldwide
- Shall have the authority to create subcommittees to maximize committee impact
- Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

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

- Create and revise educational tools and resources in a repository on the IFNA website
- Liaise with the Conference Committee to develop educational content in preparation for the IFNA conference
- Support faculty development in the area of family nursing through activities such as webinars, and our IFNA website (News, Resources, Links, and Bibliography)
- Incorporate Simulation, Informatics, and Technology into our mandate
- Find new ways to involve undergraduate and graduate students as active participants in our work
  
- Translate and disseminate our Position statements and monitor the process
- Conduct at least 4 webinars a year, offer CE credits, and evaluate the process
- Continue to provide a committee review for teaching tools to be posted to the IFNA website, including samples of competency-based curricula
- Update and revise IFNA website content (News, Resources, Links, and Bibliography)
- Create and review educational modules for all levels of nursing education, undergraduate, graduate, and for practicing nurses
- Liaise with other key nursing education organizations such as AACN, CASN to advance the goals of IFNA

#### **Action Plan**

- The committee will continue to meet bi-monthly to collaborate, review the work of the subcommittees who will also meet bi-monthly (alternative months), and make decisions to accomplish our goals. We will continue to connect with the other IFNA committees to align our strategies.
- Currently there are 4 subcommittees, the Simulation, Webinars, and Online Offerings Subcommittee, the Communications and Newsletter Subcommittee, and the Teaching Resources Subcommittee, Faculty and student development Subcommittee.
- Formulate and carry out a strategic plan to update and revise IFNA website content (News, Resources, Links, and Bibliography).

## Appendix

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

Chair/Co-Chairs [include country and contact information] §

Janice M. Bell | Canada | Email: [jmbell@ucalgary.ca](mailto:jmbell@ucalgary.ca) (co-chair) §

Joel Anderson | USA | Email: [jande147@utk.edu](mailto:jande147@utk.edu)

Board of Directors Liaison Wendy Looman | USA | Email: [looma003@umn.edu](mailto:looma003@umn.edu)

Committee Duties and Responsibilities (per the IFNA Bylaws)

§ Responsible for the development of the infrastructure and use of social media channels to promote effective communication among members, timely dissemination of information, advances in family nursing knowledge, and the IFNA mission.

§ Oversee and update the various IFNA communication and social media channels.

§ Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

#### Goals for 2020-2021

Liaise with the IFNA office, IFNA web manager, IFNA Standing Committees, and IFNA members to ensure the IFNA website and social media channels contain current information and remain functional.

§ Develop a communication plan for coordination of all IFNA communication that includes assessment of reach and utilization by IFNA members, non-members, and interprofessional family health related organizations.

§ Develop a bi-monthly IFNA Newsletter “Global Connections” that highlights current IFNA news linked to content on the IFNA website to foster conversation, connection, and community:  
<http://internationalfamilynursing.org/ifna-news/ifna-newsletters/> .

§ Increase the visibility of IFNA through select social media channels (including Twitter, LinkedIn, IFNA blog, IFNA YouTube channel, IFNA listserv) and encourage IFNA member participation in these social media channels.

§ Actively promote and track the dissemination of the five IFNA Position Statements; ensure a social media toolkit for each IFNA Position Statement is available on the IFNA website and ensure that all translations of the IFNA Position Statements are IFNA branded.

§ Ensure consistent branding of IFNA for conference promotion of IFNC15 in 2021.

#### Action Plan

The IFNA Communications Committee meets monthly from September-April and a monthly report of the Committee’s initiatives is offered to the IFNA BOD. In addition, the minutes of each meeting are posted on the IFNA website.

§ The Committee will meet with each IFNA Standing Committee (Practice, Education, Research, Awards, Membership, Conference, and Resource Advancement) to foster collaboration and encourage IFNA Standing

Committee leadership and gatekeeping of information posted on the IFNA website and communicated through the IFNA Newsletter and other IFNA social media channels.

§ The Committee will report metrics to the IFNA BOD quarterly related to reach and utilization of communication channels.

#### Appendix

### INTERNATIONAL FAMILY NURSING ASSOCIATION MEMBERSHIP COMMITTEE

#### TERMS OF REFERENCE 2020-2021

Chair/Co-Chairs § Jyu-Lin Chen (USA): [Jyu-lin.chen@ucsf.edu](mailto:Jyu-lin.chen@ucsf.edu) § Cheryl Corbet (USA): [Cheryl-Corbett@byu.edu](mailto:Cheryl-Corbett@byu.edu)

Board of Directors Liaisons Cristina Garcia-Vivar (Spain): [cgarvivar@unav.es](mailto:cgarvivar@unav.es)  
(2020)Committee Duties and Responsibilities (per the IFNA Bylaws)

§ Focus on the growth, retention, and recruitment of members to the Association.

§ Ensure the global integrity, impact, and reach of the organization through diversity and inclusion of members around the world.

§ Establish and follow policies and procedures outlining the review and analysis of current members, lapsed members, and identify plans to recruit new members and family-related organizations.

§ Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

#### Goals for 2020-2021

§ Increase the number of members on the Membership committee.

§ Identify strategies for increasing membership.

§ Develop recommendations for improving retention of current members.

§ Identify targeted countries for membership.

§ Identify related nursing organizations through which new IFNA members might be recruited and retained.

#### Action Plan

§ Schedule monthly conference call with committee member and Board of Director Liaison to allow timely update and information sharing.

§ Set specific action plans at each meeting and identify appropriate members for specific tasks based on expertise.

§ Work with other committees to identify appropriate members (such as country liaisons) to serve on the membership committee and to increase IFNA membership in their respective countries.

§ Analyze membership trend by country and work with the Board of Directors to identify countries for increasing enrollment.

§ In collaboration with the IFNA Communication Committee, develop targeted informational messages and networking to help members of other organizations recognize the relevance of family nursing and the benefits of cross-organizational membership.

§ Implement strategies to increase membership and retain current members



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