

**IFNA Minutes
Board of Directors
May 14, 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, Veronica Swallow, Jane Lassetter, Sonja Meiers, Lindsay Smith, Petra Brysiewicz, Veronica Lambert, Sandra Eggenberger Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Cristina Garcia-Vivar
Guest	Wendi Smith (Graduate Student Group), (non-voting)
Minutes compiled:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement (S. Meiers)
Announcements / Acknowledgements/ Discussion:	Feedback from communication committee suggests that accomplishments of board members in board minutes is not appropriate. Board agreed with sharing events but not including in minutes. Welcome was extended to Wendi Smith who is joining from the Graduate Student Group; while she does not have an official vote, she is invited to participate in all discussions. Students have been meeting informally to check in during pandemic via Facebook but have also started a WhatsApp group.

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	Moved by Kathy Knafel and seconded by Veronica Swallow. Approved.

Agenda Topic:	Financial Board Report (K. Knafel)
Discussion:	As of April, 2020, our total assets are \$43,330, a decrease of about \$2,270 since last month due to usual operating expenses. We received \$2725 in membership dues (total of \$12,693 for the year). To date our total income has been \$13,568, most of which comes from membership dues. Our expenses total \$39,349 for an overall income to expense deficit of \$25,780. Looking ahead, in addition to our usual KME monthly management fee (\$5384), we will have payments of \$5724 due to the Clayton Hotel on July 31 and November 30. Thanks to Veronica Swallow for her donation to IFNA this month.

Agenda Topic:	IFNA / KME Contract The contract was reviewed. One note, the compensation level for KME remains the same as last year in respect for the financial hardship faced by so many during this time. Board lacked awareness of Beth Kassalen's role as the executive director. Board requested a position description to formalize and add clarity to the role of executive director. Kathy Knafel noted the language around confidentiality in the contract; questioning what IFNA would return to KME in the event of an end to the contract. Beth Kassalen clarified that shared resources developed or branded from KME would be addressed. No further questions from the board were noted.
Discussion:	Kathy Knafel moved to approve and Sandra Eggenberger seconded. Approved.

Agenda Topic:	Strategic Plan / SOAR Review (Attachment)
Discussion:	<p>A report was generated from the SOAR survey responses gathered from membership. The Executive Committee's qualitative analysis process compiled the report. Board reviewed to explore the fit between data collected and the report. Report was refined with particular discussion points:</p> <ul style="list-style-type: none"> • Clarification of the abbreviation CE means "Continuing Education" • Particular revisions in order and language were suggested. • The culture of the IFNA organization and connections. • The strength of connection between member and organization was noted • Increasing membership and sustainability was a recurring theme. • Leadership and members feeling supported and had a positive feeling. • Expressed need for leadership training and succession planning. • Need for practice, education and research committees to be working together. • A need for intentional links with education and practice. • Strength of research was noted with a need to further emphasize the linkages with education and practice. Possible factors influencing the foci on research were noted. • Characteristics of the respondents: countries and numbers. • Goals of strengthening links in education, practice, and research were noted. • Need to determine the number of surveys that were returned <p>The need for a connection between conferences was noted; yet, attempts have been made in the past with limited response. Successes of the Florence Nightingale event were noted with a need to provide more opportunities for conversation. Following the event, several people were wanting to connect and chat. Board recognized a need to create more similar opportunities. Possibly the need for connection between research, education and practice might lead to a round table discussion. Language barriers may be an issue so need to find ways to address those barriers; such as small groups, having groups specifically for members where English is not first language. Possibly reaching out to members for topics would be helpful.</p> <p>Particular needs in the data were identified: leadership development, addressing virtual and face to face conferences, collaboration opportunities, processes for collaboration. Discussion continued to edit the goals and corresponding bullets in relation to wording and intent.</p> <p>The executive committee's plan is to distribute the goals with bullet points to the committee co-chairs for feedback; as well as seek ideas on how to move forward and operationalize the goals. Co-chairs will also share with their committee members in manner they choose.</p>

Agenda Topic:	IFNA Chapters
Discussion:	Australia/New Zealand April Newsletter (Attached)

Committee Reports

Agenda Topic:	Awards Committee (vacant)
Update	Specific work to begin later in the fall.

Agenda Topic:	Bylaws Committee Next review due to begin in later 2020.
Update	

Agenda Topic:	Communications Committee (Wendy Looman)
Update	The Communications Committee has been focusing on dissemination of the new position statement on planetary health and family health, development of a COVID-19 Family Nursing Resource page on the website, and delivery of an e-newsletter. There has not been a committee meeting since our last report to the board.

Agenda Topic:	Conference Planning Committee (Veronica Swallow)
Update	<p>Report to IFNA BOD May 2020 from CPC Meeting 28th April 2020</p> <p>Keynote speakers:</p> <ol style="list-style-type: none"> Prof McCarron confirmed as opening keynote June 29th 2021 for opening keynote at IFNC15 Rachel Power (UK) https://www.patients-association.org.uk/meet-the-team (brings a patient association perspective of empowering patients/families and also capture policy angle) confirmed as Keynote on Day 2 Inger Hallstrom (Sweden) https://portal.research.lu.se/portal/en/persons/inger-kristensson-hallstroem(9b6d8940-1caf-48a9-95a5-acf6d2b6d9a2).html (pioneering family centered research in Sweden in area of children chronic illness and families) Invited 4th May 2020 as Closing Keynote – awaiting response <p>Budget</p> <ul style="list-style-type: none"> K. Knafl provided detailed update on the conference budget to ensure CPC understand that conference income fluctuates and IFNC is the largest expense and income source. Last conference dependent on sponsorship in having a successful conference but IFNA does not want to be in the financial red in event of not securing sponsorship as potentially vulnerable position so CPC needs to monitor as planning progresses. CPC need to keep updated on the budget as changes will be ongoing. For IFNC15, hotel expenses much more fixed but registrations not fixed is and current uncertainties around COVID19 is a potential challenge. Debbie Zaparoni updated on early bird special registrations (up to 20) planned for year Q4 2020 and year Q1 2021 to bring money in earlier to pay the pre-scheduled hotel expenses. Kathy Knafl sought clarification on budget item ‘special events’ (banquets) –i.e. does it cost IFNA money or is it cancelled out at a later point with payment by attendees. <p>Action: Debbie checking if this separated out to factor in transportation costs etc.</p> <ul style="list-style-type: none"> RAC- budget will be shared with RAC who hold an important role in generating sponsorship for the conference. ‘branded items’ (i.e. getting a school name on a water bottle etc.) need to take care in doing pricing here – to be reviewed by the RAC. IFNC financial situation also important for IFNA members to be aware of. <p>Action: Monthly budget update to be added as standing item to CPC and RAC meetings, for monitoring ongoing budget changes and to clarify budget item for special events</p> <p>Timeline for IFNC15</p> <p>Debbie Zaparoni noted the need to begin discussions about call for abstracts and getting Oxford Abstract Management Software ready; discuss open call or selected invites, for pre-conference and expert lectures</p> <p>Action: Debbie Zaparoni will touch base with C. Danford and K. Mooney-Doyle re call for</p>

	abstracts etc and add 'timelines for IFNC15' to agenda of next CPC meeting in May
Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Meeting later this month.
Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Membership Committee has not met
Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Election ballot closes, Tuesday, May 26 th . So far 128 responses received. Question posed: Is there a place on the website or another way to announce a reminder that the ballots are out and voting is open. Debbie Zaporoni will send out through the membership management system.
Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	<p>Next meeting scheduled for 27 May 2020</p> <p>2020 Year of the Nurse and Midwife short video/podcast – please see document attached for discussion.</p> <p>Wendy Looman suggested that once this is complete it should go to the communication committee for promotion and she will share. Petra Brysiewicz asked that maybe the communication committee should see the plan as well. Veronica Swallow asked if it should be rolled out to other committees as well. Petra explained that they were hoping for participation across the organization. The practice committee is formalizing the instructions and will then move it throughout the organization. Petra will ask chair of Practice committee, to send to communications. Sonja Meiers suggested that in the introduction of the interview that the nurse state how long and in what ways they have been involved in IFNA. Petra and Sandra Eggenberger have discussed how this project could be supported by the Glen Taylor Nursing Institute. Petra Brysiewicz will do a formalized agreement with the appropriate language mentioning the Institute.</p>
Agenda Topic:	Resource Advancement Committee (Kathy Knafel)
Discussion:	Committee is finalizing prospectus. Kathy Knafel reported that a reinterpretation of the logo with some IFNA branded swag such as scarves is underway. Discussed a named campaign around a sponsorship drive to increase visibility. Veronica Lambert provided a link to a branding company in Ireland and made some suggestions around things that are typical in Ireland.
Agenda Topic:	Research Committee (Veronica Lambert)
Update	At the Research Committee April meeting an open-forum meeting was held where an invitation was circulated to all IFNA members who expressed interest in the research committee in their membership renewals/activation. The agenda of the meeting was structured around an overview of the committee structure with updates from the leads of various sub-committees, clusters and other initiatives. Overviews were provided on the goals, work and extensive ongoing activity of the committee including international research collaboration subcommittee (acute care cluster, paediatric research, translational research, graduate student engagement, and policy); dyadic research cluster; consultation/mentorship cluster; measurement sub-committee; communication and news; conference planning and family research ethics. It was proposed that after the meeting a link for a sign-up for each sub-committee, cluster, or initiative would be circulated to invite people to join work activities

	they are interested in getting involved in and supporting. These briefing updates were followed by a Research Corner in which a brief overview of Photovoice and Photo-elicitation Research Considerations was presented by Kim Mooney-Doyle.
	Lindsey Smith wondered if IFNA could respond to the Covid-19 pandemic by offering some free access to our webinars. Sandra Eggenberger indicated the education committee was talking also discussing. Kathy Knafl agreed that this was a great idea. Debbie is changing the webinars platform from the website to an event site. This will allow an easier access for people to view the site without Debbie having to do the administrative tasks that are required now. Kathy Knafl is going to suggest a webinar on how to do a scoping review. We could make a list of webinars available. Board agreed that this was a good direction.

Agenda Topic:	<p>Process Meeting: What went well? Great discussion on strategic plan. Time keeping is really effective. Preparation by all is very helpful. New officers take responsibility on June 30th Wendi Smith enjoyed seeing the behind the scenes and has idea on how to move the strategic plan items forward. Also need to remember the undergraduate students as well as the nurses in practice. What can we improve upon?</p>
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Next Meeting

June 11, 2020 8:00am – 10:00am EST