

**IFNA Minutes
Board of Directors -
Conference Call
June 11, 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, Veronica Swallow, Jane Lassetter, Sonja Meiers, Cristina Garcia-Vivar, Lindsay Smith, Petra Brysiewicz, Veronica Lambert, Sandra Eggenberger, Junko Hondo (incoming board), June Horowitz (incoming board), Wendi Smith (Graduate Student Engagement Group) Staff: Debbie Zaparoni, Beth Kassalen
Unable to Attend:	Wendy Looman
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement
Announcements / Acknowledgements/	Board shared individual, professional, and organizational news.

Agenda Topic:	Approval of prior minutes
Motion to Approve	Minutes approved.

Agenda Topic:	Board Introduction and Process
Motion to Approve	Board extended a warm welcome to newly elected members. Board reviewed the goal of all voices being heard. Discussed global nature of the board means calling attention to differences and various perspectives. Board expressed assurances that board members want to engage all. Suggestion made that Debbie Zaparoni and others can help others listen, speak, and use technology to raise hands.

Agenda Topic:	Financial Board Report
Discussion:	<p>As of May 31, our total assets are \$43,057, roughly the same as at the end of April. We received \$3150 in membership dues (total of \$15,843 for the year). Membership income continues to be in keeping with what was projected. To date total income has been \$16,918, most of which has come from membership dues. However, we have benefitted from over 1K in donations from BOD members. Despite, good news in terms of membership dues and donations, our total expenses of \$44,896 have exceeded our income by almost 28K.</p> <p>It hasn't shown up on the monthly report as yet, but we received our annual invoice from KME for Shared Services. This includes expenses for office expenses such as Verizon phones/fax/internet, mailbox, and technology platforms such as GoTo Meeting and Survey Monkey. It is cost effective for IFNA to share services with other groups contracting with KME and using the same services. Our next payment of \$5724 is due to the Clayton Hotel on July 31.</p> <p>To help with future budget planning, treasurer estimated how many members we would need to cover different percentages of our projected 2020 annual expenses of 108K from income generated from membership dues with estimates based on our current fee of \$125 for an Active Member.</p>

	<p>Membership covers:</p> <ul style="list-style-type: none"> · 50% of expenses (\$54,000) – 432 members · 75% of expenses (\$81,000) – 648 members · 100% of expenses (\$108, 000) – 864 members <p>Backing out projected 2020 conference expenses of about 28K, we would need the following number of Active Members to cover the remaining 80K in operating expenses.</p> <ul style="list-style-type: none"> · 50% of operating costs (\$40,000) – 320 members · 75% of operating costs (\$60,000) – 480 members · 100% of operating costs (\$80,000) – 640 members <p>Appreciation was expressed to treasurer Kathy Knafel for the projections, data, and forward thinking. Board suggests in the future we think about expectations related to membership covering a specified percentage of operating cost.</p>
--	--

Agenda Topic:	Board Liaison Assignments
Discussion:	Discussed the need for board liaisons to Communications Committee and Awards Committee. Current board members were encouraged to identify their willingness to remain in current liaison positions. Following discussion Junko Honda become the Communication Committee board liaison and Veronica Swallow the Awards Committee. June Horowitz and Veronica Swallow will share responsibilities as the Conference Planning Committee liaison.

Agenda Topic:	Portuguese Society Proposal (Update)
Discussion:	No updates at this time.

Agenda Topic:	Terms of Reference
Discussion:	<p>Reviewed Terms of Reference from the Nominating Committee, Resource Advancement Committee, and the Research Committee.</p> <p>Lindsay Smith moved and Kathy Knafel seconded approval of Nominating Committee. Motion carried. Lindsay Smith made the suggestions to gather the committee earlier in the nomination process.</p> <p>Kathy Knafel moved and Jane Lassetter seconded approval of Resource Advancement Committee. Motion carried.</p> <p>Veronica Lambert will further explore with co-chairs the format of Research Committee Terms of Reference. Future plans will be to review Research terms of reference.</p>

Agenda Topic:	Election Results and Mentor Assignments
Discussion:	<p>Intended outcome is to have an incoming member have an experienced member as a mentor.</p> <p>Secretary Dr. Sandra Eggenberger, (USA)</p> <p>Directors Dr. Junko Honda, (Japan) Dr. June Horowitz, (USA) Dr. Cristina Garcia-Vivar, (Spain)</p> <p>Nominating Committee Dr. Elisabeth Coyne, (Australia) (Chair 2021 - 2022) Dr. Mari Ikeda, (Japan) Dr. Michele Polfuss, (USA)</p>
Follow up:	Newly elected board members will reach out to a person as their mentor. All ongoing Board members are willing to serve as mentors. During the July meeting we will also focus on the formal Board orientation PowerPoint.

Agenda Topic:	Graduate Student Engagement Group Update
Discussion:	Wendi Smith reported new initiatives for informal communication among the student group. Board expressed appreciation for the student's engagement and plans to continue supporting these initiatives. Appreciation was expressed to Wendi for her efforts.

Agenda Topic:	IFNA Chapters
Discussion:	<p>Each chapter now has its own page on the IFNA Website.</p> <p>UK / Ireland Chapter</p>

	<p>To help us drive our activities forward:</p> <ul style="list-style-type: none"> • We have secured a (very part time) web developer to assist us with the further development of the UK&I Chapter site which we have now been able to locate at Sheffield Hallam University • We have established a membership strategy group and are working towards recruiting new UK& I members • We are exploring privacy and confidentiality membership issues with SHU • We have secured (very part time) support from an experienced Comms adviser in the UK Patients Association to advise us on our communication and membership strategy
--	--

Agenda Topic:	IFN Foundation Update
Discussion:	The International Foundation launched a noticeable presence to the members which is aligned with the strategic plan. Current plan is to review bylaws and strategic plan for the IFN Foundation and Resource Advancement Committee. Clarification is needed regarding IFNA support from the entities. Board recognized cultural, individual differences that may exist among individuals, group, and countries about philanthropic giving. Executive Committee will be meeting with leadership of the Foundation and Co-chairs of the Resource Advancement to clarify directions and understandings.

Agenda Topic:	Strategic Planning Process Update
Discussion:	The strategic planning process has continued. The 2020-2025 Strategic Goals were sent to the Committee co-chairs and we have asked them for suggestions on how their various committees would like to engage with the Strategic Plan with responses and input expected by July 30.

Committee Reports

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

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

Agenda Topic:	Communications Committee (Wendy Looman)
Update	No report

Agenda Topic:	Conference Planning Committee (Veronica Swallow)
Update	<ul style="list-style-type: none"> • 3 Keynote speakers have been confirmed. Prof. Mary McCarron, Rachel Power and Inger Hallstrom • Call for Abstract anticipated to open this month with need to consider the current pandemic context which may require alterations in abstract dates. • Working on Call/Application for Pre-conference Workshops and Expert Lectures.

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	<p>Meeting on May 19 with limited members able to attend. Committee working on:</p> <ul style="list-style-type: none"> • Updating IFNA education Committee website categories: News, Resources, Links, Bibliography • Pursuing webinar topics for future, such as scoping review ideas from Kathy Knaf • communicating with Communications committee to identify resources • developing strategies for involving graduate and undergraduate students • developing approval process for resources <p>A call for new members is being distributed to all.</p>

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Membership has not met but various initiatives are in motion.

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Terms of Reference reviewed by Co-Chairs in April 2020. No changes recommended.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	Meeting held Date 27 May 2020 with Chair: Maria do Céu Barbieri Update from across the world provided. A Discussion re the 2020 Year of the Nurse and Midwife – all members participated and happy with the idea. Maria to discuss with the Communication Committee. Practice Repository form – tracking of the competencies discussed. Collaboration re this to be discussed with Education Committee.

Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	<p>The Resource Advancement Committee met at its regularly scheduled time (first Tuesday of the month, 9-10a June 2) and addressed the following agenda items:</p> <ul style="list-style-type: none"> • Fund Raising Theme: Committee members discussed suggestions for a sponsorship theme that will accompany the conference campaign and adopted “Support Families through Family Nursing #IFNC15” The theme will appear throughout the Sponsorship Prospectus – likely in a shaded box. • Sponsorship Prospectus: Committee members reviewed a draft prospectus adapted from IFNC14. The review included assessment of sponsorship options that had been supported in IFNC14. The following new sponsorship opportunities will be offered for IFNC15: <ul style="list-style-type: none"> ○ Registration Raffle - For a modest amount (possibly \$10 per raffle ticket) individuals can enter for a chance to win a free conference registration. The raffle will be offered in fall 2020 or early 2021. ○ Friend of Families and Family Nursing (working title): This option, which is meant to attract individuals and will require a minimal donation of \$250. • Expert Lecture: This will be added to the event sponsorship options at the \$500 level. Support for a pre-conference will be increased from \$500 to \$750. • Day-of-Giving: The RAC will launch a day of giving to generate funds for the conference. The tentative plan is to hold the day of giving toward the end of 2020. <p>RAC members agreed to a sponsorship campaign goal of \$50,000 - \$60,000. Janet Deatrck offered to create a database of past sponsors and donors that will be used to inform future fund raising efforts.</p>

Agenda Topic:	Research Committee (Veronica Lambert)
Update	<p>Brief update from last Research Committee meeting.</p> <ul style="list-style-type: none"> • Work of subcommittees/clusters continues- • Reminder for members to submit articles/resources for research ethics bibliography being created – led to some discussion about research and ethical issues in time of COVID19 e.g. modifications required to research moving forwards etc.- • Evaluation of April large meeting (31 people joined) and discussion about future large meetings (timings, topics, and balance between meeting agenda & presentation); aim for 2-3/year with future potential topic suggestions of dyadic research, COVID19 modifications; also could consider asynchronous delivery etc. - • Discuss year of the nurse at June meeting

Agenda Topic: 0950 - 1000	Process Meeting: What went well? What can we improve upon?
------------------------------	---

Next Meeting

July 9, 2020 8:00am – 10:00am EST