

**IFNA Agenda
Board of Directors -
Conference Call
July 9, 2020
8:00a – 10:00am EDT**

IFNA BOD Meeting
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The Mission of the International Family Nursing Association (IFNA) is to Transform Family Health by:

1. Serving as a unifying force and voice for family nursing globally;
2. Sharing knowledge, practices, and skills to enhance and nurture family nursing practice; and,
3. Providing family nursing leadership through education, research, scholarship, socialization and collegial exchange on all aspects of family nursing.

Core Values:

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

Attendees:	Kathy Knafel, Veronica Swallow, Jane Lassetter, Sonja Meiers, Lindsay Smith, Petra Brysiewicz, Veronica Lambert, Sandra Eggenberger, June Horowitz, Junko Honda Staff: Debbie Zapanoni, Beth Kassalen
Unable to Attend:	Cristina Garcia-Vivar
Guests:	Wendi Smith
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement (S. Meiers)
Announcements / Acknowledgements / Discussion:	Sonja welcomed all to this meeting. There was no additional information shared.

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	Board meeting June 11, 2020 minutes reviewed. Jane Lassetter moved to approve. Seconded by Kathy Knafel. All approved. Executive Committee June 24, 2020 minutes reviewed. Kathy Knafel moved to approve. Veronica Swallow seconded. Executive committee members voted to approve. Board Meeting June 29, 2020 minutes reviewed. Kathy Knafel moved to approve. Jane Lassetter seconded. June and Junko abstained as they were not officially board members at the time of this meeting. During this meeting the contract with the Clayton Hotel in Dublin Ireland was cancelled and plans moved forward for a virtual 15 th International Family Nursing Conference.

Agenda Topic:	Financial Board Report (Kathy Knafel)
Discussion:	As of June 30, our total assets are \$39,907, about 3K less than last month. We received \$2375 in membership dues (total of \$18,218 for the year). We projected 2020 membership

	<p>dues at \$34,925, putting us over half way to our target goal after six months. To date our total income has been \$20,443 against expenses of \$51,554. We received another \$1150 in donations last month (total of \$2200 for the year). Because of the penalty associated with our cancellation of our contract with the Clayton Hotel, we still owe them about 13K (€11451). Our other major expense for the remaining 6 months of 2020 is 35K to KME. Our current assets and projected additional income from membership dues total \$56,614 against projected expenses of \$48,000. Stating the obvious - we need to devise a plan to generate additional income!</p> <p>Kathy Knafl mentioned that she is one year away from her board term and the position of the treasurer will be open. She encouraged everyone to think about running for the position as it is very interesting and well supported by Kassalen.</p> <p>The funds for the Decade of the Family Nurse and support from the Glen Taylor Nursing Institute continue to move forward.</p>
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Agenda Topic:	IFNC15
Discussion:	<p>Board was presented with an Update on communications with the Clayton Hotel.</p> <p>The Conference Planning Committee shared ideas being generated. Discussed how to make IFNC15 available to all members and to increase participation from new members or non-members. Discussed the question: What would make YOU want to submit an abstract to present at a virtual international family nursing conference?</p> <p>Sonja Meiers described the plan to notify members of a virtual conference. The member announcement was sent with positive responses from some key leaders who were thanking us for making this difficult decision. Affirmed that we know we made the decision in good faith for both the health of our members and the organization. Some comments made about the benefits of virtual conferences include:</p> <ul style="list-style-type: none"> - Reduction in travel expenses - Possible increase in membership as expense of conference is no longer a barrier - Being able to attend more sessions - The chat function can be used in the live presentations allowing questions in real time for more interaction - An opportunity to look at emerging technology
Follow up:	Veronica Lambert will look for the presentation software that was used in Dublin for a presentation that worked very well.
Person Responsible:	In a follow up email Debbie Zaparoni reported Kassalen is well-positioned to offer technology support for virtual conference.

Agenda Topic:	Ideas for Income Generation while enhancing connection
Discussion:	<p>Board brainstormed ideas for income generation for the remainder of 2020 and into 2021 focused on mission and vision, as well as Strategic Plan goals. The plan is to set targets for income generation. A few ideas noted were:</p> <ul style="list-style-type: none"> - Offer a conference offering that highlighted the experiences of COVID-19 and the pandemic on our global partners. Perhaps we rename it something other than a webinar as they have been free to members in the past. Perhaps a workshop or seminar title. We could share the research that has started around this pandemic or some of the teaching strategies that have been started by individuals around the world. Research, Education, and Practice committees could offer workshops with pandemic foci. - Beth Kassalen suggested a fundraiser of a social time that highlighted key parts of Ireland in a video and attendees could watch together. We could advertise it as a fundraiser. Veronica Lambert mentioned that maybe the tourism board would help create some content. It could be held at different times so more could attend.

	<ul style="list-style-type: none"> - Lindsay Smith suggested a voluntary levy that would be placed on the membership fee, such as has been done in Australia at times of economic downturns. This sum has been, for instance, .5% of an Australian citizen's income as a one time expense. IFNA could exercise this as a voluntary membership fee for a limited time and that funding would go to the money lost from the conference. It happens often in Australia after disasters and people feel it is equitable because everyone is paying the same percent rather than the same amount. - Kassalen has some materials about virtual conferences that some of their other clients are using for gathering conference sponsors that they can share. Instead of an exhibit the company could create a video or do a focus group or product demonstration in an online breakout room. We could also ask for sponsorship of the keynote videos. - Ask current members to bring new members and get an incentive of getting into a free workshop or some other incentive for more people to be introduced to the association. Kathy Knafel reported that 650 membership fees would cover the income lost. - Wendi Smith will ask the student group at their next meeting for their ideas. - Petra Brysiewicz asked if we could speak to the IFNA members who have well known research tools or methods that could offer a workshop for a fee. The workshop could also be for people outside of IFNA. Kathy mentioned that some of the pre-conference authors that we have had in the past may be willing to put something together that would be interesting to a wider audience beyond the membership. Family Intervention research would be a big draw but could also be more broad and then lead back to the family tools. Junko supported this idea and said that with having translation would be a draw for people speaking different languages. - We could also ask individuals, universities, and others to provide funding to sponsor student fees to attend any workshops we put together. - Local gatherings may happen during the IFNA virtual conference to allow local members to gather together and fees could be collected. It was noted that we need to be conscientious of charging a higher fee, for local gatherings.
Follow up:	
Person Responsible:	

Agenda Topic	Portuguese Society Proposal (S. Meiers)
Discussion:	<p><i>The following communication was sent on April 6, 2020. Our Executive Board has reviewed the proposal and we are eager to explore the cooperation. We have three questions:</i></p> <ol style="list-style-type: none"> 1. <i>What does it mean to be scientific partners?</i> 2. <i>What does it mean to facilitate attendance at conference?</i> 3. <i>Would you be interested in discounted memberships to IFNA (\$75 USD instead of the full membership of \$125 USD) for SPESF members? For instance, if SPESF members would want to participate in a Research Interest group.</i> <p><i>Would you like have a video call with one of your English-speaking colleagues present to help me speak with you best?</i></p> <p><i>I look forward to hearing from you and hope you are well? Sincerely, Sonja</i></p> <p>Without the answers to the above questions, this is what Sonja Meiers understands from the language of the contract</p> <ul style="list-style-type: none"> - There is no money to be exchanged - They would like a member of our board to serve on their committees to help with planning or review abstracts - There was a request to use our logo, but that is pretty well spelled out in our by-laws, and likewise the use of their logo on our materials which might be an advantage to show collaboration <p>Sonja reported her thoughts are to sign it as a good will offer since there is no money to exchange. Kathy agreed that a scientific partnership can be negotiated and a benefit to both</p>

	<p>organizations over time</p> <ul style="list-style-type: none"> - The question was raised if we thought this would be a way to increase membership and Sonja thought that it could lead to that. Kathy thought that would be good, even if that is at a reduced rate - Jane wanted clarification that the conference attendance clause would not mean that there would be funds exchanged for conference registration fees. - This is similar to the relationship that IFNA has with the JARFN, which also sponsors a portion of IFN Conferences. We could ask the SPESF organization for something like this as well - No other reservations were expressed by board members <p>Kathy Knafl moved that we sign the proposal to enter the partnership and Jane Lassetter seconded, no discussion, approved. Sonja will continue to communicate with them.</p>
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Agenda Topic:	Terms of Reference
Discussion:	(deferred until August meeting) Research Committee

Agenda Topic:	Board Liaisons Guiding Committees during IFNC15 transition within partnership with the Glen Taylor Nursing Institute for Family and Society (S. Meiers and all)
Discussion:	<p>Connections made within our committee structure are important to disseminating our mission and values. Given that we will not be gathering in person for IFNC15 in Dublin, how can we think about use of partnership funding from the Glen Taylor Nursing Institute for Family and Society to support committees in their work?</p> <ul style="list-style-type: none"> - Beth Kassalen outlined some goals and objectives that we might use as a starting point. Kathy Knafl agreed that this might be a good place to launch ideas. - Sonja Meiers has a meeting in September with all the co-chairs. That may be a good time to start the discussion by bringing these early partnership funding ideas to committees and ask for their input. - Petra reminded everyone about the Year of the Nurse idea beyond just the Practice Committee. This idea is not resource intensive in regard to money but could benefit the organization. - We need to remember that the work that is generated is documented and shared. - Lindsay thought about how a book could be created that follows the creation of Family Nursing similar to Florence Nightingale's Notes on Nursing book. This book that could be created over the decade for the Decade of the Family Nurse. Idea was well received, and Sonja encouraged all to keep thinking. Springer Publishing has asked IFNA about producing a book. Lindsay added that the narratives could be one aspect and add the skills of family nursing. Much information has already been gathered, so this would be an opportunity to put it all together.

Agenda Topic:	Student Engagement Group (W. Smith) Update
Discussion:	The group will be meeting next mid-August before the busy schedules of the fall semester begins.

Agenda Topic:	IFNA Chapters
Discussion:	Australia / New Zealand Newsletter provided as an attachment with BOD materials for this

	<p>meeting. Lindsay reported that they met today and updated the group about the conference. They talked about gathering as a chapter, which would allow the local group to meet and join in the virtual activities together. People were looking at this as an opportunity rather than a disappointment. Petra suggested that the local organizing group could charge for this and allow for some fundraising for IFNA.</p> <p>UK and Ireland reported due to COVID restrictions and staff off sick in SHU IT department, the outstanding support they are awaiting from SHU IT department is delayed. We can't progress our main current work on the Chapter web site until that is ready, we need GDPR compliant processes in place to enable our membership data base and SHU have strict security processes that we are obliged to follow. They have also talked about using the keynote speakers as a local event and broadcast them from the University.</p>
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Agenda Topic:	IFNA Foundation Update (Sonja Meiers)
Discussion:	Executive Committee is making progress in reaching clarity about the distinction between the RAC and the Foundation. They will be working with the Communications Committee to explain the difference and the opportunity to give to both. Kathy is going to share the table that has been created with RAC at their meeting and look for more input.

Agenda Topic:	Strategic Planning Process Update (Sonja Meiers)
Discussion:	Goals document has been sent to all the committee chairs and they will be returning it by the end of July with feedback. Sonja is wondering about posting the goals to the website since what is currently on the website expired in 2019. The board agreed that goals could be shared even before feedback from committees because the goals will not change, they will just be assigned and taken on by each committee. We will update with timeline and committees when we receive them. The goals will also be shared on the Blog, Lindsay will see if he can draft something. Sonja and Debbie will clarify what we are expecting back from Committees when we send a reminder of the July 30 deadline.

Committee Reports

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

Agenda Topic:	Bylaws Committee (Jane Lassetter) Next review due to begin in later 2020.
Update	

Agenda Topic:	Communications Committee (Junko Honda)
Update	Has not received latest minutes from Janice Bell. They will not be meeting again until fall. We will be touching base with them about RAC and Foundation needs when those are clarified.

Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>Notes from the CPC meeting on May 26th, prior to the decision for IFNC15 to transition to a virtual format.</p> <ol style="list-style-type: none"> Keynote speakers were confirmed as <ul style="list-style-type: none"> Day 1- Mary McCarron Day 2- Rachel Power Day 3- Inger Hallstrom <p>It was agreed that Debbie would hold off sending them confirmation until further discussions took place about IFNC15 and the effects of the pandemic.</p>

	<ol style="list-style-type: none"> 2. K. KnafI updated on agenda for forthcoming RAC meeting the following week including the need for clarification for members /potential donors on the differences between the IFN Foundation and the IFNA organization, and the IFNC15 estimated budget and the need to increase sponsorship. Discussion also took place about costs for keynotes and the hope that these would be less for IFNC15 because all are local. 3. Pre-conference workshops and several potential topics and possible presenters were considered, plan for Debbie to draft Call for pre-conferences/expert lectures and will add timelines for this to next CPC agenda. 4. Call for Abstracts discussed, committee agreed on 15 mins per session including questions, moderators to be aware of importance of adhering to times. 5. IFN Foundation has requested a room for an afternoon tea fundraiser. 6. Future CPC meetings were discussed, agreement due to global pandemic situation and its implications for an in-person IFNC15, we will discuss potential hybrid or online options at next CPC meeting July 28th, any ideas for new conference ideas could be sent to the committee before then. <p>Veronica Lambert reported, related to the transition to a virtual format, The Health Research Board sponsorship contract will be reviewed to see what the change in format will mean for the amount of the sponsorship. They will discuss at the next meeting and resubmit the budget, hopeful that there will still be sponsorship money. The University is also agreeable to continue the sponsorship. Will be reaching out to the local planning committee and rethink how that group will move forward to meet the goal of increasing membership and attendance at the conference. Thinking about how funds can be used for technology costs.</p>
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Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Nothing to report at this time.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Membership has not met. We have asked Jyu-Lin and Cheryl to plan a meeting for early August.

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	<ol style="list-style-type: none"> 1. The Nominating Committee has not met and the first meeting of the newly constituted committee is to be arranged. 2. The Co-Chair of the Nominating Committee reported circulation of the draft IFNA Strategic Plan for 2020 – 2025 however, no feedback has been received to date. 3. Need to think about the opening of the treasurer position and Kathy's offer to mentor in transition.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	No update

Agenda Topic:	Resource Advancement Committee (Kathy KnafI)
Discussion:	Meeting with co-chairs on 7/10/20 to regroup considering move to virtual conference for IFNC15.

Agenda Topic:	Research Committee (Veronica Lambert)
Update	Met on June 23 rd . Clusters and groups are in progress with a draft possibly coming in August. The topics being discussed are the Year of the Nurse and Mentorship. Maybe a fireside chat with a senior researcher talking about their career, giving early career researchers a chance to connect. Possibly a Year of the Nurse discussion could be done that way too, with some storytelling and then questions/answers with the audience. All were initial ideas and will be continued. Thought these chats could be part of the conference, they may submit those ideas to the planning committee. Also thought about a network event around breakfast or lunch with a key person who is leading a discussion at those “tables”.

Agenda Topic:	<p>Process Meeting:</p> <p>What went well? Brainstorming for conference ideas and input to share with RAC. Sticking to the time went well.</p> <p>What can we improve upon? Could we try not to jump into the conversation too quickly. We have board members who do not have English as their first language. It would be helpful if we slow down the conversation a bit. Engaging in the conversation based on hand raising rather than jumping in verbally.</p>
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Next Meeting

August 13, 2020 8:00am – 10:00am EST