

**IFNA Minutes
Board of Directors
August 13, 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.

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

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| Agenda Topic: | Welcome / Announcements/Board Engagement |
| Announcements / Acknowledgements/ Discussion: | Congratulations were extended to IFNA members inducted as a Fellow in the American Academy of Nursing. Sonja Meiers, Petra Brysiewicz, and Linda Young are the known IFNA members at this time; however, need to check on others who were selected and their relationship with IFNA. Celebrations could include virtual celebration and website recognition. |
| Follow up: | Debbie Zaporoni and Sonja Meiers will identify all IFNA members who are fellows and acknowledge them with the new fellows. Calling attention with recognition and celebration as it provides opportunity for global attention to family nursing. |
| Person Responsible: | DZ and SM |

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| Agenda Topic: | Board Orientation Packet |
| Discussion: | The Board reviewed Board orientation packet and mentors have been identified for the new board members. Sandra Eggenberger suggested posting on website so that membership can learn more about the board activities to engage more interest in board service. |
| Follow up: | Orientation materials will be posted on the appropriate place on website. |
| Person Responsible: | DZ |

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| Agenda Topic: | Approval of prior minutes |
| Motion to Approve | Minutes from the July 9 th board meeting were reviewed. There were no suggested changes. Veronica Swallow recommended approval. Jane Lassetter seconded. Minutes were approved. |

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| Agenda Topic: | Financial Board Report |
| Discussion: | As of June 31, our total assets are \$46,471. This is a substantial increase since last month (\$6564) due to the generous donation from Minnesota State University – Mankato/Glen Taylor Institute for Family and Society in support of our recently launched collaborative |

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| | <p>agreement. We also received donations from two BOD members last month. During the month of July we received \$2225 in membership dues. To date we have generated \$20,443 in membership dues. As noted in past reports, we are well on our way to meeting our projected income from membership, having received 59% of our projected membership income of \$34,925. To date, our total income has been \$48018 against expenses of \$72,683 for a net total income of -\$24,665.</p> <p>In July we made our final cancellation payment to the Clayton Hotel (\$12,803). The total cancellation fee was \$48,085, most of which had been paid as installments that were part of the Clayton contract. Our other major expense for the past month was the usual KME management fee of \$8076.</p> |
| Follow up: | A midyear Report is being compiled. Plans are to share midyear report with the Executive Board members for questions/input. Next, the report would go the Board for input and then to the membership. Kathy Knafel and Kassalen will reconcile reporting details, prepare report with a historical context for the next treasurer and then distribute. |
| Person Responsible: | KK and KME |

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| Agenda Topic: | Italian Nurses Association Inquiry to IFNA |
| Discussion: | The following communication has been received: <i>I'm Walter De Caro, President of CNAI - Italian Nurses Association (member of ICN, EFN, EFNMA-WHO, and so on). I knew your Association through Prof. Katie Anderson (i know that she passed away in 2018) (Katie stayed with us in Italy at Sapienza University a lot of times also for speaking about Family nursing, we hosted some her students; and also I visited in Statesboro) and also my team present at your conference. Personally and as Association, we have an important interest in having relations with the International Family Nursing Association and to become representative of Italy. As Association, we stay establishing a new section for family and community nursing. At this moment in Italy the government try to establish a family nurse's role and as association we ask for follow better example worldwide, also follow your statements. Please let me know:- we can ask modality for starting to have some relation with your Association;- if is possible for us translate in Italian your position statements and so on.</i> |
| Follow up: | The opportunity for collaboration with nurses in practice was discussed. Possibilities related to financial support with future members and consultations were noted. Further discussion of collaboration will occur. |
| Person Responsible: | SM and DZ will follow up with communication about meeting and collaboration options. |

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| Agenda Topic: | Research Committee Contacts |
| Discussion: | IFNA members asked about a accessing a mailing list of members of the Pediatric Research Cluster for study recruitment. The Research Committee requests consideration by the BOD of whether or not IFNA should develop (a) a proposal review and approval process for family nursing research studies and/or (b) a proposal for use of the IFNA mailing list for research recruitment. Board discussed the need to comply with privacy roles. Board supported actions of encouraging the IFNA member to distribute the invitation on the IFNA Listserv. Board discussed posting information about studies and investigators on the website and allowing members to opt in research studies using list serv. |
| Follow up: | Access to listserv is available to all members so that will remain methods of recruitment. |
| Person Responsible: | Sonja Meiers will communicate with Veronica Lambert as Board Liaison for the Research Committee about asking Research Committee for their suggestions to communicating research activities and inviting participants. |

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| Agenda Topic | Ideas for Income Generation |
| Discussion: | <p>During July board meeting brainstormed ideas for income generation for the remainder of 2020 and into 2021 while focusing on mission and vision, as well as Strategic Plan goals. Several income generating ideas were discussed without a firm decision on who would take the lead on operationalizing the following ideas:</p> <ul style="list-style-type: none"> - Offer a conference offering that highlighted the experiences of COVID-19 and the |

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| | <p>pandemic on our global partners. Perhaps we rename it as a workshop or seminar title; something other than a webinar as they have been free to members in the past. 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.</p> <ul style="list-style-type: none"> - 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. - 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 Knafl 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 Knafl 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 and family tools content would be attractive in various languages. - 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: | Resource Advancement was identified as the appropriate committee that could work with other committees to explore these options. |
| Person Responsible: | KK will discuss ideas with Resource Advancement Committee and set directions while considering other committee functions. |

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| Agenda Topic: | Portuguese Society Proposal |
| Discussion: | Communication about collaboration with Portuguese society has occurred. This collaboration prompted discussion of the use of IFNA logo. Bylaws indicates use of logo by IFNA Chapters. Board suggested a formal statement for use of the logo may be needed. |
| Follow up: | Junko Hondo will discuss this issue of logo use with communication committee. |
| Person Responsible: | Junko Hondo and Communications Committee |

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| Agenda Topic: | Terms of Reference |
| Discussion: | Research Committee terms of reference were reviewed. The board suggested research committees uses the word "coordinates" the abstract submission process for conference, instead of the word "leads"; additionally the subsequent bullets are related to abstract submission and it was suggested to have these as sub-bullets. Therefore, suggestion for edits were made with plan to see approval of these changes from the Research Committee. Lindsay Smith made motion to approve with the friendly amendment of wording and formatting change being approved by research committee. Motion carried. |

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| Follow up: | Debbie Zaparoni will provide this feedback to the Research Committee Co-Chairs. |
| Person Responsible: | Debbie Zaparoni |

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| Agenda Topic: | Board Liaisons Guiding Committees during IFNC15 transition within partnership with the Glen Taylor Nursing Institute for Family and Society |
| Discussion: | <p>Began to discuss how the partnership could be operationalized. Board indicated Beth Kassalen had outlined goals and objectives that could be a starting point. Sonja Meiers will bring these early partnership funding ideas to committees and ask for their input.</p> <p>Current work being discussed by practice committee: using digital storytelling as a membership activity, for fundraising efforts and knowledge sharing.</p> <p>Lindsay Smith discussed creating a book over the decade for the Decade of the Family Nurse. 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.</p> <p>Kathy Knafel noted chairs and advisory group needed to continue exploring outcomes of partnership.</p> |
| Follow up: | The partnership will be noted on each agenda so committees could share ideas and outcomes. First discussion next board meeting will be Beth's original plan. |
| Person Responsible: | Debbie Zaparoni and All Board Members. |

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| Agenda Topic: | Donation Language |
| Discussion: | <p>Veronica Swallow shared ideas to encourage donations (eg. Regular, small) and make donations easier: In order to build on previous discussions and treasury report Veronica shared links to UK charity (NeST-Nephrotic Syndrome Trust) that may make it easier to donate. E.g. https://nstrust.co.uk/get-involved/donate provide potential donors with visually appealing links to different payment options thus making it as easy as possible for people to donate. Pay Pal is internationally used and may be able to make monthly donations more feasible. Veronica shared an idea of how to make donation plea and outcomes visible, such as: <i>It's all about Nurses transforming health for families worldwide. Give a little or a lot to IFNA, as monthly and/or 'one-off' donations, and enjoy that wonderful feeling of knowing you are supporting IFNA in its goal of helping nurses transform health for families worldwide and growing the next generation of family nurses. Your donation could for example:</i></p> <ol style="list-style-type: none"> 1. <i>sponsor student fees to attend IFNA conferences, webinars or workshops -other tangible /concrete examples of what the donation/s would enable IFNA to do, (e.g:</i> 2. <i>sponsor international 'pump-priming' (small) research projects to enhance family nursing practice and education knowledge worldwide;</i> 3. <i>sponsor Open Access publications to aid dissemination of family nursing work in high impact international journals</i> 4. <i>sponsor travel scholarships to enable family nurses to build their competence and confidence so they can contribute to family healthcare policy and practice at local, national and international level by studying best family nursing practice elsewhere;</i> 5. <i>sponsor leadership scholarships to help create opportunities (eg mentorship) for family nurses to develop the essential skills to be courageous and confident family nursing leaders.</i> <p><i>Thus working together to transform health for families worldwide.</i></p> <p>Ideas of using short video clips from IFNA members on what being a member means for them and their work, to put on the donation page to try to draw people in and enthuse them to want to give money to IFNA.</p> <p>Mechanisms to make recurring payments are needed. Photos and stories needed to interest and draw emotional response.</p> |
| Follow up: | Board expressed appreciation for Veronica Swallow's ideas and directions. Debbie Zaparoni |

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| | was asked to design and update for the Donations site of the IFNA website, ways to recognize donors, and renewals and encourage sustaining memberships. |
| Person Responsible: | Debbie Zaparoni and Beth Kassalen will mockup a donation page and begin letter to membership to encourage renewal and sustaining membership. Debbie Zaparoni will review the processes to recognize donations with appreciation of donors and acknowledgement of recipients. |

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| Agenda Topic: | Strategic Plan Process – Blog post |
| Update | Lindsay Smith shared a blog post with the board and is seeking feedback. |
| Person Responsible | Debbie will distribute the letter to the board and requesting feedback. |

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| Agenda Topic: | Student Engagement Group Update |
| Discussion | Will be meeting later in August. |

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| Agenda Topic: | IFNA Chapters |
| Discussion | UK / Ireland – no update |

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| Agenda Topic: | IFN Foundation Update |
| Discussion: | Meeting from July 31 st needs to be rescheduled. |

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| Agenda Topic: | Strategic Planning Process Update |
| Discussion: | Deadline for Committees to provide their feedback was extended to September 1 st . |

Committee Reports

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

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

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| Agenda Topic: | Communications Committee |
| Update | Next meeting is in September |

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| Agenda Topic: | Conference Planning Committee |
| Update | Report from CPC for BOD August 13, 2020 The CPC met July 28, 2020. The CPC enthusiastically embraced moving to a virtual format given the COVID pandemic. All members expressed a desire to continue to serve. Ideas for transitioning to a virtual conference format were discussed. The plan is to offer pre-Conference workshops June 23 and 24 and the full conference June 28-July 2, 2021. These dates correspond closely to the previously planned face-to-face conference dates. We are mapping the schedule to offer workshops the week prior to the conference and plan conference days to run approximately 4 hours to minimize the “burnout” that can result from multiple hours in online conferencing. Thus, we plan to spread the conference program across the week and will have open times in the schedule for other activities such as networking and possible entertainment or social activities. We also are considering ways to offer sessions again at alternate times to enhance participation by members in a variety of |

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| | <p>time zones. We are considering offering recorded presentations at alternate times with the presenter(s) present to address questions when feasible and/or with local facilitators to engage people in discussion and handle questions. Input from the BOD is invited and appreciated.</p> <p>We are contacting our keynote speakers to confirm their participation and date/times, given adjustments to this virtual format and schedule. Work is underway to send out the “save the date” notices with updated graphics, call for pre-conference workshops, expert lectures, and abstracts with an anticipated due date late October.</p> |
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| Agenda Topic: | Education Committee |
| Update | <p>Board Liaison Report Education Committee:</p> <p>IFNA Education Committee met in July and welcomed many new members to the Education Committee and learned about their expertise and how aligns with education work and subcommittees. Committee pleased with new members' engagement and numbers. Reviewed the strategic goals and determine action and timelines or each relevant goal to the Education committee:</p> <p>Exploring offering a workshop focused on "education" tools for teaching during pandemic. Discussed IFNA Position Statements Dissemination Project following a presentation by Teresa Gutiérrez-Alemán of Spain who explored practice committee directions. Plans are for education, research, and practice to collaborate.</p> <p>Education plans to bring Practice, Education, and research committees together to have a video project from our members that could be used for many purposes.</p> <p>Stacey Van Gelderen is the Webinar Master Broker with Amanda Garrow and Shelley Spurr. Explored ways for IFNA to partner in the Year of Nurse campaign, based on the ideas from the Board. Identifying what ideas fit with education committee and what actions can we take:</p> <p>1. A webinar directed to graduate students about leadership and development of family nursing leaders in the context of the Nightingale Challenge. 2. Family nurse educators in action: What is working to build family nursing capacity across the globe?</p> <p>Next Meeting plan to explore a survey regarding education committee and strategic goals.</p> |

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| Agenda Topic: | Membership Committee |
| Update | <p>The Membership Committee met the 3rd of August. They had not met since February. Discussion started with the invitation of the co-chairs of the committee, Jyu-Lin Chen & Cheryl Corbett to have new co-chairs as they have been around for a while. At the moment nobody indicated their interest to be co-chair of the Membership Committee.</p> <p>New videos on why to become an IFNA member have not developed due to COVID situation. At the moment, there are four videos posted on YouTube: one in English viewed 71 times, one in Mandarin viewed 23 times, one in Japanese viewed 14 times, and one in Spanish viewed 19 times.</p> <p>Recruitment priority: Discussion focused on the importance of retention of current members. The Committee proposed to write a letter of thanks to all FNA members for continuing to support the association and inviting them to participate in next year's virtual conference. A draft has been made that is being worked with Debbie and will need to be reviewed by the Committee and approved by the Board of Directors before submission. (Attached)</p> <p>Next meeting is scheduled 14th September.</p> |

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| Agenda Topic: | Nominating Committee |
| Update | <p>For the 2021 election cycle, In addition to considering individuals for the treasurer position, we will also be electing a President-Elect. Discussion was held regarding potential conflict of interest when board liaison may consider re-nomination in the next election cycle.</p> <p>First meeting of the new Nominating Committee on 12/08/20. This was a casual meeting to</p> |

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| | <p>welcome new members.</p> <ul style="list-style-type: none"> • Work of the Nominating Committee in the next cycle of elections to commence in November 2020, being the month of the next committee meeting. Proposed timeline to the next IFNA Election cycle distributed. • Board's welcome to new committee members re-affirmed and appreciation of the Committee members work offered. IFNA Board approval of Nominating Committee Terms of Reference confirmed. • Each of the five goals in the draft Strategic Plan 2020- 2025 were discussed. Report to be written by Chair and sent to Debbie. • Discussed IFNC15 and reiterated the time zone challenges. |
| Follow-up | Potential Conflict of Interest of serving as board liaison to this committee will be discussed at the next board meeting. |

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| Agenda Topic: | Practice Committee |
| Update | <p>21 July 2020: Meeting held with Communications Committee</p> <ul style="list-style-type: none"> • Communication Committee very supportive and looking forward to being able to disseminate this valuable product to promote IFNA and family nursing. • Suggestions were made to include a question regarding any nursing theories or frameworks guiding your practice. <p>22 July - IFNA Practice Committee meeting</p> <ul style="list-style-type: none"> • Time of meeting problematic – changing times for the September meeting • Strategic plan feedback not done as yet - pending • Further discussion re Year of the nurse & the midwife video's – meeting Communications Committee • Progress regarding the translation of position statements • Discussion regarding Covid-19 and the family – ways to support. <p>27 July 2020 – IFNA Practice Committee meeting with the Glen Taylor Institute</p> <ul style="list-style-type: none"> • Discussion of the way forward in how the videos can be developed - Glen Taylor Institute very supportive and suggesting the technology to be used. • Plans made and anticipating starting with a few people to test the system. <p>Report compiled by Petra Brysiewicz</p> |

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| Agenda Topic: | Resource Advancement Committee |
| Discussion: | <p>Meeting Date: August 4, 2020</p> <p>The Resource Advancement Committee met at its regularly scheduled time (first Tuesday of the month, 9-10a). The following agenda items were discussed.</p> <ul style="list-style-type: none"> • Updating Sponsorship Prospectus for Virtual Conference: Committee members agreed to retain the original sponsorship theme of “Support Families through Family Nursing #IFNC15”. In preparation for the meeting RAC leadership had begun exploring sponsorship options and marketing approaches being used by other nursing organization that have now transitioned to a virtual conference. The meeting was a “brainstorming” session and a subgroup (Deatrick, Lambert and Knafel) will work from the ideas generated to develop a revised sponsorship prospectus that will be discussed at the September meeting. Likely changes include: <ul style="list-style-type: none"> ○ Reduction of dollar/euro amounts across sponsorship levels ○ Reordering of sponsorship levels from lowest to highest ○ Addition of more “low cost” options ○ Revision of donor benefits to include, for example, links to website and opportunity to have a virtual exhibit • Retaining “Irish Feel”: RAC members agreed that they wanted to retain the Irish |

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| | <p>look of the sponsorship brochure and offer sponsorship options for supporting Irish-themed activities such as a virtual pub crawl, Guinness Happy Hour, and museum tours. Veronica Lambert will work with the tourist bureau and her local planning group to identify Irish-themed sponsorship options.</p> <ul style="list-style-type: none"> • Sponsorship Goal: The sponsorship goal was decreased from 50K to 40K given the likelihood that targeted donors will be experiencing financial challenges. <p>The RAC meets again on September 3 and welcomes BOD input and suggestions.</p> |
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| Agenda Topic: | <p>Process Meeting: What went well? Noting deliberate actions to be taken by specific people. What can we improve upon? None specified</p> |
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Next Meeting

September 10, 2020 8:00am – 10:00am EST