

IFNA Agenda Board of Directors - Minutes September 10, 2020 8:00a – 10:00am EDT
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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, Sandra Eggenberger, June Horowitz, Junko Honda, Petra Brysiewicz, Veronica Lambert Staff: Debbie Zaparoni, 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:	Lindsay Smith shared that PhD candidate has recently had an article published in the Intl Nursing Review about nurses working during natural disasters. Findings report nurses depend on their families to help them endure and also how they are concerned about their safety. Washington National group is putting together a pre-conference for IFNC, good to be connecting with the science. JARFN is planning an upcoming web conference.

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

Agenda Topic:	Financial Board Report (Kathy Knafel)
Discussion:	As of August 31, IFNA total assets are \$44,114 (\$2357 less than last month). Despite an email being sent to all members who had not renewed in 2020 urging them to renew, the August membership dues income was the lowest it has been all year (\$1750). Monthly dues income has ranged from a high of \$3643 in January to the current low. To date we have generated \$22,193 in membership dues, which is 63% of the projected income for the year. Ideally, we would have generated 75% of the projected income going into the fourth quarter of the budget year. In addition to the \$25,000 gift in support of the Minnesota State University Mankato and International Family Nursing Association Collaboration, we have received \$3650 in donations from members, with most of these coming from BOD members and it is much appreciated. To date, our total income has been \$50,868 against expenses of \$79,007 for a net total income of -\$28,138. Kathy shared disappointment that the membership had the lowest amount of income for

	the year. With the encouragement to connect with members hoped it would be better. Hopefully with the call for abstracts, it will increase to the goal of 75%.
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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 (S. Meiers and all)
Discussion:	Attachment reviewed that included draft of plans. Goal was to prioritize an action plan and persons responsible.
Follow up:	Logo is being added to some of the upcoming work. Twitter chat was suggested by Beth Kassalen and Sandra Eggenberger agreed that this would be a good time to start that initiative. Junko will take to the Communications Committee September 17 th . In the past, Wilma Schroeder had facilitated Twitter chats, however she had recently full retired and resigned from the Communications Committee. Wendy Looman and Joel Anderson may be good candidates to help. Digital storytelling project is starting with the practice committee. Beth questioned if a webinar could be part of the finished product. At this point practice committee is in the process of story collection. Kathy Knafel suggested creating an ad hoc committee to develop project applications and distribute a call for abstracts out to the committees with a plan to review and determine the amount of funding that will be available. Sandra Eggenberger agreed this is a good path. Petra Brysiewicz, suggested that each committee could do a twitter chat. Beth Kassalen has an application form that has used for other groups. She can share with a small group to edit. Need to be sure that we are clear that this funding will be for committee projects, not for individuals and it is not done on behalf of IFNA. This initiative would be launched after the abstract deadline for the conference, to avoid confusion.
Action: Person Responsible:	Debbie Zaporoni will help to organize and ad hoc committee and organize the chat. Ad hoc committee will include Kathy Knafel, Sandra Eggenberger, Veronica Swallow and Veronica Lambert, Beth Kassalen. Practice committee and Petra Brysiewicz will work on storytelling project and update at next meeting.

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. The RAC will be focusing on sponsorship of the conference.</p> <p>The following ideas for income generation have been discussed and need to be operationalized by multiple individuals and committees and Kassalen.</p> <ul style="list-style-type: none"> • Offer a conference that highlights the experiences of COVID-19 and the pandemic on our global partners. Research, Education, and Practice committees could offer workshops with pandemic foci. <ul style="list-style-type: none"> • Share the research that has started around this pandemic • Share teaching strategies that have been started by individuals around the world. • Create a fundraiser around a social time that highlights key parts of Ireland in a video and attendees could watch together. Veronica Lambert mentioned that maybe the tourism board would help create some content. It could be held at different times so more could attend. • A voluntary levy that would be placed on the membership fee. 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. • (RAC will be focusing on opportunities for IFNC15 sponsorship.) Kassalen is working with RAC to update the Sponsorship Prospectus. • Increase Membership numbers.

	<ul style="list-style-type: none"> • Invite IFNA members who have well known research tools or methods to provide a workshop. <ul style="list-style-type: none"> • Prior Pre-conference authors • Family Intervention research • 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. • Conference Planning Committee could focus on this as an option. Local gatherings for IFNC15 could charge a fee and allow local members to gather.
Action and Follow up	<p>Beth Kassalen found a tour of Ireland video that she thinks that could be used as a fundraiser for members to gather. Jane Lassetter was concerned about using a video for fundraising without getting permission. Petra Brysiewicz suggested members from Ireland could gather friends to tell stories about different places in their country and share their photos. Kathy Knafl shared that Veronica Lambert's has ties with Tourism Ireland could be helpful. Debbie has reached out to them, the videos provided were short/quick videos promoting Ireland. Veronica Swallow agreed that the stories from people is a good idea to be able to hear the accent and share a "craic". Veronica Lambert agreed and will explore further. June Horowitz suggested a guided tour that could be narrated like the Guinness trip and the prison. Those sites might be interested if they would get a cut of the fee we charge. Sandra Eggenberger has a personal friend who has family roots to Ireland and she would share how her heritage is important to family. Beth Kassalen reminded all that IFNA needs funds, it needs to be done by the end of the year and the fee to do these ideas would have to be minimal. Veronica Lambert suggested that connecting with other departments at the university and students might be able to help with production. Petra Brysiewicz reminded all that it doesn't need to be complicated, rather the connection/engagement is key.</p>
Person Responsible:	The conference planning committee will continue to work on these ideas.

Agenda Topic:	IFNA Member letter re: financials, and donations to IFNA vs IFN Foundation (S. Meiers / K. Knafl)
Discussion:	<p>Board reviewed and edited document to distribute to the membership. Plans to distribute the letter in the fall through Constant Contact. Kathy Knafl made suggestions regarding placing tables at the end. Junko Honda volunteered to translate. The Japanese members will receive the version in Japanese. Board discussed need to translate to other languages so will seek volunteers but distribute in English to not delay distribution. Shared thoughts of starting with Google Translate then have the native language speaker review and edit.</p>
Follow up Action	Letter contains financial information, so letter will not be put up on the website since there is not a member's only capability at this time.
Person Responsible:	Junko Honda Debbie Zaparoni

Agenda Topic:	Policy – Translation of Position Statements
Discussion:	<p>There is nothing in policies about translating our position statements. In the past we have asked people within the committee to translate. The Italian chapter has asked about getting the position statements translated into Italian. It seems that it would be a good time to have a policy in place. Discussed need to consider going to a World Health Organization method?</p> <p>.</p>
Follow up Action	Beth Kassalen and Debbie Zaparoni will investigate and bring to the board either through email or at the next meeting.
Person	Debbie Zaparoni

Responsible:	Beth Kassalen
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Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>The committee has met monthly since July. Both the Call for Abstracts and Pre-conference Workshops/Expert Lectures have been sent out. Rachel Power is no longer able to participate as a keynote. Veronica suggested that we reach out to people in other parts of the world, looking for feedback before doing so. Preliminarily, is there a keynote from Japan that we could consider? The board agreed that looking to other countries would be appropriate and they are confident that they will find someone who will be excellent.</p> <p>Budget is an evidence-based estimate and projections based on past conference data. 350 paid attendees, who will pay conference fee of \$350, cost per attendee is \$285, so there is a small profit. We anticipate more sponsorship than is currently being reported. The Conference Partner sponsorships have been changed, with 10K being the top level and with fewer options. They are more modest in recognizing how tight money is in the current economy. The penalty to the hotel is the biggest expense but shows that the cost associated with the conference will be much less expensive.</p> <p>Lindsay Smith asked when registration will be opened. There may be an opportunity for university spending in 2020. Debbie Zaporoni anticipates promoting a discounted registration in Oct, Nov. Dec. in order to get funds in 2020.</p> <p>The online platform fee is \$25,000. Not sure yet how accurate of an estimate that is. The 9 breakout rooms are a challenge for the cost.</p>
Action:	Board supports budget goals.

Agenda Topic:	Donation Page upgrades (D. Zaporoni)
Discussion:	2 or 3 people from RAC have agreed to review the work. Board supports staying on the path to get this done and hope to have it done by next month.
Follow up:	Debbie Zaporoni and members of Resource Advancement: Kathy Knafel

Agenda Topic:	Strategic Plan Process – Blog post Update (L. Smith)
Update	Feedback from draft was well received and the next draft has been completed and Lindsay suggested that it be posted on a Blog as a post from the President. Lindsay feels that it is ready to be posted and the board agreed that this is a good approach so he will send to Sonja Meiers
Follow up:	

Agenda Topic:	Nominating Committee – Board Liaison COI
Discussion:	<p>Can a person who is up for nomination be on the nominating committee or is this a conflict of interest? The best action is to declare the conflict and having Debbie Zaporoni there as an external observer will reduce the risk of potential conflict of interest. This will be passed along to the by-laws committee for articulation and tracking.</p> <p>Conflict of Interest of serving as board liaison to this committee will be discussed</p>
Follow up:	Potential conflict of interest will be discussed.
Person Responsible:	

Agenda Topic:	IFNA Organization Chart
Discussion:	The board reviewed a draft of organization chart done by Debbie Zaparoni. Debbie suggested individual committees review to make sure all of the sub-committees are captured. She also added the modes of communication like Twitter, LinkedIn and YouTube as links under the communication committee. Veronica S found that helpful and wondered where this will live on the website as it is a very helpful visual representation. Debbie Zaparoni suggested it be shared on the leadership page. Petra suggested thought that this needs to go to the committees and ask the communication committee how they think it should be. Kathy thought that visually the document gives the impression that access to the board is through the executive director and that is not a message we may not want to send. Might want to highlight the role of board liaisons as the bridge directly to the board. Junko Honda asked who the executive director is and explained that Beth Kassalen is in that role. Changes were discussed and document updated. Lindsay Smith suggested that we point out which committees takes nominations for elections and which are appointed, he thought this could be done with color coding. Sandra Eggenberger suggested that committees should look at this for accuracy but also as part of the strategic plan and their directions. Petra mentioned that as the organization is right now it is very research heavy and wants to be sure that this is the direction the organization wants to go. Debbie will make changes and bring back to the board for final approval and in the meantime send out to the committees to add the sub-committees.
Person Responsible:	Debbie Zaparoni will make changes, distribute to committees for input. Board approval to share with Committee co-chairs, finalize and post on the IFNA Website.

Agenda Topic:	Italian Nurses Association (S. Meiers)
Discussion:	Meeting was held and a collaboration statement has been drafted. Positive discussions. Representative is in the first year in a five year term who is a colleague of Kathy Anderson and has presented at IFNC in the past. Sonja Meiers feels that this will be a collaboration that will be beneficial for both organizations. They have 5,000 nurses in their organization. May have some governmental challenges in the realm of medical control and this could help the nurses working at the top of their scope of practice and autonomy.
Follow up:	

Agenda Topic:	Terms of Reference (Research Committee)
Discussion:	Requested change in wording from the Research Committee to: <i>Suggested wording</i> <i>Collaborate with the IFNA Conference Planning Committee (CPC), primarily leading the abstract submission process for the IFNA Conference, coordinating the review process, organizing the program, and making appropriate modifications</i>
Follow up:	Changes were accepted by board. Debbie will post the approved document on the IFNA website.

Agenda Topic:	Student Engagement Group (W. Smith)
Discussion:	The Student Engagement Group met on 20 August. A small group but able to welcome a new member who is working with Veronica Swallow. They discussed ideas for IFNC15 which I look forward to sharing at the next CPC meeting. The group will meet again in late October. Working with the Communication Committee to have a navigation tab on the website and actively looking for ways to engage more students. Board is open to ideas and feedback from the student group, especially in relation to the virtual conference.

	Lindsay Smith questioned if a letter has been sent to IFNA members to invite their students and giving them Wendi's contact information. Debbie agreed that this would be a good way to increase the size of the group.
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Agenda Topic	IFNA Chapters
Discussion:	<p>Australia / New Zealand – Chapter Newsletter attached. Lindsay reported on the recent Chapter meeting. Members asked for clarification on their ability to submit an abstract and participate in the conference given the varying time zones. The Conference Planning Committee will clarify and encourage all submissions regardless of time zone in the next announcement distributed. The committee is aware of the varying time zones. It is anticipated that all presentations will be pre-recorded so we will have flexibility to have presentations occur at varying times.</p> <p>UK & Ireland, received permission to roll out the website, which will allow to recruit more members.</p>

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	<p>Update from meeting of the IFNA Executive Committee / IFNA RAC / IFN Foundation.</p> <p>The following responsibilities were agreed upon:</p> <ol style="list-style-type: none"> a. The Foundation is responsible for fundraising efforts to other Foundations, Corporations or anyone seeking a donation to a 501c3, such as Legacy donations. The Foundation will be responsible for the Honor Families and Family Nurse Program. b. The Resource Advancement Committee is responsible for sponsorship fundraising related to the Conference, such as from hospitals, universities, and publishers.

Committee Reports

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

Agenda Topic:	Bylaws Committee (Jane Lassetter)
Update	<p>Next review due to begin in the next two months.</p> <p>BOD suggestions for IFNA member participation on this committee? Sonja suggested Birte Oestergaard, Jane will follow up with her.</p>

Agenda Topic:	Communications Committee (Junko Honda)
Update	Their next meeting is later in September.

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Meeting later in September.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	FN Storytelling Update, Practice Committee is working with MNSU.

Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	<p>Meeting Date: 9/1/20 The following agenda items were discussed.</p> <p>Review of Sponsorship Prospectus: During August a subcommittee of RAC met to revise the original prospectus to reflect a virtual conference and adapt the sponsorship offerings to a virtual environment. RAC members reviewed and discussed the subcommittee's recommendations for modifying the prospectus. The following decisions were made:</p> <ul style="list-style-type: none"> • State and provide a brief description of the conference fund raising theme ("Support Families through Family Nursing #IFNC15"), which will be visible throughout the prospectus. • Emphasize the importance of celebrating, recognizing, and supporting family nursing worldwide given the current health challenges affecting all countries • Reviewed sponsorship options and benefits and decided sponsorship of less than 1K would not receive a waived registration or virtual conference booth. • Added an "open ended" option for sponsors who might want to contribute in ways not offered in the prospectus. <p>Timeline for Fund Raising: The Committee reviewed the timeline proposed by Linda Young and committed to finalizing the prospectus by mid-September with initial mailings to deans and directors to follow. Follow-up will include telephone calls to past donors and contacting deans to encourage sponsoring presentations being made by their students or faculty (e.g., poster, expert lecture, pre-conference workshop). Contacting past non-academic donors will begin in January. The Day of Giving to support #IFNC15 and raffle to win a conference registration are still under development.</p> <p>Current Progress to Goal: The target sponsorship goal in 40K and 10K already is "in the bank" with another 10K committed.</p>

Agenda Topic:	Research Committee (Veronica Lambert)
Update	<p>Research Committee update from August</p> <ul style="list-style-type: none"> • Work of subcommittees/clusters ongoing • Mentorship collaboration cluster exploring ideas/options for potential expert lecture/pre-conference workshop for IFNC15, and have been in contact with CPC chairs to explore • Call for abstracts finalized distributed (deadline Oct 26th) • Future large meetings discussed, with a proposed topic around continuation of family nursing research in a pandemic - specifically around ethical issues with input from/learning from IFNA members who are research ethics board members (15-20minute presentation, time for discussion and problem-solving). Also collation of resources/bibliography around ethical considerations and family research during a pandemic • Discussed how to manage requests from people to access research lists for recruiting people for research studies etc. Questions of clarification around listserv –

	<p>are all IFNA members automatically put on the listserv and are there guidelines for use of listserv (generally and then in relation to research communications etc.). The second issue raised was what if the request for access to IFNA members for research etc. comes from someone outside the organization (i.e. not a member of IFNA) – how would such a request be managed etc. Add to the agenda for next month, maybe the research committee might have to offer.</p> <p>IFNA strategic plan goals to be discussed at Sept Meeting</p>
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Agenda Topic:	<p>Process Meeting: What went well? The hand raising works very well and it is always good to connect. A time keeper might be helpful.</p>
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Next Meeting

October 8, 2020 8:00am – 10:00am EST