

**IFNA Minutes
Board of Directors
Conference Call
October 8, 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 Knafl, Veronica Swallow, Jane Lassetter, Sonja Meiers, Lindsay Smith, Sandra Eggenberger, June Horowitz, Junko Honda, Petra Brysiewicz Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Cristina Garcia-Vivar, Veronica Lambert
Guests:	Wendi Smith
Minutes compiled	Sandra Eggenberger

Agenda Topic	Welcome / Announcements Board Engagement
Announcements	

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	Kathy Knafl clarified that under minutes about income generation the Ireland Party “Happy Hour” was selected, Debbie Zaporoni and Veronica Lambert were going to connect and more will be shared later in the meeting. Kathy Knafl wanted to clarify next steps and with Resource Advancement Committee being so busy with conference sponsorships it is not time to delegate this to RAC. Sandra Eggenberger will edit and send to Debbie Zaporoni. Minutes approved with this change.

Agenda Topic:	Financial Board Report (Kathy Knafl)
	As of September 30, total assets are \$36,045, a decrease of \$8069 since last month. This is a somewhat larger monthly decrease in assets than usual and reflects payment of our annual subscription to Wild Apricot (\$1356) and annual liability insurance premium (\$790). Income from membership dues rebounded from last month’s low of \$1750 to \$2650. To date we have generated \$24,843 in membership dues, which is 71% of the projected membership income (\$34,925) for the year, so somewhat behind where we would like to be at this time. In September, we received two donations totaling \$970, with one donation made in recognition of Debbie and Ray Zaporoni for developing the promotional IFNC15 video. To date, our total income has been \$54,488 against expenses of \$87,555 for a net total income of -\$33,066.

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:	This agenda was deferred to November meeting and 10-12 meeting is scheduled discuss the Project Plan document and next steps. An application process and steps to move forward has been made in the last month. Sonja Meier mentioned this to the co-chairs in a recent meeting and it was well received.
Follow up:	Debbie Zaporoni will convene meeting in near future with application, review process, and dissemination to be reviewed.

Person Responsible:	Debbie Zaparoni
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Agenda Topic:	Ideas for Income Generation
Discussion:	<p>Debbie Zaparoni and Veronica Lambert met to discuss ideas for having a virtual event focused on Ireland, with either storytelling or a virtual tour. At the time of our meeting, Ireland was most likely going to be going into lockdown again due to the pandemic. With that, we thought that it would be very difficult to get commitment from Veronica’s colleagues in Ireland for a storytelling event. Decision was made for an event such as this may be better suited for an event closer to or during the conference in June 2021.</p> <p>Beth Kassalen suggested that she and Debbie Zaparoni create a virtual happy hour meeting to test out a new platform as a fundraiser for IFNA. All agreed that this is a great idea on all fronts. They will pick a time that is reasonable for all and may plan several to make time zone friendly. The platform offers speed networking and virtual small group meeting with some connecting features. She does want to charge a fee and is wondering if \$10 US in a good range? Kathy Knafl suggested that we set the fee low, making it clear that this is a minimum. Beth will plan charging options and operationalize so occurs soon. Beth suggested that there be a leader assigned to a table who will lead a discussion on a particular topic. Board members can suggest topics and questions to Debbie and Beth.</p> <p>Plans continue to discuss other ideas to raise funds in 2020. The context was discussed: 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 so they may not be the feasible group.</p> <p><u>Intended Outcome</u> <i>Increase Membership numbers (through encouraging all colleagues of all BOD members to submit abstracts to IFNC15 and nurture new members in this way).</i></p> <p>Sonja Meiers shared the following text to use in email to others to encourage submitting abstract in response to the call for abstracts sent last on 9/24/20 from the International Family Nursing Association:</p> <p>Dear Colleagues,</p> <ol style="list-style-type: none"> Why I Am Contacting You - Some of you know that I am the current <President> of the International Family Nursing Association, an organization of over 400 members from more than 30 countries. We are planning an innovative virtual conference to be held June 28 – July 2, 2021. We “pivoted” this conference from an onsite conference in Dublin to a virtual conference for everyone’s safety and attendance. This is an excellent venue for you to present your education, practice, research, and policy/leadership with an international audience! Please consider this your personal <Presidential> invitation to join us! The Opportunity – The conference theme is “<i>Family Nursing Throughout the Life Course</i>” and is to engage nurses, interprofessional colleagues, and families worldwide. It will also have a Dublin flair! Presentations that demonstrate state of the science family-related research, education, and evidence-based practice projects or papers that address the intersection of family health and policy are invited. Presenters are welcome to provide information, strategies, and/or tools relevant to family researchers, educators, clinicians, and/or policy makers to advance their work. The Ask - What part of the work you are doing at WSU and beyond can enhance family health and family care? As I typed each of your names in the “To” box up above, I concluded that all you would have valuable presentations to share. Some thoughts: family and diabetes care; educating students to consider families of elders; the influence of addiction on families; interventions to support families in COVID-19; using simulation to incorporate nursing care of families in crisis; the influence of difficult pregnancy and delivery on the family; strategies to support families through chronic mental health management; use of motivational interviewing to change health behaviors; educating nurses to help persons with wounds, ostomies, and incontinence challenges; coaching family members in use of Narcan; family health in difficult political times; measures and models to support families through end-of-life transitions; prominent health care topics to address with immigrant and refugee families; considering the family in

	<p>development of health policy and nursing leaderships; best practices for partnering with families in the ED and primary care to improve health outcomes; how can nurse leaders embrace family-focused care in policy development....enough ideas?</p> <p>Please consider submitting an abstract to this wonderful and very accessible conference. If you need any assistance in preparation of the abstract, I am happy to answer questions OR you could go to this excellent IFNA webinar "Writing a Winning Abstract"</p> <p>I would love to welcome you to IFNA and the conference in 2021!!! You will be at home in IFNA! Sincerely, <Sonja></p> <p>Petra Brysiewicz suggested creating podcasts instead of email as an alternative medium to reach faculty and others.</p>
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Follow up:	Two items from July that are in progress are the virtual happy hour and the individualized message, either in email or in a podcast, to our individual faculty.
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Person Responsible:	Debbie and Beth planning virtual connection with platform. Board members connecting with faculty.
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Agenda Topic:	Policy – Translation of Position Statements
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Discussion:	Defer to November – Debbie focusing on strategic plan synthesis, mid-biennium financial update, and IFNC15
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Agenda Topic:	Donation Page upgrades (D. Zaparoni)
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Discussion:	Changes have been drafted and are out for review. Kathy Knafl has started working on the feedback. The report that went out to the membership is a clear statement so we could use that messaging to keep consistent. Kathy will send the text to Debbie Zaparoni
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Follow up:	Kathy Knafl and Debbie Zaparoni will finalize donation page.
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Agenda Topic:	Strategic Plan Process – Committee Responses
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Discussion:	Next steps, any further action needed from the BOD. Debbie suggested that the Chapters respond to this as well. The board agreed that this would be appropriate.
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Follow up:	Debbie will contact chapters about strategic plan.
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Agenda Topic:	IFNA Organization Chart Revised
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Discussion:	<p>Beth Kassalen suggested color changes for readability. Veronica Swallow asked where the chapters would fit and should IFNA membership should be included. Beth K. suggested showing a relationship, but then how do we show other kinds of relationships that are not chapters. It could be a dotted line to membership. Board will think and bring back ideas next month. The inquiry approach used in the strategic plan sends a message that the membership is foundation of the organization, so it could be at the top, around or behind (like a watermark). The idea of calling it a Membership Chart rather than an Organization Chart, would send a good message. June Horowitz and Sandra Eggenberger suggested not including functions on this chart. The local planning committee should be included as well as other sub committees that have functions should be listed. Foundation should be added as a dotted line to the board. The committees that are formed by nomination and election rather than volunteer will be indicated by different shapes. Suggestion was made to remove the colors to make it easier to print.</p> <p>Need to add that the terms of reference and bylaws for each committee are listed on the website. This will go to the sub committees for comments once the board has made all changes.</p>
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Follow up:	Debbie Zaparoni will make all changes and send to board before distribution to committees.
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Agenda Topic:	Italian Nurses Association (S. Meiers)
Discussion:	We received the request letter from Dr. DeCaro and the collaborative agreement needs to be sent
Follow up:	Sonja Meiers and Debbie Zaparoni will send collaborative agreement.

Agenda Topic:	Chapter Updates
Discussion	<p>Update from UK & Ireland Chapter:</p> <ul style="list-style-type: none"> • Approvals now in place at Sheffield Hallam University to make the Chapter website public • Soft launch of our website was undertaken by the Chapter Executive group members in September 2020 • Final revisions made to web site • Next meeting of Chapter Executives on 9th Oct 2020 • Full launch of web site and invitation to nurses across the UK&I to join the Chapter are scheduled for late October • Manuscript in development reporting the process of surveying UK&I nurses using the FINC-NA • Working with a European group led by Professor Marie Louise Luttkik to pool FINC-NA data from several European countries including UK & Ireland, and to analyse pooled data to consider differences/similarities <p>Update from Australia/New Zealand Chapter</p> <ul style="list-style-type: none"> • The Aus/NZ chapter continues to work on the two projects (Review of family nursing across BN programs in Aus/NZ; A collaborative survey of Aus/NZ nurses' attitude to family care). The Aus/NZ chapter has developed a Facebook group where we are working to connect with other family nurses and have them join the IFNA. The Facebook group shares new publications and aspects related to family nursing. The chapter is also submitting an abstract for a workshop to present the different aspects of family nursing interventions developed by our researchers. Sonja referenced enjoying reading the Aus/NZ Newsletters. Newsletters are posted on the IFNA website.

Agenda Topic:	Student Engagement Update
Discussion:	Next meeting scheduled for 20 October. Exploring ways to make the group more visible. We are working through our various ideas and have been in communication with Dr. Bell and the Communications Committee regarding one of them. We also began the hashtag #IFNASEG for Twitter. She will be sharing the mixer that is being planned.

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	The IFN Foundation met on October 5 th . They are in the process of drafting a request letter and application materials to the Chicos Foundation, clothing foundation in the United States. They are asking for \$20,000. Sara Neal from the UK has joined the IFNF Board of Trustees. Debbie Zaparoni is helping to put an outreach letter together for the board to attract more members.

Committee Reports

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

Agenda Topic:	Bylaws Committee (Jane Lassetter)
Update	Next review due to begin in the next two months.

	Former board members Birte Ostergaard and Carole Robinson have agreed to assist with the review. Members Janelle McIntosh and Elizabeth Koldoff will be participating on the review committee.
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Agenda Topic:	Communications Committee (Junko Honda)
Update	September meeting cancelled. Next meeting October 15 th . Wilma Schroeder has stepped down from the committee, Janice Bell has asked that they add someone from general membership.

Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>The CPC continues to meet monthly with excellent participation. The co-chairs also meet between meetings with Debbie and alone to manage emergent issues and consult as needed. We still need one more keynote speaker (due to a cancellation) and will appoint a panel moderated by Junko Honda to discuss family health and coping during COVID-19. We are open to suggestions and plan to pursue another keynote speaker as soon as possible.</p> <p>CPC considering ways to be inclusive given the challenge of diverse time zones. Messaging has been distributed regarding our invitation for abstracts worldwide. We extended the deadline for workshops and expert panels on request, along with providing a simplified revised form for workshop submissions. The call for abstracts, workshops, and expert lectures is open.</p> <p>Kathy Knafel suggested if need more submissions that we ask specific people to submit who have had prior successful workshops/preconferences.</p>

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Several new members with subcommittees meeting in October. Looking for webinar ideas.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Resend the renewal letter out to those who have not renewed yet to see if some just missed it over the summer holiday, when it was sent the first time. Sonja Meiers suggested that we make a stronger plea in the membership letter to point out the sustaining membership option. Debbie will check. A lifetime membership has in the past been looked at to be cost prohibitive, but we could look again. Kathy thought that while we might not get very many to take this option, it would be good to have it as an option. June said that there was a two year option, so we might consider that again. Debbie suggested that maybe the two year option replaces yearly. This would sync with the conference and might be helpful as sometimes people only think about membership during a conference year. Jane noted that two year might not be feasible for some so we should also have a yearly option.

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Work for the committee will be later this year.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	<p>23rd September 5 PM EST</p> <p>Difficult to get everybody on board in the committee because of the time zone differences and busy schedules. The committee took the decision to go back to the previous programming of monthly meetings, with alternate time schedule.</p> <p>Next meeting will be held on the 28th October at 10 AM EST.</p> <p>Reminder re abstracts to submit to IFNC15 (virtual conference). Deadline for abstract submission is the 26th October</p> <p>Further discussion re Year of the Nurse & the Midwife video's - all the colleagues that were present (was a diversity of countries and languages) volunteered to record a pilot video for the "Year of the nurse/midwife project". They have been sent the details by Maria Do Ceu</p>

	<p>Barbieri. Follow up with Paula Nersesian re the Year of the Nurse & the Midwife video's has occurred and she is very supportive and happy to be involved, but she is very busy at present and asked that we check back with her in a few weeks. Sonja Meiers suggested that we do a similar event to the Florence Nightingale toast to announce the launch of the stories. We will continue to plan.</p>
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Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	<p>Meeting Date: 10/6/20 The Resource Advancement Committee met at its regularly scheduled time (first Tuesday of the month, 9-10a) and addressed the following agenda items.</p> <p>Prospectus Finalized: Sponsorship options include Supporting Partners (\$2500 - \$10000 range with amounts listed in both dollars and Euros); Event/Session Sponsors (\$250 - \$1000 range), virtual exhibits and advertising. There also is an option (IFNC15 Supporter) that allows a donor make a donation of any amount, with the amount held in private and a statement saying we are willing to consider alternative sponsorship options a donor might propose.</p> <p>Timeline Finalized: Committee members agreed to a timeline and process for contacting various donor groups, with priority given to past donors, followed by schools and organizations with IFNA members. When a committee member knows the donor, they will make the contact. In a personalized cover email, the committee member will thank the person for past support, note current IFNA members in the organization, and encourage both monetary as well as in-kind donations. Personalized contacts will be made first followed by a general distribution of the Prospectus, with the personal contacts not receiving the general mailing.</p> <p>Division of Labor: Committee members determined who would be responsible for contacting past donors. If no committee member has a personal connection to someone in the target school/organization, Linda Young will make the contact.</p> <p>Other Initiatives: The RAC will launch a "Time for Giving" day close to the end of the year and possibly another in 2021. Plans also are in place for seeking sponsorship through the Research Committee Practice Partners special interest group and the Pediatric CEO group.</p>

Agenda Topic:	Research Committee (Veronica Lambert)
Update	<p>From the last meeting</p> <ul style="list-style-type: none"> • Research Committee - Discussed how to manage requests from people to access lists for recruiting people for research studies etc. Questions of clarification around listserv – 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 organisation (i.e. not a member of IFNA) – how would such a request be managed etc. • Is the research committee the one who should write a policy about the process of requesting a list serve? Debbie wondered if it is more of a general request. Something to work on and consider in the future. Look into what other organizations do. <p>October update Work of subcommittees ongoing with number of members with new publications, encouraged to keep updating bibliography on the websites</p> <p>Future large meeting to be held on Oct 27th with discussions of brief business meeting and a presentation around the topic of adapting family nursing research in a time of pandemic, IRB insights, followed by Q&As</p>

Agenda Topic:	Process Meeting:
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	<p>Alternating the order of committees was good. Materials could get out sooner and having a standardized procedure if the person running the meeting has technical difficulties</p> <p>Lindsey Smith suggested that a poster be created regarding the 5 year plan and Planetary Health to be presented at the conference. Maybe these could be solicited so they wouldn't have to be reviewed and would allow more time to get it put together.</p>
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Next Meeting

November 12, 2020 8:00am – 10:00am EST

N. America changes clocks on November 1st, be sure your calendars are marked accordingly.