

**IFNA Minutes
Board of Directors -
Conference Call
November 12, 2020
8:00a – 10:00am EDT**

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

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

Core Values:

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

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

Agenda Topic:	Welcome / Announcements Board Engagement (S. Meiers)
Announcements / Acknowledgements/ Discussion:	Sonja Meiers and Petra Brysiewicz were recognized for induction as Fellows in American Academy of Nursing. Sandra Eggenberger named Distinguished Professor and Founding Director of the Glen Taylor Nursing Institute for Family and Society by President of Minnesota State University Mankato US. Lindsay Smith invited to serve as the role of an International Consulting editor for International Journal of Children’s Spirituality.

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	June Horowitz moved to approve October 2020 minutes. Kathy Knafel seconded. Approved.

Agenda Topic:	Financial Board Report (Kathy Knafel)
	As of October 31, our total assets were \$35,726, decrease of only \$319 since last month despite expenses of \$5638. Income membership from dues was \$4675, the highest monthly dues income for the year. To date we have generated \$29,518 in membership dues, which is about 84% of the projected membership income. In October, we received donations totaling \$645 (\$5265 total for the year). To date, our total income has been \$59,808 against expenses of \$93,193 for a net total income of -\$33,385.

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:	Ad hoc Global Initiatives group met and developed an application / process. Next meeting later in November where application and evaluation rubric will be reviewed before submitted to committees for their input and dissemination.
Person Responsible:	Debbie Zaporoni convening next meeting.

Agenda Topic:	Ideas for Income Generation
Discussion:	Plans for a social gathering for IFNA members for early December using the Airmeet platform are being developed. Cost will be \$10. A goal is to invite members, colleagues, and students for social gathering. Kathy Knafel reported that Suzanne Feetham may be interested in presenting a webinar but additional follow up is needed to affirm.

Person Responsible:	Debbie Zaparoni will review plans and follow up with Kathy Knafel if needed.
Agenda Topic:	Policy – Translation of Position Statements
Discussion:	Policy related to translation IFNA procedures was reviewed. Input was provided by Junko Honda who has expertise in translation.
Follow Up	Debbie will work with Junko to revise the translation policy draft.
Agenda Topic:	Donation Page (D. Zaparoni)
Discussion:	Changes were made - https://ifna-familynursing.wildapricot.org/page-1457354 There is a need to create a PDF to show the list of donors. Board affirmed value in having clarity on the donation page. In future, an evaluation will be made of the detail noted in Foundation compared to International Family Nursing Association to compare if detail impacts donation.
Follow up:	
Agenda Topic:	Strategic Plan Process – Committee Responses
Discussion:	Strategic Plan, goals and Committee responses were reviewed. Clarifying points were suggested regarding format. Veronica Swallow moved to approve the Strategic Plan 2020-2025. Kathy Knafel seconded. Motion carried.
Follow up:	Debbie Zaparoni will edit the numerical identification of strategic plan and send to Sonja Meiers who will review layout. Plan will then be distributed to committees so they can review with terms of reference, feasibility, and clarity. The strategic plan will be posted on website.
Agenda Topic:	IFNA Organization Chart Revised
Discussion:	IFNA Organization chart reviewed. Questions about conference planning committee, country liaisons, and abstract reviewers for conference were noted. Board approval to share with Committee co-chairs, finalize and post on the IFNA Website.
Follow up:	Conference Planning Committee with talk to Country Liaisons and consider their role as subcommittee on organizational chart. Conference planning committee will further consider local planning committee and abstract review process and role on organizational chart.
Agenda Topic:	Italian Nurses Association (CNAI) (S. Meiers)
Discussion:	Signed Agreement distributed. Intended Outcome: Need to determine placement / acknowledgement on the IFNA website.
Follow up:	Communications committee will be consulted regarding the acknowledgement of collaborators and chapters on the website (e.g CNAI, Chapters, Glen Taylor Nursing Institute for Family and Society)
Agenda Topic:	Chapter Updates
Discussion	UK & Ireland UK & Ireland Chapter Executive members, colleagues and charity leaders have submitted abstracts/expert lecture to IFNC15 and are launching a membership invitation campaign late November. Australia / New Zealand AUSNZ chapter submitted a workshop abstract for the 2021 conference, several research abstracts have been submitted by the individual researchers. There has been a range of publications from the group over the last 2 months. Exploring if there is interest in having a virtual family externship to promote family nursing in Aus NZ.

Agenda Topic:	Student Engagement Update
Discussion:	The Student Engagement Group is working closely with the Communications Committee to increase the group's exposure by creating a student page on the IFNA website. Page was reviewed with opportunities to increase the group's visibility and activity noted. Board affirmed work of Wendi Smith and colleagues. The next meeting is 15 December 2020.

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	Foundation Board met on Monday, November 2 nd . <ul style="list-style-type: none"> Request letter to the Chico's foundation was sent October 16th. Promoting the first HFFN program initiative later in November. Reviewed the IFNC15 Exhibitor Prospectus. IFNF will be a sponsor for IFNC15, exact level/amount to be determined at the next meeting in December. Sonja to draft a letter of request to the IFNF, for conference sponsorship, part of which would support registration fees for students or developing countries. Sandra Eggenberger moved that summaries of minutes International Family Nursing Foundation and Resource Advancement committee meetings be shared between executive committee of both groups. Motion seconded and Motion carried.
Follow up:	Sonja Meiers will notify IFN Foundation of action. Kathy Knafl will notify Resource Advancement Committee.

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

Agenda Topic:	Bylaws Committee (Jane Lassetter)
Update	The Bylaws Committee met on November 5, 2020 to begin review of the bylaws. Committee members are Birte Oestergaard, Carole Robinson, Elizabeth Koldoff, and Janelle Macintosh with Jane Lassetter as Board Liaison. Beth Kassalen and Debbie Zaparoni also participated. Reviewed the process of bylaw review and began the review. Sending a call to all IFNA members notifying them that a bylaw review is underway and asking for suggested amendments with a 2-week deadline. Once the bylaw revisions is completed, with member feedback, the bylaw revisions will be submitted to the board for review. With Board agreement, the proposed bylaws will be sent to the members for a vote. The revised bylaws will be presented to the membership for vote. Clarified that all board members can provide suggestions as IFNA members to bylaw committee.

Agenda Topic:	Communications Committee (Junko Honda)
Update	Communication committee was held in October 15. 1. On July 27, 2020, long-standing IFNA Communications Committee member, Wilma Schroeder, resigned from the IFNA Communications Committee. We are very grateful for her long standing service. 2. IFNA Communications Committee is actively prioritizing promotion of the deadlines for submission and ongoing conference information for the virtual IFNC15 through all of the IFNA social media channels: IFNA website, IFNA Twitter, IFNA LinkedIn. A countdown clock to IFNC15 has recently been added to the homepage of the IFNA website. We are also monitoring the Symplur site for data about who our #IFNC15 influencers are. 3. IFNA Communications Committee has liaised over the summer with IFNA student members

	<p>Wendi Smith (USA) and Véronique de Goumoëns (Switzerland) and we have created a new page on the IFNA website which highlights the purpose and activities of the IFNA Student Engagement Group (Hashtag: #IFNASEG): https://internationalfamilynursing.org/activate/ifna-student-engagement-group/.</p> <p>4. IFNA Communications Committee co-chairs (Janice Bell and Joel Anderson) met with co-chairs of the IFNA Resources Advancement Committee (Susan Sullivan Bolyai and Linda Young) on October 29, 2020 to discuss support and ideas for promotional communication about the virtual IFNC15 and related fundraising efforts.</p> <p>5. Discussion about a policy statement for the use of the IFNA logo on other websites was addressed at the October meeting and we support careful monitoring of restricted use as directed by the IFNA BOD.</p> <p>6. IFNA Communications Committee is involved in posting regular updates to following priority documents on the IFNA website:</p> <ul style="list-style-type: none"> • Dissemination of IFNA Position Statements: https://internationalfamilynursing.org/2018/07/27/dissemination-of-ifna-position-statements/ • COVID-19 Family Nursing Resources: https://internationalfamilynursing.org/association-information/covid-19-family-nursing-resources/ • Resources/articles related to IFNA President's Statement: "Racism Influences Family Health: Family Nursing Actions": https://internationalfamilynursing.org/2020/06/02/racism-influences-family-health-family-nursing-actions/ <p>7. Members of the IFNA Communications Committee have discussed shared responsibilities for management of the IFNA website, IFNA Twitter, IFNA LinkedIn, IFNA Newsletter, IFNA Blog, IFNA Listserv, and IFNA YouTube channel for 2020-2021.</p> <p>8. IFNA website metrics are being regularly monitored and appear to be robust.</p> <p>The plans for social media were shared and affirmed.</p>
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Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<ul style="list-style-type: none"> • Abstract submissions – 237, currently being reviewed. • Notification of Pre-conference Workshops and Expert Lectures to be sent. • Invitation letter to the Keynote presenters to be sent.

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	<p>Board Liaison Report Education Committee (November 2020). Prepared by Co-Chairs Jill Bally and Shelly Spurr</p> <ul style="list-style-type: none"> • Continuing to engage wonderful new members to the Education Committee • Reforming subcommittees with great engagement, leadership and energy from membership • Collaborating with the Practice Committee to develop pathways for working together on tracking dissemination of our Position Statements • Organizing the Webinar that had been postponed in mid-March due to Covid-19: "Teaching family nursing to psychiatric nursing students" presented by Jennifer Adair and Fiona Smith • Working on updating the areas on the IFNA website

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	No report

Agenda Topic:	Nominating Committee (Lindsay Smith)
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Update	No update currently.
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Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	No report

Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	<p>Meeting Date: 10/3/2020</p> <p>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: Members reviewed the final sponsorship prospectus, which Debbie will distribute to IFNA members, deans/directors of nursing programs, nurse leaders in health care setting, and publishers. The broad range of sponsorship and exhibit options is meant to appeal to individuals and organizations able to provide varying levels of support.</p> <p>Soliciting Sponsorship from Deans and Directors: Committee members finalized plans to contact US deans. Following the general mailing of the prospectus to all AACN deans, there will be a personalized follow-up email. Committee members will make the personalized follow-up contact with deans they know and Linda Young, a dean, will make all other contacts. If there is no response, there will be a third contact. Co-chairs Young and Sullivan-Bolyai are developing an infographic highlighting positive aspects of investing in IFNA that also will be shared with deans and other potential sponsors.</p> <p>Soliciting Sponsorship from Past Donors, Publishers, Healthcare Systems: Contact lists and letters to other potential sponsors are being finalized.</p> <p>Soliciting Support from Non-US Based Sponsors: Veronica Lambert will re-establish contact with the local planning committee to generate sponsorship ideas. The CPC is working incorporate some virtual Irish activities and sightseeing, which should foster local sponsorship. Veronica also will contact Veronica Swallow to discuss how best to engage members of the UK/Ireland chapter in soliciting sponsors. The chapter is launching a website, which can be used for promoting the conference and soliciting sponsorship support.</p> <p>Day of Giving: RAC had begun planning for a Day of Giving in December. Debbie reported that the Foundation is launching a fund raising campaign in November and RAC members decided to scuttle plans for a Day of Giving. As an alternative they discussed a raffle with a free conference registration as the prize. Raffle plans will be discussed further at the December meeting, including identifying a donor will to support the cost of the raffle prize. Receiving meeting minutes or summaries from the Foundation BOD would help limit overlapping fund raising initiatives.</p> <p>Working with Communications Committee: The RAC co-chairs met with the co-chairs of the Communications Committee to discuss options for promoting sponsorship. They suggested the infographic which is now being developed. The Communications Committee will work closely with the RAC to distribute information about sponsorship options and the benefits of sponsorship (e.g., access to presentations that could be used as teaching material).</p>

Agenda Topic:	Research Committee (Veronica Lambert)
Update	<p>Research Committee - 27 October 2020</p> <p>2nd meeting with all FNA members invited who expressed interest in the research committee</p> <p>Attendance approx. up to 20 members</p> <p>Meeting began with updates from the sub-committees/clusters</p> <ul style="list-style-type: none"> • Dyadic research cluster: phase 1 and 2 work is summarized and cluster submitted abstract to FNC15 • Mentorship cluster: ongoing work to connect early stage researchers with more

	<p>seasoned researchers, working with student group and communications and discussions continue around fire side chats</p> <ul style="list-style-type: none"> • Family Measures: updating website on different family measures and presentations • Communication and News: made reference to the small grants (Glen Taylor) that might be useful to consider as part of mentorship initiative being proposed. Communications committee made connections with Eric (mentorship cluster) and suggested need for a solid proposal of how to do this, to put together a very specific plan versus conceptualization and applying for a small grant from the Glen Taylor initiative might be useful to move this to a more operational level. Also continue to work towards creating you-tube channel for IFNC14 videos. • International Research Collaboration Subcommittee: continues to explore research impact and policy. • Conference planning: update given with encouragement extended to invite submissions among colleagues. • Family/family research ethics: bibliography development for website ongoing and call out for research ethics articles used in family nursing research submissions. <p>Research Talk: 20-minute presentation delivered by Drs. Anne Ersig (University Wisconsin-Madison) and Karen Kalmakis (University of Massachusetts Amherst) on research amid a pandemic: IRB considerations; followed by Q&A.</p>
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Agenda Topic:	<p>Process Meeting: What went well? What can we improve upon? Board pleased with leadership, outcomes, and process.</p>
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Next Meeting

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