

IFNA
Board of Directors
Meeting Minutes
December 10, 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, 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)
	None noted.

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	Veronica Swallow moved to approve November board meeting minutes. June Horowitz seconded. Minutes approved.

Agenda Topic:	Financial Board Report (Kathy Knafel)
	The KME accountant changed the reporting structure this month, with conference income (registrations and sponsorship) now reported as a liability. More of these details will be shared with the Executive Committee to more fully understand these changes. A full report will be given at the January meeting. Clarification of the fiscal year is needed.

Agenda Topic:	Global Initiatives – Call for Proposals (Ad Hoc Committee)
Discussion:	The ad hoc committee finalized the Call for Proposals, application and review criteria. The call for proposals was distributed to IFNA Co-chairs with application deadline January 29 th .
Follow up:	
Person Responsible:	

Agenda Topic:	Virtual Social Gathering – Fundraising and Networking
Discussion:	Two sessions are being sponsored to offer connections and networking: <ol style="list-style-type: none"> 1. Saturday, December 19 9am-10:30am EST 2. Tuesday, December 22 7:00pm – 8:30pm EST Fundraising levels are proposed: <ol style="list-style-type: none"> 1. Gold \$100 2. Silver \$50 3. Bronze \$25 4. Sparkle \$10

	Platform used with be Airmeet, which features speed networks, and dedicated topic tables. With registration, a person can identify if they would like to “host” a table topic in the networking lounge. Two features: speed networking that will be a conversation for one on one interaction; the host or attendees will tap on a chair and 8 video screens will appear. People can move around and speed network or go table to table. Directions will be provided to all attendees prior to the event and in written form in the lounge. Beth feels it is intuitive between joining a seat at a table or speed networking. Junko Honda said that she would be at both days and while some of her colleagues may have uncertainties about English, but the instructions should be enough. Sandra Eggenberger suggested a welcome in the main room at the beginning. The platform must be used on Google Chrome and has been used by other board members with ease.
Follow up:	
Person Responsible:	

Agenda Topic:	Policy – Translation
Discussion:	The IFNA Policy on Translation Policy has been distributed. Junko Honda volunteered to translate and then a reverse translation was done. Kathy Knafl moved to approve. Veronica Swallow seconded. The Policy on Translation Policy was approved.

Agenda Topic:	Strategic Plan - Committee Responses
Discussion:	The strategic plan document was formatted to align committee responses with goals.
Follow up:	Goals are posted on the website. Activities noted on the 2020-2025 IFNA Strategic plan will go back to committees and they will interpret how they will carry them out based on how the committee and chairs are working on them. Kathy Knafl suggested that in the future there is more specificity to what is meant by a timeline; for example, annual or midway. The full IFNA 2020-2025 Strategic Plan with committee activities -will be distributed to committee chairs so all can see the whole scope of what is planned for the next 5 years. This 5-year plan will be reviewed and committees can use the plan as a road map at all of their meetings. Kathy Knafl suggested that the annual request for Terms of Reference include a reminder of their role in carrying out the Strategic Plan. Jane Lassetter suggested committees submit a brief annual report summary with outcomes that would be due around conference time each year. Veronica Swallow suggested that a template for the report be created so each committee knows the information that the Board is seeking. The Strategic Plan could be reviewed by committees with an additional column used to check off the items that have been completed or a status update. Debbie will add the status column and prepare document for distribution to committees. Terms of Reference will be reviewed every two years in May by Committees while the Strategic Plan will be reviewed yearly in May and for the business meeting during the conference. The entire Strategic Plan with proposed activities and column for documenting activities will go to all committees.
Person Responsible:	Need to update this at January meeting

Agenda Topic:	IFNA Organization Chart Revised (D. Zapanoni)
Discussion:	Review of committee responses led to including tasks being listed under all committees and subcommittees. An intended outcome of the organizational chart was to provide a road map to people, committees and responsibilities overall in the organization. Veronica Swallow thought it might be a good document to send to new members, Sonja Meiers suggested that it either

	<p>be sent along with a thank you for joining or posting a presentation for new members on the website. Petra Brysiewicz suggested existing members would benefit to see the overall snapshot and might see where they fit within the whole organization. Jane Lassetter agreed that sending it out to members would be good, if they feel that it's too much information they wouldn't have to review it. The links to different documents was very helpful and will be more enduring when different documents are updated then links won't need to be changed too. Lindsay Smith noted chapters could be included under "other organized groups".</p> <p>Board approved suggested edits.</p>
Person Responsible:	<p>Debbie Zaparoni will look what is possible to be linked depending on the amount of content on the website related to different things.</p> <p>Debbie will finalize and post on the IFNA Website and it will be continued to be updated.</p>

Agenda Topic:	Chapter Updates
Discussion	<p>UK & Ireland</p> <ul style="list-style-type: none"> We launched the Chapter website https://ifnaukandireland.org/ and membership drive a week ago (see attached), it went very well with a lot of interest across the UK and Ireland. We had a very successful Twitter chat on the launch day. Veronica reports 78 members and a newsletter is upcoming to further engage interested individuals both from Ireland and the UK. They will also include recruitment of students. The Chapter Executive Zoom meeting scheduled for yesterday to summarise our progress and take forward our new plans had to be postponed as Sheffield Hallam University internet access was intermittently lost due to a major incident. (hence my apologies for being slightly late in sending this to you, I am grabbing this opportunity while the internet is working). We are rescheduling the Exec meeting for asap Refer to Membership Committee that they should track how people heard about IFNA and keep an eye on how these chapters are working to recruit new members. The Membership Committee could do a webinar about the benefits of IFNA membership. <p>Australia / New Zealand</p> <ul style="list-style-type: none"> Newsletter has been prepared and distributed. Kudos on the quality newsletter.

Agenda Topic:	Student Engagement Update
Discussion:	<p>The student group is moving forward with page on the website increasing visibility and the Facebook group has resulted in new members. Activity on what's app has been good in getting to know each other. The work with the Communication Committee was very effective.</p> <p>The Board members that work with students can provide information to them about the student group. Kathy Knafl requested the link to the upcoming meeting and web page so they can forward on to their students.</p>

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	<p>Meeting 12/7/20 was a very engaged group. The Honor a Family Nurse has been bit slow but will wait and see how that continues. A grant proposal to Chiccos was submitted and results should be known in January. The group will be supporting double the amount of students compared to IFNC 14 as well as sponsoring the Welcome Session for a total of about \$5,000 for IFNC 15. The call for student conference support will be going out in January. Students who have received funding before are not eligible to apply again. All of the awardees from the last conference are still members. Wendy, who was a recipient, said that it was a great gift and the follow up a couple of months ago was appreciated. Now looking ahead at Legacy Giving and fine-tuning in 2021.</p>

Committee Reports

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

Agenda Topic	Bylaws Committee (Jane Lassetter)
Update	Bylaws committee continues their review. Proposed changes will be brought to the Board meeting in January.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>Unless there are pressing issues that arise, we will not have a scheduled IFNA Communications Committee meeting until Thursday, January 21, 2021.</p> <p>Prioritized promotion of IFNC15 through all of the IFNA social media channels: website, Twitter, LinkedIn.</p> <p>Each Communications Committee members are tweeting on behalf of IFNA one week per month according to the schedule.</p> <p>Janice Bell and Joel Anderson met with co-chairs of the IFNA Resource Advancement Committee (RAC) on October 29 to discuss support for IFNA fundraising and promotion of the virtual IFNC15.</p> <p>Requested Damien to add a countdown clock to IFNC15 on the IFNA website.</p> <p>Worked with the co-chairs of the IFNA Student Engagement Group (#IFNASEG) to develop a new page on the IFNA website: https://internationalfamilynursing.org/activate/ifna-student-engagement-group/.</p> <p>Developed new IFNA News Posts for 3 #IFNASEG members and 1 IFNA Member and We are asking some members to write an article.</p> <p>Requested Damien to create a new page to better highlight the IFNA President's message of June 2, 2020</p> <p>Janice Bell is tracking citations to all of the IFNA Position Statements. The IFNA Generalist and Advanced Practice tracking is supported by members of the IFNA Practice Committee.</p> <p>Research Connections: Reported back to the Research Committee that the Communications Committee agreed to create links from the IFNC14 videos posted on our YouTube channel to the Research Resources page on our website.</p>

Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>IFNA CPC BOD report for December 2020</p> <ul style="list-style-type: none"> • Seven expert lectures and seven workshops have been accepted for IFNC15. All presenters notified. • Three keynote speakers plus Day 2 keynote panel response confirmed. • CPC expects to open "late breaking abstract" call in early 2021. Will be announced after New Year. • CPC reviewed Membership Organizational chart and made recommendations. • Very early bird discounted registration open. • Next meeting: Dec. 22 at 10am EST. Communications Com. reps invited. <p>Abstract Summary 237 Abstracts 1 submitted in Portuguese 203 Unique Submissions 28 with 2 submissions</p>

	3 with 3 submissions								

	53 request Poster 82 request Either 102 request Oral								

	25 Countries submitted								
	USA	83	Switzerland	11	Australia	5	Austria	2	Ghana
Brazil	33	Denmark	9	Spain	5	Italy	2	Indonesia	1
Canada	17	Portugal	9	China	4	Korea, Rep	2	Israel	1
Japan	14	UK	9	Taiwan	4	Netherlands	2	Nigeria	1
Ireland	11	Sweden	6	Colombia	3	Estonia	1	Thailand	1

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Subcommittee met last month. Full committee meeting will be next month. Very engaged group with many new members.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)																																																																								
Update	321 Active Members 49 New members in 2020 36 Countries represented																																																																								
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Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Met last week. All nomination forms and communications reviewed. Discussed strategies to include nominations, including email of committee chairs, members for re-election, members who have ran in the past, strategies of notice via numerous professional groups. Board members will be invited to webinars to talk about different positions and invite potential candidates to ask questions of the Nominating Committee and perhaps board members could attend.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	Met late in November. Co-chairs can also be relied upon to submit reports when liaisons can't be at the meeting. Practice Committee will be reaching out to Sandra Eggenberger's

	team to discuss use of stories and videos.
Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	<p>Meeting Date: 12/1/2020</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>Review of Donations – Received and Committed: To date the RAC has a total of almost 40K in committed donations ranging from 1K to 12K (€10,000). Donations come from Schools of Nursing, individuals, and funding from the Health Research Board of Ireland. Once again, IFNA is benefitting from a generous donation from Minnesota State University, Mankato/Taylor Nursing Institute for Family and Society (Official Conference Sponsor). Also noteworthy is the level of support from Dublin City University (€5000), the Health Research Board of Ireland (€10,000), and an anonymous gift of 5K from an IFNA member. RAC is making good progress in achieving its target goal of 50K.</p> <p>Dublin Local Planning Committee: The RAC has worked to maintain the Irish feel of the conference as reflected in the Exhibitor Prospectus. They are supported in these efforts by the Conference Planning Committee, the Local Planning Committee chaired by Veronica Lambert, and the UK-Ireland chapter of IFNA. The local group and chapter will distribute the Prospectus to their constituents and work to generate additional donations.</p> <p>Promoting the Conference: Recognizing the need to generate income through conference registrations (conference budget based on 350 paying registrants), RAC members discussed options for promoting the conference internationally. RAC member Junko Honda is working closely with JARFN to promote conference attendance. She regularly shares IFNA and IFNC15 information through Facebook and Twitter. Sarah Neill is coordinating the Country Liaison group and will be offering a webinar for the liaisons to learn more about their role in promoting the conference and encouraging donations, including in-kind donations.</p> <p>US Deans and Directors: The prospectus has been distributed to all US deans and directors and RAC members are initiating follow-up contacts with deans who have donated in the past. Soon after the conference program is finalized, deans who have faculty or students presenting at the conference will be contacted by a RAC member and told who the IFNC15 participants from their school are. This will be an opportunity to thank those deans who already have made a donation for their support and to encourage those who have not to do so. The prospectus to the CNOs will be distributed next and RAC members will follow up with those they know personally.</p> <p>Kudos: Debbie, as usual, has been wonderful in supporting RAC efforts and sending out our staged emailing to potential donors.</p>
Agenda Topic:	Research Committee (Veronica Lambert)
Update	<ul style="list-style-type: none"> • The work of the sub-committee's and clusters is ongoing • At the last research committee meeting, a working session was held where members worked in small breakout rooms to review the IFNA Website Research section; the co-chairs will collate the feedback for discussion at the next research meeting • The Research Committee will also look at possibilities to make the presentations delivered at larger research meeting openly available.
Agenda Topic:	Process Meeting:
	<p>What went well? Meeting was run very efficiently and done a little early. Raising hands during the meeting allows all to have their voices heard.</p> <p>What can we improve upon?</p>

Next Meeting

January 14, 2021 8:00am – 10:00am EST