

**IFNA
Board of Directors
Minutes
January 14, 2021
8:00a – 10:00am EST**

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, Cristina Garcia-Vivar, Veronica Lambert Staff: Amy Spikula, Beth Kassalen
Unable to Attend:	
Guests:	Wendi Smith
Minutes compiled	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement (S. Meiers)
Announcements:	

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	Kathy Knafl moved to approve December Board Meeting Minutes. Veronica Swallow seconded. Minutes approved. December 8 th Executive Meeting minutes reviewed.

Agenda Topic:	Financial Board Report (Kathy Knafl)
	<p>December 10, 2020 (Revised November 1.10.21) Treasurer Report As of November 30, total assets were \$42,254 an increase of \$6528 since last month despite expenses of \$5,476. Income from membership dues was only \$1785 in November, so we did not sustain the boost we saw last month. To date we have generated \$31,303 in membership dues, which is about 90% of the projected membership income. In October, we received a \$100 donation (\$5,365 total for the year). To date we have received conference registrations totaling \$4,550 and sponsorship income totaling \$6,000. For the year, our total income has been \$72,244 against expenses of \$99,083 for a net total income of -\$26,839</p> <p>January 14, 2020 Treasurer Report As of December 31, our total assets were \$59,650, an increase of \$17,396 since last month despite expenses of \$6,064. Both conference registrations (\$8,745 in November; \$13,295 for the year) and sponsorship income (\$10,500 in November; \$16,500 for the year) provided a substantial end-of-the-year financial boost. Income from membership dues in December was \$3,150, totaling \$34,454 for the year (99% of projected dues income). We received a \$95 donation during December (\$3,460 total for the year). Our donation income was 273% of what was projected, with most of those donations coming from BOD members.</p> <p>Our total expenses for 2020 were \$105,148 and our total income was \$95,590 for a net income of -\$9,558. The quarterly budget projections we made last summer, estimated an end-of-year balance to \$37,982. That estimate did not include sponsorship income. Our total assets minus sponsorship are \$43,150, exceeding our mid-year projection by \$5,168</p>

	<p>Resource Advancement Meeting Date: 1/5/21</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 Commitments: RAC continues to make good progress in achieving its target goal of 60K. To date the RAC has generated over 40K in committed/received sponsorship income. Veronica Lambert reported that the Health Research Board of Ireland has requested a revised budget reflecting the change from an in-person to virtual conference. She noted that the original award amount was predicated on the assumption that the conference would cost €100,000. Beth and Debbie have been working on a revised conference budget, which includes the cost of breaking our contract with the Clayton Hotel. Veronica Lambert clarified that the HRB requested an estimate for the total cost of the online conference, not a detailed budget. Veronica Lambert will respond to the HRB once she receives the revised budget from KME.</p> <p>Dublin Local Planning Committee: Veronica Lambert is working to arrange a meeting of the local group by the end of January and will update RAC members in February. The local group and UK chapter of IFNA will distribute the Prospectus to their constituents and work to generate additional donations.</p> <p>Promoting the Conference: RAC members on the Conference Planning Committee (CPC) reported that the CPC needs “all hands-on deck” to promote the conference through generating late breaking abstracts and registrations from individuals who are not presenting. Because the conference registration fee is substantially reduced from prior years (IFNC14 \$525 early bird; IFNC15 \$350 early bird) the CPC is hoping to get more registrants who are not conference presenters. Sarah Neill, one of the country liaison coordinators, is organizing a webinar to update all the liaisons on conference plans and to discuss strategies for promoting the conference.</p> <p>US Deans and Directors: The Sponsorship Prospectus has been sent to all the AACN deans. The next follow-up with deans will be to contact those who have not committed to sponsorship but have faculty/students presenting at the conference. These emails will be personalized with the names of presenters from the school. This also will be an opportunity to encourage deans to fund faculty and students to attend the conference. Committee members will make follow-up contacts with deans following the February RAC meeting.</p> <p>Sponsorship from Other Sources: Suzanne reported that she developed a solicitation letter targeting CNOs, which she circulated to RAC co-chairs for feedback. She also asked for feedback from Pam Hinds who recommended the letter come from the IFNA President (executive to executive). Kathy will ask Sonja if she is willing to sign the letter to CNOs. The letter emphasizes return on investment and the resources made available to those who attend the conference. These letters also could be tailored to include the names of anyone from the association who is presenting at IFNC15. The committee also discussed the possibility initiating a challenge gift option for generating individual donations. This will be discussed further at the February meeting.</p>
Follow up:	Sonja Meiers will review and sign the letter to CNOs.

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. Deadline for applications is January 29 th . Plan to resend notice to the IFNA Co-chairs.
Follow up:	
Person Responsible:	Debbie Zaparoni (KME) will resend call for proposals to Co-Chairs. Board liaisons will address with their committees. Ad hoc Committee will continue with reviewing.

Agenda Topic:	Fundraiser – Virtual Social Gathering
Discussion:	<p>Events in December yielded only 7 and 10 attendees, and thus needed to be canceled.</p> <p>Board members provided comments on lack of response:</p> <ul style="list-style-type: none"> • meaning of fundraiser to various countries

	<ul style="list-style-type: none"> • timing with COVID and holidays • need for revised marketing strategies <p>Board members generated new ideas for rescheduling event:</p> <ul style="list-style-type: none"> • Ideas of repeating near St. Patrick's Day • Using as a conference promotion activity • Making Virtual "free" with a donation • Using interview of IFNA members to highlight value and meaning of IFNC
Follow up:	KME will move forward to plan new event that is free with a donation option and marketing that describes the value in the IFNC and opportunity to experience new platform
Person Responsible:	KME

Agenda Topic:	Kassalen Meetings & Event (Management Contract)
Discussion:	The KME contract was reviewed by the Board. Executive Committee had met and made suggestions that KME supported. June Horowitz moved to accept the terms and conditions of the KME IFNA contract. Veronica Swallow seconded. Contract approved unanimously.
Follow up:	
Person Responsible:	

Agenda Topic:	Proposed Bylaw Changes (Jane Lassetter)
Discussion:	Review proposed changes from the Bylaws Committee (Birte Oestergaard, Carole Robinson, Janelle McIntosh, Jane Lassetter, Elizabeth Koldoff, Beth Kassalen, Debbie Zaparoni). Several areas warranted board discussion. Ideas were generated; such as a chapter representative serving as ex officio on board. This would allow chapters to have direct communication without voting privilege.
Follow up:	Board Liaison Jane Lassetter will take Board suggestions back to the Bylaws committee; Bylaws will then send to membership who can make suggestions, comments. Board will then meet to review and consider final approval. Goal will be to have bylaws presented to membership in June IFNC15.

Agenda Topic:	Chapter Members / Reduced Membership rate
Discussion:	Veronica Swallow noted the UK and Ireland Chapter launched website https://ifnaukandireland.org/ in Nov 2020 and has 111 members with anticipation of continued growth. Potentially this could lead to many new IFNA members as we are actively encouraging Chapter members to also join IFNA. Board discussed the feasibility of a discounted annual membership; similar to Japanese Family Nursing. Board discussed the advantage of members of the international community of family nurses and for IFNA to benefit from an increased membership and valuable contributions from the UK and Ireland. Board discussed how this may be an option for future and emerging chapters. Board also discussed the potential positive impact on IFNA while also recognizing the need to have consistency among chapters and other groups and professional organizations. With a reduced IFNA membership the chapter members have same rights and responsibilities as regular members. Sandra Eggenberger suggested that there may be a need to consider consistency that benefits IFNA organization and chapter members. SE reflected on possible rationale for Japanese contract.
Follow up:	Board will again discuss the option of a reduced IFNA membership fee for chapter members. The option of piloting this for a year was discussed. The ideas of trying a reduced membership for a period of time was noted.

	KME will locate former minutes and/or contract for Japanese Family Nursing association and Board decisions. Then, board will discuss directions.
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Agenda Topic:	Chapter Updates
Discussion	<p>UK & Ireland</p> <ul style="list-style-type: none"> • Sent the first members' Newsletter Issue 1 - https://mailchi.mp/3d06eb15c8dd/ifnaukandireland_issue-1-share?e=b11f4dd3d7 • We have an abstract accepted for an oral paper, led by Sur Carr, at IFNC15 to report on the UK&Ireland FINC-NA survey • Veronica Swallow and Veronica Lambert have an expert lecture accepted at IFNC15 on Patient and Public involvement in Family Nursing Research • Other members have abstracts accepted for IFNC15. • Chapter member Hora Soltani was awarded the MBE (Member of the Order of the British Empire) in the Queen's birthday honours list https://ifnaukandireland.org/blog/ for services to midwifery • We now have 120 Chapter members from all fields and levels of nursing in the UK and Ireland <p>Australia / New Zealand</p> <p>Seven members met via Zoom, five with apologies. Several members had registered for the conference with the cheaper rate. The chapter members submitted a range of abstracts and we were looking forward to the conference. The main members of the chapter have been accepted for a workshop which is very exciting. Lindsay Smith is accepted for an expert lecture. Project "Nurses attitudes toward the importance of families and perceived outcomes of family involvement in nursing care study.' lead by Lindsay and Cherry have developed a survey and will apply for an IFNA project grant and ethics. The surveys will be sent online via established nursing groups. The audit of bachelor of nursing courses across Aus/NZ to identify the content of family nursing within courses is progressing led by Elisabeth and Natalie. Lisa suggested a draft of background be written to bring the chapter into the understanding of this project.</p> <p>The chapter now has a presence on Facebook and LinkedIn to allow clinicians to see the work and benefit of being a member of the IFNA. There was discussion about who was interested in being on the board.</p>

Agenda Topic:	Student Engagement Update
Discussion:	Wendi Smith reported on the positive meeting with new graduate students present. The web page with meeting dates has been viewed as positive. Students working with IFNA Communication Committee is greatly appreciated. Students requested a list of postdoctoral opportunities through IFNA network. The listserv was proposed as an option.

Agenda Topic:	IFN Foundation (Sonja Meiers / Veronica Swallow)
Discussion:	<p>At the end of 2020 the Foundation launched the Honor Families and Family Nurse Program. There was a nominal amount donated in November/December, and all donations were made by IFNF Board members.</p> <p>The IFN Foundation will once again offer Student Scholarship Awards to attend the IFNC15. Call for applications is due to be released in the next week.</p> <p>Ideas for additional outreach – request input from the IFNA Board.</p> <p>Background: In discussing a call for applications from Johnson & Johnson, it was identified while there was an opportunity there the challenge is that it is focused on individuals applying rather than an organization. It was also noted that this seems to be a common problem. The strength in the foundation developing an application would be to take an innovative project that was developed in 1 country or region and expand it into other countries given the depth of the membership.</p> <p>Need and Ask:</p>

	<p>In order to be competitive in grant proposals, we need evidence of accomplishments for the organization, real things that changed families in the world to establish our track record. The need exists to better understand the work activities/projects of our membership including the outcomes.</p> <p>IFN Foundation posed questions about developing a survey for the membership related to research and practice which could help Foundation target strategically where to put efforts. IFN questioned whether a data base could be developed for the membership.</p> <p>Board suggested IFN Foundation contact Chairs of Education, Research, and Practice Committee to ask them for accomplishments from their committees and members within the committee that are notable. Another idea was to investigate the News section of the Website. The BOD could see value in know the focus on the grant request.</p>
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Committee Reports

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	Specific work to begin. Veronica will contact the committee.

Agenda Topic:	Bylaws Committee (Jane Lassetter)
Update	Proposed changes from the Committee reviewed at this meeting.

Agenda Topic:	Communications Committee (Junko Honda)
Update	Next meeting is January 21, 2021

Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>Conference Registration opened, thus far 54 attendees. We had great response to our two “flash” sales for reduced registration fees in December, and early January.</p> <p>The majority of abstract notifications have been sent. There are several that were provided an opportunity to rework their abstract and resubmit for further consideration.</p> <p>Keynotes will be promoted in the coming weeks on the website, and via social media.</p> <ul style="list-style-type: none"> • <i>confirming</i> that we will put out a call for "late Breaking Abstracts" in February • Communications Committee to attend CPC in Jan. and Membership and Awards Com. reps to be invited the following month. • Encouraged BOD committee liaisons to check with their committees re: Do they want time to meet during the conference even though it is virtually? We need their input to firm up the schedule. • Sarah Neill is doing a great job of coordinating the Country Liaisons in anticipation of the call for late breaking abstracts to encourage registrations even from non-presenters

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Meeting is next week.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	<p>Membership Committee for January was cancelled. Rescheduled for late February.</p> <p>328 Active Members 11 New members in December 2020 36 Countries represented</p>

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Call for nominations will be distributed within the next week. Committee met on Friday 8th January. - All members of the committee agreed to promote IFNA elections and seek potential nominations in identified networks - A poll of availability to attend an online session promoting elections, position responsibilities and benefits etc of elected committee work undertaken. Date yet to be finalized. Board members invited to participate in poll and online session.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	<p>In December the IFNA Practice Committee meeting was not held as they did not make quorum: only 3 members. The plan is to send the invitation to January's meeting soon. The planned schedule of meetings for the year has been drawn up.</p> <ul style="list-style-type: none"> • Still having difficulties getting members to meet due to time differences – need to check with other committees how they are handling this • Colleagues are very busy currently – Covid/new job • Suggestions of ways to increase attendance of IFNA PC meetings to be investigated

Agenda Topic:	Research Committee (Veronica Lambert)
Update	No meeting held in December.

Agenda Topic:	Process Meeting: What went well? What can we improve upon?
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Next Meeting

February 11, 2021 8:00am – 10:00am EST