

<b>IFNA</b> <b>Board of Directors</b> <b>Meeting Minutes</b> <b>February 11, 2021</b> <b>8:00a – 10:00am EST</b>	
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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, Jane Lassetter, Sonja Meiers, Lindsay Smith, Sandra Eggenberger, June Horowitz, Petra Brysiewicz, Veronica Lambert Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Junko Honda, Cristina Garcia-Vivar, Veronica Swallow
Guests:	
Minutes compiled	Sandra Eggenberger

Agenda Topic:	<b>Welcome / Announcements</b> <b>Board Engagement (S. Meiers)</b>
Announcements	National Nursing Research Roundtable is free to stream on March 4 <sup>th</sup> and 5 <sup>th</sup> . Lori Gottlieb is a speaker and IFNA has three registrants who will attend and can ask question but others can view at no charge. Several IFNA Board members plan to attend. The registration email is out to membership and registration is open!

Agenda Topic:	<b>Approval of prior minutes (S. Meiers)</b>
Motion to Approve	January Board meeting minutes reviewed. Kathy Knafel moved to approve, seconded by Petra Brysiewicz. Motion carried.

Agenda Topic:	<b>Financial Board Report (Kathy Knafel)</b>
	<p>IFNA is starting the year headed in a positive direction financially. As of January 31, 2021 our total assets were 79,066, about 10K more than our total assets at the beginning of 2020 and almost 20K more than total assets at the end of December 2020. In January, our income (26K) exceeded our expenses (7.5K) by about 18.5K which is also positive.</p> <p>This positive financial picture is a function of conference income, including 19K in conference registrations and 1.5K additional sponsorship income in January. We generated an additional 5.3K in membership dues in January.</p> <p>Conference expenses have been limited to date and include \$765 owed to PayPal and \$600 to Oxford Abstracts, our online submission platform. Our monthly fee to KME is \$5500.</p> <p>Additional Financial Information communicated from KME: Clarification of the PayPal screen option to Pay with Debit or Credit Card</p>

Agenda Topic:	<b>Global Initiatives – Update (Ad Hoc Committee)</b>
Discussion:	4 submissions for the Global Initiative – a collaboration between IFNA and Taylor Nursing Institute at Minnesota State University, Mankato, USA. Applications are be reviewed by Ad Hoc Committee. Notifications will be sent by March 1 <sup>st</sup> . There was an array of proposals

	and a good rubric, so the process seems to be effective.
Follow up:	Decisions will be brought to Executive Committee prior to announcement
Person Responsible:	Debbie Zaparoni will assist with executive committee decisions and then working with communications Committee to announce the funded projects.

Agenda Topic:	<b>Virtual Social Gathering</b>
Discussion:	<p>Planning for a virtual social gathering March 16 / 17<sup>th</sup> is underway. Notification to be sent the week of 2/8. Gathering is free and is not limited to IFNA members.</p> <p>Ideas were generated about an informal social event in February to invite IFNA members, particularly abstract submitters to join an event on Airmeet, the platform to be used for virtual conference. This would help prepare conference attendees for platform</p>
Follow up:	KME will plan and notify members of gathering.
Person Responsible:	

Agenda Topic:	<b>Proposed / Revised Bylaw Changes (Jane Lassetter)</b>
Discussion:	<p>Bylaw changes were reviewed. Both members and Board have now submitted suggestions for bylaws. Bylaws committee reviewed and made changes.</p> <p>Sandra Eggenberger moved to approve bylaw changes as presented. Petra Brysiewicz, seconded. Lindsay Smith questioned if a change was needed to allow elected positions to move from positions which would put people over the year maximum to be on the board. Then, there may be some instances when the year limits need exceptions. Since exception statement exists, no changes to the document would be made. Motion carried.</p>
Follow up:	Debbie will send out to membership for an electronic vote due in one month. In the vote there will be a reminder about the process; bylaws have been reviewed by members and board and changes made.

Agenda Topic:	<b>Biennial Business Meeting Structure (Virtually) (S. Meiers)</b>
Discussion	Discussed various options to identify a time/place for business meeting that are usually held at the conference. Suggestions were made to hold business after or before pre-conferences, at the conference, or separately. The Conference planning committee will review the overall schedule and make decision about where it fits in the schedule. Prerecorded reports from committee chairs will be part of the business meeting.
Follow up:	Conference planning committee will make the decision after reviewing conference schedule and options.

Agenda Topic:	<b>Invitation to NINR (S. Meiers)</b>
Discussion	<p>Kim Mooney Doyle, Cynthia Danford and Helen Moriarty are representing IFNA at this meeting.</p> <p><a href="https://www.ninr.nih.gov/newsandinformation/events/ninrr2021?utm_campaign=newsandnotes&amp;utm_medium=email&amp;utm_source=govdelivery">https://www.ninr.nih.gov/newsandinformation/events/ninrr2021?utm_campaign=newsandnotes&amp;utm_medium=email&amp;utm_source=govdelivery</a></p>

Agenda Topic:	<b>Offering a reduced rate for Chapter members</b>
Discussion	<p>In context of current proposed chapter membership rates, the Board needed to explore past actions related to JARFN discounted membership. Debbie explored documents. Findings include:</p> <ul style="list-style-type: none"> <li>A note exists from a Joint meeting of the IFNA and JARFN Board members (June 2011 following IFNC in Kyoto). <i>In total there are 1450 JARFN members. Membership is 9000yen/yr, about \$100. MM suggested automatic membership or discount for JARFN members to join IFNA, perhaps as Associate Members. KC suggested that maybe materials on the IFNA website could be translated to be accessible to Japanese members. Also, perhaps translated messages could be</i></li> </ul>

	<p><i>sent to JARFN members. NH suggests a Japanese language website and informs that JARFN has an English language website. MM suggests that Korea may be a good target for recruitment through a Korean language website.</i></p> <ul style="list-style-type: none"> <li>• During an IFNA August Board meeting, Naohiro again suggested a discounted rate. Subsequently, a JARFN newsletter in October 2011 promotes the discounted membership rate for JARFN members.</li> </ul> <p>Board continued discussion from January and whether to consider a reduced rate for IFNA Chapter members either for a time-limited period or perhaps promoting a reduced rate to join for the first year. Ideas were proposed:</p> <ul style="list-style-type: none"> <li>• Lindsey Smith suggested that if the chapters pay a full membership fee to IFNA, but then IFNA will refund back to the individual 10% of those fees back to the chapters. These funds will allow the local chapters to have funds for local initiatives. Beth agreed that it was feasible, but with the funds staying with IFNA there would be the issue of transferring money across different currencies.</li> <li>• There is a need to connect with chapter members who have an interest, but not yet joining IFNA.</li> <li>• Veronica suggested that there be a discount for a limited amount of time or what kinds of benefits like webinars can be offered to members. The UK/Ireland chapter is going to discuss at an upcoming meeting.</li> <li>• Petra thought a discounted rate for the chapter members for the first year so it does not become an administrative nightmare.</li> <li>•</li> </ul> <p>Kathy Knafel moved that the discounted rate for chapter members would be charged a membership rate of \$75 for the first two years (which matches the JARFN rate). Jane Lassetter seconded. The word partner could be added to the motion and questioned whether this covers JARFN. Lindsay motioned to table until a discussion with JARFN to see if they would be interested in becoming a chapter instead of the partnership that currently exists. In light of Junko Honda not being present and discussion with JARFN is needed the motion is tabled. Motion Tabled.</p>
	Agenda item tabled to next meeting for further discussion.

Agenda Topic:	<b>Chapter Updates</b>
Discussion	<p>UK and Ireland Chapter</p> <ul style="list-style-type: none"> <li>• A blog has been developed <b>The health of the planet and the implications for family nurses</b> by Chapter Executive members Diana Greenfield and Veronica Swallow, with a supporting statement from Sonja Meiers. This draws on a recent landmark ruling about a little girl in the UK who died from asthma and is linked to the IFNA Position Statement on Planetary Health. The Sheffield Hallam University, UK, Press Office plan to send it out to some health sector publications, including the Nursing Standard and Nursing Times and will upload it onto the SHU News Hub and share via our own channels. <a href="https://www.nursingtimes.net/opinion/all-nurses-should-understand-the-principles-of-planetary-health-08-02-2021/">https://www.nursingtimes.net/opinion/all-nurses-should-understand-the-principles-of-planetary-health-08-02-2021/</a></li> <li>• Discussions have taken place between the Chapter Executive (Simon Stones on our behalf), Janice Bell and Joel Anderson regarding communications for the UK&amp;I Chapter and how to best align with IFNA. It was a productive call, and another call is planned on Tuesday 16<sup>th</sup> March</li> <li>• Next meeting of Chapter Executive 15<sup>th</sup> February where our discussion will include allocation of leadership roles for the Chapter: Newsletters, Blogs, Membership, Content creation for our web site, Social media</li> </ul>

Agenda Topic:	<b>Student Engagement Update</b>
Discussion:	Student engagement group is currently having a meeting at the same time as this board

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<b>Agenda Topic:</b>	<b>IFN Foundation (Sonja Meiers)</b>
<b>Discussion:</b>	<p>Proposed IFNA Membership Accomplishments and Outcomes Survey distributed to the board with the plans to send to all IFNA membership.</p> <p>Sonja Meiers , Veronica and Barbara have put together a document reflecting the accomplishments of IFNA (a global map) that will be used for grant applications and to share at the conference. Kathy wondered if it should state “tell us one or two things you are most proud of” rather than “over the last 3 years”. How do we best tell the “story” of IFNA? Lindsay suggested that perhaps the “next 3 years” question would make people hesitant about intellectual property issues, suggested that it be changed to “dreams for the future”. Kathy Knafel and Petra Brysiewicz will do content analysis of the survey results.</p> <p>Summary from the minutes of the foundation follows:</p> <ul style="list-style-type: none"> <li>• To date, 14 student scholarship applications have been received. Deadline is February 15<sup>th</sup></li> <li>• Approved processing of the \$1000 IFNC15. Student scholarship monies will be processed at a later time, once the number of scholarships awarded is determined.</li> <li>• Discussion of developing a database of IFNA member’s accomplishments, expertise and research and projects. Sonja Meiers and Barbara Habermann drafted the survey for board review.</li> <li>• Legacy Giving information distributed by Kit Chesla and Donna Curry. Needs finalized</li> <li>• Anticipate a review the IFNF webpage and make necessary changes.</li> <li>• IFNF Brochure, change format to a download PDF, instead of a trifold pamphlet more suitable for mailing, or in person distribution.</li> </ul>
	Sonja Meiers will revise the survey based on suggestions from the Board.

#### Committee Reports

<b>Agenda Topic:</b>	<b>Awards Committee (Veronica Swallow)</b>
<b>Update</b>	Veronica Swallow and Norma Krumwiede have a plan. A call will go out March 1 <sup>st</sup> and Debbie Zaparoni will update forms and website. Conference planning committee will be updated on March 23 <sup>rd</sup> .

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

<b>Agenda Topic:</b>	<b>Communications Committee (Junko Honda)</b>
<b>Update</b>	<p>1. The IFNA Communications Committee continues to proactively recruit and post all IFNC15 updates, IFNA announcements, and IFNA member profiles, including additions to the newly created IFNA Student Engagement Group page. All of the IFNA news posted to the IFNA website is then shared on the IFNA social media channels including Twitter and IFNA LinkedIn. We also assisted the launch of the new IFNA UK/Ireland chapter website in November 2020 by retweeting their content and are seeking more opportunities to enhance collaboration with this IFNA chapter website.</p> <p>2. Since October 15, 2020, there were approximately 180 unique posts to IFNA Twitter and IFNA LinkedIn that featured IFNC15 news, IFNA news, IFNA Position Statements, and IFNA member profiles. We invite all members of the IFNA BOD to become more active on Twitter and LinkedIn in order to retweet and extend the reach of IFNA news through your own social media channels.</p>

	<p>3. New resources continue to be added to these current IFNA website pages:</p> <p>a) COVID-19: Family Nursing Resources: <a href="https://internationalfamilynursing.org/association-information/covid-19-family-nursing-resources/">https://internationalfamilynursing.org/association-information/covid-19-family-nursing-resources/</a></p> <p>b) Racism and Family Health: <a href="https://internationalfamilynursing.org/racism-and-family-health/">https://internationalfamilynursing.org/racism-and-family-health/</a></p> <p>4. The 2020 IFNA Reach Statistics Report is available on the IFNA website. IFNA reach during COVID has continued to be robust: <a href="https://internationalfamilynursing.org/2021/01/20/international-family-nursing-association-ifna-reach-statistics-2020/">https://internationalfamilynursing.org/2021/01/20/international-family-nursing-association-ifna-reach-statistics-2020/</a>.</p> <p>5. Co-chairs of the IFNA Communications Committee met with co-chairs of the Resource Advancement Committee on October 29, 2020 and also met with the IFNC15 Conference Planning Committee on January 26, 2021 to discuss ways to enhance IFNC15 conference news and reach.</p> <p>6. An IFNA special funding proposal was developed and submitted on January 29, 2021 to update the functioning of IFNA website (last website redesign occurred in 2013; implementation of responsive design [to ensure access by all devices] occurred in 2017).</p>
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Agenda Topic:	<b>Conference Planning Committee (June Horowitz / Veronica Swallow)</b>
Update	<ul style="list-style-type: none"> <li>• It will be very important for people to pay attention to presentation /abstract submissions as we need time to develop a quality conference and are making plans for how to give instructions for preparation of presentations and posters.</li> <li>• CPC Co-chairs met with ISONG Conference Chair, Michael Groves, to discuss recent conference experience. <ul style="list-style-type: none"> <li>○ Overall positive feedback.</li> <li>○ Appointments scheduled for uploading of presentations. Airmeet did the recordings.</li> <li>○ Speakers were present while pre-recorded presentations were broadcast. Speaker able to answer questions in live time.</li> <li>○ "Rooms" worked very well for "speed dating" type sessions.</li> <li>○ KME did a lot of work behind the scenes.</li> <li>○ Trying to manage 16-time zones was challenging!</li> </ul> </li> <li>• Communication committee will be promoting the conference</li> <li>• Late breaking submission call is out, hoping to increase numbers</li> </ul>

Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	<p>Education Committee:</p> <ul style="list-style-type: none"> <li>• Subcommittees are meeting now meeting regularly</li> <li>• The Simulation subcommittee put out a call for new resources and new bibliographies to update the IFNA web site.</li> <li>• Discussion to promote Family care communication rubric and having the rubric being translating in Portuguese</li> <li>• Discussion of rescheduling webinar. Hoping to reschedule the webinar in 2021.</li> <li>• Position statement subcommittee is working with Practice committee to develop strategy and process for tracking dissemination of IFNA position statements.</li> <li>• Family Nursing Education Resources Subcommittee is working on a process for approval of resources.</li> </ul>

Agenda Topic:	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	<p>Membership Committee for January was cancelled, next meeting February 22<sup>nd</sup>.</p> <p>357 Active Members (328 Last Month)  38 New members January 2021 (11 in December)  36 Countries represented</p> <p>Sandra Eggenberger encouraged the membership committee be alerted to the items in the strategic plan related to membership.</p>
	Sonja Meiers and Debbie Zaporoni will meet with Cristina Garcia-Vivar as membership liaison.

Agenda Topic:	<b>Nominating Committee (Lindsay Smith)</b>
Update	<ol style="list-style-type: none"> <li>1. Met Friday, 8<sup>th</sup> January 2021.</li> <li>2. the IFNA Nominating Committee Webinar for Tuesday, 16<sup>th</sup> February at 7 am EST. This included an invitation to the current board members to participate in the webinar to share experiences of participation on the board.</li> <li>3. Nominations actively sort through numerous Committee members associations including: <ol style="list-style-type: none"> <li>a. JARFN including the invitation to the Nominating Committee webinar extended to all JARFN members with support for language translation managed by Mari Ikeda and Junko Honda</li> <li>b. Email contact to all current elected members whose term is ending re intentions to re-nominate managed by Chair Karin Brochstedt Dieperink</li> <li>c. All other Nominating Committee members have identified significant contacts to encourage either personal nomination and/or circulation and encouragement for nominations from across their group e.g. IFNA Chapters, regional professional nursing organisation.</li> </ol> </li> </ol>

Agenda Topic:	<b>Practice Committee (P. Brysiewicz)</b>
Update	<p><b>27 January 2021</b></p> <p>Discussion re updates from committee members  Discussion re difficulties with scheduling a suitable time  Proposal for Global Initiative Call – discussion held and will be applying from the committee re a project looking at reflections of family nurses globally - to supplement the digital stories (whole committee involved)  Year of the Nurse and Midwife video/podcast (digital stories) – 3 completed in 3 different languages – encouraged others. Aiming at 5 to then send to Glen Taylor Institute.  IFNA position statement dissemination project: Documenting the use of practice guidelines – update and way forward with the project was presented. Abstracts accepted for IFNA conference (oral and poster). Discussion re continuing to move forward with the project. To discuss further with Education Committee.  Will decide next meeting if committee wants to schedule time for a meeting during the virtual conference</p> <p>Goal is to be able to show or announce the stories at the gathering in March.</p>

Agenda Topic:	<b>Resource Advancement Committee (Kathy Knaf)</b>
Discussion:	<p><b>Meeting Date:</b> 2/2/21</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><b>Review of Donations – Received and Commitments:</b> The RAC has generated \$49,574 in sponsorship commitments (\$23K received). Members reported they are aware of likely other sponsorship commitments, though the amount was unknown. RAC plans to launch a new fund raising initiative aimed at generating donations from individuals – the Pot-of-Gold Challenge. Collectively RAC members will set a challenge goal through contributions (e.g. \$2500; only an example not a set target) and then challenge IFNA members to match the challenge through contributions. All contributions from RAC and IFNA members will be anonymous, and all contribution amounts are welcomed. The challenge concept shows commitment of RAC members to contribute to sponsorship, with the intent this will reflect outward to IFNA members who will want to meet the challenge. The Pot-of-Gold also reflects an Irish feel the RAC has sought to maintain in its fund raising efforts.</p> <p><b>Update on Health Research Board (HRB) Application:</b> At the request of the HRB, Veronica Lambert submitted a revised budget of €96,562 (about 100K). The revised budget includes the penalty fee for canceling the Clayton Hotel contract when the BOD decided to transition to an online conference. Veronica will follow-up as needed with the HRB.</p> <p><b>Dublin Local Planning Committee:</b> Veronica Lambert reported that the local group has met to discuss plans for promoting the conference, including generating late breaking abstracts. She has drafted letters/emails that were circulated to University (n=6, excluding DCU) Deans/Heads of Schools of Nursing/Midwifery and to the Heads of Nursing in Institutes of Technology (n=6) that deliver nurse education. The group continues to develop and pursue ideas for generating conference support from various Dublin-based health-related organizations. Veronica Swallow is working with the Research Convener of her School of Nursing to strategize about generating late breaking abstracts and the possibility of supporting conference registrations for faculty and students.</p> <p><b>Promoting the Conference:</b> In consultation with Communication Committee co-chairs Janice Bell and Joel Anderson, RAC developed an Infographic of “reasons” to support IFNC15. Linda Young worked with a graphic designer at her university to develop the infographic and there was no cost to IFNA. Following discussion at the most recent CPC meeting, RAC members decided to modify the infographic from “reasons to support IFNC15” to focus on “reasons to register”. The roll-out of the Pot-of-Gold Challenge will begin in February with solicitation from RAC members and continue March through the conference with general solicitation of the IFNA membership.</p>

Agenda Topic:	<b>Research Committee (Veronica Lambert)</b>
Update	<p>The work of the sub-committee’s ongoing. Dyadic cluster has abstract accepted for IFNC15 on their mapping of dyadic theory, methods and concepts, and there will also be a pre-conference workshop on dyadic methods. Mentorship work is ongoing with connections with the communications committee to operate this through member profiles on website. Update from communications committee promoting student engagement webpage, requests for specific content from research committee to promote IFNC15, promoting pre-conference workshops, planetary health abstract accepted for IFNC15, launch of UK-Ireland chapter website. International research collaboration group met with member updates and discussed approach on how going to move forward, specific piece of work from paediatric cluster around review of fathers experiences of caring for a child with chronic illness. Family research ethics continues to update bibliography work.</p> <p>On foot of previous research committee meeting where members reviewed the research pages on the IFNA website, discussion took place around who makes changes to the IFNA webpages and what the process is for making changes. Co-chairs of communications committee attend to website changes however what is feasible to do depends on the extent of changes required, and some changes proposed could have a knock on effect on other</p>

	<p>website tabs. Substantial changes would require additional funding. Outcome of discussion was for research committee to draw up 'ideal' list of recommended changes (with items prioritised) and liaise with communications committee who would review and see what was feasible and/or not feasible to change etc. Also discussed access and intellectual property in terms of what is behind the pay wall and what is openly accessible to everyone visiting the website and how people attribute credit to work. Potential opportunity here for a teachable moment here in 'how to cite' work such as power point presentations etc. and happy to share but work should be cited in the following way.</p> <p>Discussion took place about whether the research committee would like a space to meet at IFNC15. The committee will think more about this but there was a sense that an open meeting/gathering might be of value in attracting new membership to the committee and as forum to showcase the committee's work.</p>
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Agenda Topic:	<p><b>Process Meeting:</b> What went well? Petra commented that the meeting was productive and efficient. What can we improve upon? No suggestions.</p>
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**Next Meeting**

March 11, 2021 8:00am – 10:00am EST