

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

Agenda Topic:	Welcome / Announcements/ Board Engagement
Announcements /	

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	Kathy Knafl moved to approve the March minutes. June Horowitz seconded. Approved.

Agenda Topic:	<p>Financial Board Report (Kathy Knafl)</p> <p>Our upward financial trajectory continues. As of March 31, 2021 our total assets were \$123,510 about 31K more than at the end last month. In March, our income (\$40,050) exceeded our expenses (\$8,728) by \$31,321. We are continuing to trend in the right direction!</p> <p>This positive financial picture is a function of conference income, including \$48,950 in conference registrations, with almost \$22,000 in conference registrations during March. Clearly lots of people took advantage of the Early Bird Special. We have received \$12,550 in conference sponsorship income, with \$39,500 more pledged. In addition, \$5,280 has been contributed to the Pot-of-Gold Challenge. We generated \$6,650 in membership dues in March (\$18,765) for the year).</p> <p>Conference expenses to date total \$2,600, with most of that (\$2,008) owed to PayPal. In addition to our monthly fee to KME (\$5,500), On 4/1 we received the first of four invoices (\$8,915 each) to cover KME production costs for IFNC15. The conference budget on which these fees are based had received prior approval from the BOD Executive Committee.</p>
Action:	KME prepared a refined conference budget based on virtual format and need to continue an ongoing monitoring of conference budget and expenses. Appreciation expressed to KME for continuous monitoring. Kathy Knafl will review carefully and report at May meeting.

Agenda Topic:	Candidates for Board and Nominating Committee Elections A strong slate of candidates was presented to Board from Nominating Committee.
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Discussion:	President Elect – 1 Candidate Treasurer – 1 Candidate Directors – 8 potential for 3 positions Nominating Committee - 4 potential for 2 positions.
Follow up:	Board recognized the time and hard work of nominating committee to create a strong list of candidates. Board discussed the eligibility criteria and candidates. Lindsay Smith moved to accept all nominees, waiving the 2-year consecutive prior membership considering interpretation, extenuating circumstances, and perception of requirements related to consecutive years of membership. Kathy Knafl seconded motion. Motion carried. Lindsay Smith moved to request the bylaw committee review the stipulation of two-year membership criteria in light of these interpretations. Kathy Knafl seconded. Motion carried.
Person Responsible:	KME will prepare final slate of candidates. KME will notify bylaws chair of need to review eligibility criteria for clarity.

Agenda Topic:	Meeting with the International Society of Psychiatric-Mental Health Nurses
Discussion:	A productive virtual meeting was held on 15 th March between Sonja Meiers, Kathy Knafl, Veronica Swallow, and Professor Steven Pryjmachuk (member and former President of ISPN https://ispn.memberclicks.net/login#/login) to discuss ISPN's goal of promoting ISPN in and ultimately increasing their membership from countries outside of the USA. We explored and discussed some of the successful strategies used by IFNA over the years to build a truly international membership and Steven is taking these ideas back to the ISPN Board for future discussion. IFNA invited Steven to promote IFNC15, the UK and Ireland Chapter and IFNA membership with his ISPN leadership colleagues and their wider membership. Anticipate future productive and mutually beneficial collaborations with ISPN.
Follow up:	Board recognized the opportunity for continued collaboration.

Agenda Topic:	Networking Event – Committee Focus
Discussion:	Planning another networking event for May 11 th and 12 th for F. Nightingale's Birthday. Tables for the networking event will focus on Committee recruitment/engagement. Kathy Knafl suggested the Pot of Gold challenge be integrated into the event. Suggestions included: During the communication, a chat focused on Pot of Gold Challenge could be noted. Susan Sullivan-Bolyai could be invited to the events since Pot of Gold was her original idea.
Follow up:	Board asked KME to distribute invitation to event as soon as possible. Board thanks KME for making this event possible.

Agenda Topic:	Chapter / Collaborative Agreement Updates
Discussion	Chapter Member rate is now available. Website will be updated to reflect this. Australia / New Zealand <ul style="list-style-type: none"> • Chapter Newsletter Link - Go to this Sway • We are working on developing a great workshop for the conference. • The family nurse Aus/NZ survey has a proposal written and ethics submitted to Griffith University and preparation for ethics in NZ. • The scoping review of BN course which include a family focus is progressing slowly but steadily. • The chapter is working well together, the Facebook and LinkedIn media links are working well. I am still unsure of how to get a twitter account separate from my work one. • There is great anticipation for the conference with several members presenting.

- the newsletter is well received and provides an opportunity to share resources.

UK and Ireland

- An IFNA UK&I Chapter Twitter chat (in collaboration with IFNA Communication Committee) **Planetary Health Tweet Chat for Earth Day 2021** is scheduled <https://ifnaukandireland.org/tweet-chat-planetary-health/> **Thursday April 22nd, 2021, from 19:30 – 20:30 BST (14:30 – 15:30 EDT)**. As part of our celebrations for Earth Day 2021, we are keen to emphasise the global message of *Restore our Earth™*, while discussing the important link between our planet and the health and wellbeing of individuals and families around the world. This builds upon a blog published in the Nursing Times by two of our chapter executive members, Diana Greenfield and Veronica Swallow. During the tweet chat, which you can access on Twitter using the hashtag [#IFNAUKIreland](https://twitter.com/IFNAUKIreland), we will discuss a variety of different topics and concepts related to planetary health and family health. Everyone is invited to join, regardless of whether you are a healthcare professional or not, a Chapter or IFNA member or not. This is a topic which is relevant to every single member of society.
- The next meeting of the Chapter Executive meeting is on 19th April.
- The leaders of the newly formed UK&I Chapter Executive working groups: Membership, Webinars, Newsletters, Twitter chats and feeds, Blogs and Strategy have received training on working within the Chapter website, Mailchimp Platform etc and are developing a calendar of events for the forthcoming year that will be posted on the website <https://ifnaukandireland.org/>
- a meeting took place on March 16th, 2021 between Veronica Lambert, Veronica Swallow, Simon Stones, Janice Bell and Joel Anderson to discuss potential connections between the Chapter and the IFNA Communications Committee. Discussion included:
 - Joel and Janice look forward to collaborating with us as we prepare to host the Twitter Chat on Planetary Health on April 22, 2021, they have committed to being actively involved in promoting and participating in this, they will provide an update about the plans for the Twitter Chat at the IFNA Communications Committee meeting on Thursday, March 18, 2021.
 - The Chapter has agreed to discuss the following suggestion by Janice and Joel at the next Chapter Executive meeting: adding this statement (screenshot below) to the bottom of the homepage of the IFNA UK/Ireland chapter website:

We are partnered with the International Family Nursing Association (IFNA)

We became the first local chapter of the International Family Nursing Association (IFNA) in 2017. IFNA embraces a compassionate family focus on health, social justice, human dignity and respect for all, as shown by the [core values, vision, and mission of IFNA](https://internationalfamilynursing.org/). You can find out more about our partner organisation by visiting their [website](https://internationalfamilynursing.org/).

- To make a space on the UK&I Chapter website to feature: (i) the Core Values, Mission and Vision of IFNA. These are highlighted at the top of the IFNA homepage: https://internationalfamilynursing.org and (ii) a link to the IFNA UK/Ireland Website about the IFNA President's Statement about Racism and Family Health.
- Joel and Janice will make a greater effort to cross post news and resources from your IFNA UK/Ireland Chapter website.
- Dr Helen Kerr, Senior Lecturer (Education) and pathway lead for specialist practice in oncology at Queen's University Belfast has agreed to join the Chapter Executive and will attend her first meeting in May 2021. Helen has expertise in oncology and palliative care nursing and in interventions to improve services for young adults with life-limiting conditions. We look forward to working with Helen and exploring ways of increasing Chapter and IFNA members from Northern Ireland
- Chapter membership is now 144 – our membership will soon be encouraged to apply for the two-year pilot for reduced IFNA membership
- Several members are presenting at IFNC15
- In relation to IFNC15 sponsorship the contract between Dublin City University and the

	<p>Health Research Board to support IFNC15 has been signed (with some special conditions noted) and can now be advertised/HRB logo used etc. Total budget awarded 10,000Euro.</p> <ul style="list-style-type: none"> Several members have published family relevant manuscripts recently <p>Japan JARFN (Japan Association for Research in Family Nursing) Junko Honda reported on a discussion with leaders of JARFN about ways to establish relationship with IFNA, such as chapter or collaboration agreement. Since there is no established agreement at this time the leadership of JARFN will consider a collaboration agreement.</p>
Follow Up:	Board expressed support for all the chapter and collaborative work.
Actions	KME will send a personalized template of collaboration agreement for JARFN leadership to review and consider.

Agenda Topic:	Student Engagement Update
Discussion:	Wendi Smith reported an engaged student group progressing from primarily to PhD students to DNP and graduate students. Furthermore, Sandra Eggenberger requested further consideration for ways to engage undergraduate students. Lindsay Smith suggested the student group could engage undergraduate students since they share interests in research and would also appreciate the mentoring in a student group. Wendi will take these ideas back to the student group, in light of the need to also streamline students' workload.

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	Foundation cancelled for April, next meeting is May 3 rd .

0851 – 0955 – Committee Reports

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	<p>Nominations received.</p> <p>3 Rising Star</p> <p>3 Excellence in Family Nursing</p> <p>1 Innovative Contribution</p> <p>Veronica Swallow (board liaison) has connected with chair of Awards Committee, Norma Krumwiede chair. Veronica Swallow will continue to offer support. Awards committee continues to need a co-chair.</p>

Agenda Topic:	Bylaws Committee (Jane Lassetter)
Update	The By-laws Committee members were fine with the changes recommended by the IFNA Board.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>IFNC15 Social Media Toolkit has been shared with all IFNC15 country liaisons and Country coordinator liaisons via email (March 7).</p> <p>Pot of Gold fundraising initiative for IFNC15 is being shared through the IFNA social media channels.</p> <p>Call for IFNA 2021 Awards was revised and the deadline for nominations (April 2, 2021) is being shared through all of the IFNA Social Media Discussing collaboration of communication between IFNA UK/Ireland Chapter website and IFNA's.</p> <p>Continuing recruitment of IFNA member news</p> <p>Citation data to IFNA Position Statements has been collated and updated:</p> <ul style="list-style-type: none"> Position Statement on Pre-Licensure Education: 18 Position Statement on Graduate Education: 8 Position Statement on Generalist Practice: 74 Position Statement on Advanced Practice: 49 Position Statement on Planetary Health and Family Health: 2 <p>IFNA reach statistics</p> <p>Previous month stats compared to 2020 (Feb 17-March 17) - all increased year over last, users, new users, sessions and page views Comparing to 2019: also improved, more new users, new visitors to the site.</p>

Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>Registration is at 267, comparatively we had 114 at approximately the same proximity to the conference in 2019.</p> <p>Guidelines / Instructions have been sent out to Pre-conference Workshops, Podium/Oral, Poster, Keynotes, Expert Lecturers and Panelist.</p> <p>Cindy Danford, Kim Mooney-Doyle and Debbie continue to create the concurrent sessions for the program.</p>
Discussion	An exciting and solid program being developed. CPC meeting twice monthly. Time schedules are being developed. Board is hopeful the members recognize the time zone differences of a global conference presents unique opportunities and challenges with session times throughout a 24 hour time period. Sandra Eggenberger reported that members appear to be understanding of the time slot issues and grateful for the work to plan and implement.

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	A very engaged and growing Education Committee exists. Subcommittees are meeting this month. Report to follow next month.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	<p>Focus on areas where we have a few members, no members at all and retention of all members</p> <ul style="list-style-type: none"> o Discussed possible outreach strategies in above areas. <p>Members who have not renewed receive several letters encouraging them to renew.</p> <ul style="list-style-type: none"> o Discussed reviewing new members letters to help with retention. o Debbie provided a list of new members and members who have not renewed. <ul style="list-style-type: none"> o The committee members will divide the list according to practicality. o Committee members will personally reach out to persons who have not renewed or are new members with a revised letter <p>Current Membership is 423 from 39 Countries New members in March 2021 - 34</p>

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Candidates reviewed at this meeting. Board expressed gratefulness to Committee for strong slate of candidates.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	<p>24 March 2021</p> <p>Discussion re updates from committee members present.</p> <p>Update on the digital stories and all members encouraged to view 3 digital stories and send comments to Petra. All present very positive re stories. Encouraged others to record.</p> <p>IFNA Global Family Nursing Initiatives Project: A global shift in understanding family nursing practice – discussion regarding way forward with this project.</p> <p>IFNA position statement dissemination project: Documenting the use of practice guidelines – update and discussion regarding the oral and poster presentations for IFNA conference.</p> <p>Planning done.</p> <p>Business meeting for practice committee at conference – confirmed.</p> <p>Report compiled by Petra Brysiewicz</p>

Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	<p>Meeting Date: 4/6/21</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: The RAC has generated \$52,374 in sponsorship commitments (\$34,050 received). An additional \$5280 has been received through the Pot-of-Gold Challenge. We have received official notification from the Health Research Board (HRB) of Ireland that the revised budget for the conference support grant submitted by Veronica Lambert has been approved. Veronica is working with the Research Office of Dublin City University to activate the grant. Funding to date comes from the following sources:</p> <ul style="list-style-type: none"> ○ Universities - 11 US; 2 UK ○ 3 individuals ○ 1 Foundation (IFNF) ○ 1 Professional organization (JARFN) ○ 1 External Funding (HRB) ○ 1 Publisher (Sage) ○ 1 Anonymous individual donor <p>Local Planning Committee: Veronica Lambert continues to work with the local group she has assembled to encourage support for sponsorship and registration.</p> <p>Outreach to US Schools with IFNC Presenters: There are 31 US schools with faculty/students with accepted abstracts and deans who have not yet committed to sponsorship. The RAC will work with Debbie to send a personalized letter to each of these deans that includes the names of the faculty/students with accepted abstracts. The letter will encourage deans to recognize their faculty/students through IFNC15 sponsorship.</p>

Agenda Topic:	Research Committee (Veronica Lambert)
Update	<p>Research Committee update – meeting dated 03/23/2021</p> <p>Updates from subcommittees presented with working ongoing. Supporting Global Family Nursing Initiative successful applications noted by (i) Communications Committee to update the website which dovetails with the Research Committee ongoing review of the research webpages (ii) International Research Collaboration subcommittee – pediatric cluster (systematic review of fathers' experience in families with a child with a chronic illness). Proposed that next Research Committee will be held using Airmeet to enable committee members become familiar with the platform in advance of IFNC15. The April meeting is the full committee membership meeting. Discussed potential topics and format of the April meeting, for example, table discussions around identifying priorities around various topics such as big data to understand social determinants of health and family nursing, planetary health and family nursing, research agenda that supports diversity, inclusion and equity in family nursing research etc.</p> <p>Discussion on the review of the research webpages of the IFNA website continue in terms of recommended changes related to content, processes, functionality etc. Members to review other organizations for ideas for web tabs for research and feedback to committee at the May meeting.</p> <p>More to come on a proposed Position Statement for Research, processes and procedures on developing position statements being reviewed.</p>

Agenda Topic: 0955 - 1000	<p>Process Meeting:</p> <p>What went well?</p> <p>What can we improve upon?</p>
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Next Meeting

May13, 2021 8:00am – 10:00am EST