

**IFNA Minutes
Board of Directors -
Conference Call
May 13, 2021**

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, Veronica Lambert, Junko Honda, Petra Brysiewicz, Cristina Garcia-Vivar Staff: Debbie Zaparoni, Beth Kassalen
Unable to Attend:	
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement (S. Meiers)
Announcements / Acknowledgements/ Discussion:	Lindsay Smith has been invited by the Premier's Department to sit on the Child and Youth Wellbeing Community Consultative Committee. Janice Bell, IFNA communication committee has tweeted about it and noted in his updated profile. Junko Honda reported that ties to JARFN continue to strengthen for IFNA with an upcoming seminar that is being offered with over 30 attendees.

Agenda Topic:	Approval of prior minutes (S. Meiers) Kathy Knafel moved to approve minutes. Veronica Swallow seconded. Minutes approved.
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Agenda Topic:	Financial Board Report (Kathy Knafel) This positive financial picture is a function of conference income, including registrations (\$80,010) and sponsorship (\$61,624). In addition, we generated \$4970 in membership dues in April (\$23,295 for the year). Conference expenses to date total \$12,772, which includes KME virtual platform production costs (\$8915), PayPal (\$3257), and AV technology (\$600). There will be three more invoices of \$8915 to cover virtual platform production costs. I estimate major expenses for the remainder of the year will total roughly \$70,745 owed to KME for usual contract services and added conference costs. We have ample funds to cover these costs, with carryover funds into 2022, a non-conference year.
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Agenda Topic:	Member Accomplishments Survey
Discussion:	Petra Brysiewicz and Kathy Knafel volunteered to do a content analysis of the member accomplishments survey with 54 participants. The origin of this work was the foundation seeking outcomes of the organization. In some cultures, the term accomplishments is not widely acceptable so perhaps we should use the term "professional contributions".
Follow up:	Petra and Kathy will provide an update and timeline after their upcoming meeting.

Person Responsible:	
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Agenda Topic:	IFN Foundation Bylaws (Review)
Discussion:	Most significant change in bylaws was to remove the Vice President role. Only permanent roles that must exist: chair, treasurer and secretary which is how they have been operating. Plans include reporting out first quarter of each year and this report will occur at the biennium meeting. Jane Lassetter moved to approve the IFN Foundation bylaws. June Horowitz seconded. Motion carried.
Follow up:	
Person Responsible:	

Agenda Topic:	IFNA Committee Leadership
Discussion:	Following the elections there needs to be confirmation from each committee that they will be continuing their leadership and if the liaison from the board will remain the same. Sonja Meiers also wants to reaffirm the role of the liaison to ensure that the committee work is progressing and being supported. Sandra Eggenberger commented that she has seen her role as support and communication, but it could be influenced by relationship with the committee chair. Kathy Knafl has seen her role as a working member of the committee that she is the liaison, but doesn't see that everyone will want to participate in that way. Different committees function differently based on the work that they are charged in doing. Petra Brysiewicz sees the liaison as a committee support, but at the beginning of her role there was some confusion, so it would be good to make it more clear about how the chairs see the liaison and chair responsibilities. Petra would also like to think about how we determine success. Junko Honda felt like that her role was to communicate the intention of the board to the committee and track the work of the committee. Sonja Meiers suggested an organizing meeting to serve as a training or a meeting for the chairs and the liaisons to understand the best way to function together. An email introduction could also be sent when people assume new roles. Kathy Knafl also added that the liaison should remember to bring and concerns from the committee back to the board.
Follow up:	From this discussion we could develop a plan to report at the next meeting.
Person Responsible:	

Agenda Topic:	Family Nursing Digital Stories
Discussion:	<p>There are the 3 final videos that were prepared by Practice committee members and ready for distribution.</p> <p>View here</p> <p><i>When it comes time to post the videos to YouTube, we are thinking that might be the most prime place for linking to the competencies and publication references in the description. The line of thought here is that if the videos are posted to YouTube first with those links in the YouTube description, then the YouTube share link (for Twitter, website, etc) will "carry forward"</i></p> <p>Feedback from the communications committee was well received, but one comment that the videos needed to be more professionally produced and scripted with more direct links to family nursing. Practice committee reported their perception was that the intention of the videos was to capture people in their work settings and remain authentic to an individual. Practice committee thinking was these videos would make it more accessible to encourage</p>

	<p>more people to submit a story.</p> <p>Lindsay Smith commented that he thought they were great, and very friendly and accessible. Kathy Knalf also commented that they were great. Petra will communicate with those making the videos and the practice committee, as this was their project. Veronica Swallow was wondering if there was an option for people to make comments on the videos. Petra explained that there is a system that has been built and along with that is a dissemination plan to monitor the number of people who are viewing and an option to offer feedback.</p> <p>Petra is wondering when the dissemination would take place. Sonja suggested that it be launched at the conference.</p>
Follow up:	The board supports the practice committee initiative and the project in its final form is acceptable. The goal of this project was to show case the work of family nurses from around the world in their own lived experience. The practice committee is hoping that more people will be willing to record more stories.
Person Responsible:	Petra will respond to the communication committee, thanking them for their feedback and explain changes that will be made and ask for help with dissemination at the conference.

Agenda Topic:	Networking Event – Committee Focus
Discussion:	May 11 th and 12 th events for F. Nightingale’s Birthday, Tuesday evening only 12 or 14 joined, and although numbers were small, people seemed to enjoy the connection and become familiar with the Air Meet platform. 40 joined on Wednesday morning and we were able to showcase the speed networking feature. Petra invited some of her colleagues to log on and they were very impressed with the warmth of the individuals they met. Planning another networking event in June and then some technology testing times later in June.
Follow up:	
Person Responsible:	

Agenda Topic:	Chapter Updates
Discussion	<p>UK & Ireland Chapter</p> <ul style="list-style-type: none"> • We are preparing for several presentations at IFNC15 • Our Chapter working groups are planning the schedule for the next year for forthcoming newsletters, webinars, twitter, membership and blogs • Our next meeting is 20th May 2021 <p>Newsflash for UK and Ireland Family Nursing Chapter Members Dear Veronica</p> <p>Your free IFNA - UK and Ireland Chapter membership now entitles you to a ‘one-off, time-limited’ 40% discounted IFNA membership rate.</p> <p>This ‘special offer’ IFNA membership for 2 years, is only £54 or €62 per year (instead of £90 or €104 per year).</p> <p>Click here to join now, and meet 450 like-minded IFNA members from 39 countries. You will need to select membership level 4A) Chapter NEW IFNA Member - \$ 75 (USD).</p> <p>Why should you join IFNA? Benefits include opportunities to:</p> <ul style="list-style-type: none"> • Share your practice, education and research with global colleagues • Join IFNA standing committees and help shape the future of international family nursing • Learn about family nursing across the globe • Get reduced conference registration, starting now with IFNC15 in June and July 2021

	<ul style="list-style-type: none"> • Vote in IFNA elections and serve in elected and appointed IFNA positions • Access international experts in family nursing and family health • Create and exchange theory, research, practice, education and policy about families and the nursing of families • Collaborate, lead, and mentor colleagues globally who share a passion for family-focused approaches to nursing and family health and wellbeing • Participate in international networking and knowledge exchange events (e.g. free webinars) • Join the global family of family nurses • Learn more about the advantages of IFNA membership by clicking here <p>IFNA - UK and Ireland Chapter members joining at this promotional discount rate must be NEW (first time) IFNA members at the international level.</p> <p>We hope you consider this fantastic opportunity to be part of the global effort for making family nursing a reality, through IFNA.</p> <p>Veronica Swallow and Veronica Lambert IFNA - UK and Ireland Chapter Co-Chairs</p> <p>Veronica commented that they will be promoting IFNA membership to their chapter members.</p> <p>AUS / NZ Chapter</p> <ul style="list-style-type: none"> • Preparing for IFNC15 and their Pre-conference Workshop • Preparing to distribute the AUSNZ RN Survey • Announced discounted rate for chapter members new to IFNA
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Agenda Topic:	Student Engagement Update
Discussion:	No report

Agenda Topic	IFN Foundation (Sonja Meiers)
Discussion:	<p>IFN Foundation met 5/3</p> <ul style="list-style-type: none"> • Financials reviewed. • IFN Foundation Bylaws were reviewed and have been sent to the IFNC Board for review and approval. • IFNA Board of Trustees were discussed. Two-year term is finished for Barbara Habermann, Donna Curry, Kit Chesla, and Romy Imhof-Mahrer. • Honor Families and Family Nurse Program will be promoted starting May 24th. • No response received from Chico's Foundation. Initial letter sent in the fall of 2020, and a follow-up sent mid April. • Kit Chesla pursued and received a \$250.00 grant from Children with Cancer in the UK for conference sponsorship. <p>RAC originally thought the Honor a Family and Family Nurse program would be an ongoing program rather than only linked to the conference. At the conference these individuals are announced and also posted on the website. Perhaps this program could be elevated in how people are notified that they are honored. In the future, the relationship between the board and the foundation needs to be further spelled out.</p>

Committee Reports

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	<p>The IFNA Awards Committee have selected the IFNA Award winners for this year. Last week, personal letters were sent via email notifying all those nominated of the outcome. Debbie will order the Awards and send the awards to the winners.</p> <p>Lisa Whitehead will be joining Norma Krumwiede as co-chair of this committee.</p>

Agenda Topic:	Bylaws Committee (Jane Lassetter)
Update	Proposed Bylaw changes are current out for vote from the IFNA Membership through Wednesday, June 2 nd .

Agenda Topic:	Communications Committee (Junko Honda)
Update	<ul style="list-style-type: none"> • Prioritized promotion of IFNC15 news items through all IFNA social media channels: IFNA website, Twitter, and LinkedIn. • The Research Committee Co-chairs are committed to enhancing the research footprint on the IFNA website. They provide a specific list for the Communications Committee Co-chairs for supporting research clusters' effort. • IFNA reach statistics: Since the same period last year (March 14th 2021 - April 14th, 2021, compared to: March 14th, 2020 - April 14th, 2020) Traffic is up almost 90%. The bounce rate has also been reducing which has been a goal of mine, the bounce rate will also be helped with the coming redesign of the homepage. • Janice Bell requests list of students who are registered for the conference so communications team can offer to make a news post for them. • Wendy and Paula have developed a series of blog posts that Feature the IFNA Position Statement on Planetary health and Family Health. • The Twitter chat was hosted by Simon Stones on April 22nd, 2021. Joel will pull the tweets from the chats so they can be analyzed and used for future projects. • Continue robust social media promotion of several related initiatives: IFNC15 participants, Keynotes, Expert lectures, Pre-conference Workshops, Pot of Gold Challenge, Students who have received IFN Foundation funding, IFNA Position Statements.

Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>Current Registration is 305. <u>Pre-conference Registration</u> <u>6/23/21</u> 12 - Mental Health Issues of vulnerable families 36 - Family Intervention Development to Advance Science and Inform Practice and Policy 5 - Grief and Loss Across the Lifespan in the COVID Era: How to Care for Our Patients and Ourselves 13 - Partnership with Families Across the Lifespan: Facilitating Family Nursing</p> <p><u>6/24/21</u> 3 - Childbearing Families and Breastfeeding 17 - Global Perspectives on Narrowing the Know-do Gap in Acute Care Family Nursing 29 - An Introduction to Quantitative & Qualitative Methods for Analyzing Dyadic Data</p> <p>Reviewing options for the Virtual Entertainment.</p> <p>Poster Awards will be given.</p>

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	<ol style="list-style-type: none"> 1. We are working on defining the upcoming webinars and have three identified to move forward (mental health, scoping reviews, and leadership for graduate students) 2. Profile for Dr. Sandra Eggenberger and the next highlight will be a member from collaboration with the Communications committee 3. Continuing to look for appropriate resources for the IFNA website 4. Continuing to track dissemination for the PSs and work in collaboration with the Practice committee 5. Co-chairs created a video invitation for our Japanese members to inform them of the

	<p>IFNA Education Committee's work and plans</p> <p>6. Hosting the IFNA Education Committee table at the Networking Airmeet on May 11 and 12th.</p> <p>If there are other webinar topic ideas, let them know. Continue to review the resources on the website and alert them if there is anything missing. A committee video is being created along with Junko clarification is need. Sandra Eggenberger will follow up. Looking to work more closely with the practice committee with collaborative work.</p>
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Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Current Active Membership (429) New Members (17) Country Count (37)

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Ballot voting closes, Friday, May 14 th .

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	<p>28th April 2021</p> <p>Discussion re updates from committee members present and approval of previous minutes. Discussion about virtual stays by Teresa Gutiérrez Alemán – encouraged to write a short description regarding this.</p> <p>Invitation of new members to join Practice committee – recording of video letter to be done by Maria and Yuuko. All in agreement. To be used during conference.</p> <p>Update on the digital stories – all completed. Feedback received from Paula Nersesian. Petra to follow up with David Clisbee – but all corrections made and 3 digital stories are ready.</p> <p>Position Statements Dissemination Project – discussion regarding way forward with this project led by Teresa Gutiérrez Alemán. Discussion regarding the way to divide the work between committee members to develop poster. Many committee members volunteered.</p> <p>IFNA Global Family Nursing Initiatives Project: A global shift in understanding family nursing practice – to complete the conference poster and presentation first. To pick this up at next meeting.</p>

Agenda Topic:	Research Committee (Veronica Lambert)
Update	All-member Research Committee meeting took place on 27 th April 2021. The topic of focus for this meeting was 'Advancing Family Nursing Research Through Global Discussion of Social Determinants of Health & Health Equity'. Dr. Janet Deatrick joined the meeting to present and discuss two specific manuscripts which were circulated in advance. The group then broke into small group discussions to discuss what social determinants of health people were addressing in their family research etc. There were approx. 29 attendees with engaged discussion. The work of the research sub-committees is ongoing with further updates due at the next research meeting.

Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	<p>Meeting Date: 5/4/2021</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 \$55,124 in sponsorship commitments (\$35,000 received). An additional \$6500 has been received through the Pot-of-Gold Challenge. With total donations of \$61,624, RAC has surpassed</p>

	<p>their sponsorship goal of \$60,000. Funding to date comes from the following sources:</p> <ul style="list-style-type: none"> ○ Universities - 13 US; 1 UK and 1 Ireland ○ 2 individuals ○ 2 Foundations ○ 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, which includes representatives from the Department of Health and area children’s hospitals. Their focus has been on promoting conference and pre-conference registration.</p> <p>Outreach to US Schools with IFNC Presenters: With Debbie’s support, RAC sent a personalized letter to the 31 US deans who have not committed to sponsorship, but have faculty/student IFNC15 presenters. Two of these deans have since committed to sponsorship. RAC members have personal contacts at some of the remaining schools and will ask for their support in encouraging their dean’s sponsorship.</p> <p>Outreach to Healthcare Organizations: The Exhibitor Prospectus has been distributed to the listserv of US children’s hospitals. Suzanne Feetham will follow-up with CNOs who have not committed to IFNC15 sponsorship, but have staff presenting.</p> <p>Pot-of-Gold Challenge (POG): Committee members discussed a request from IFNF that they end the POG at the end of May so the Foundation can promote HFFN. RAC members decided to pause the POG on May24, but resume it during the conference to continue Veronica Swallow’s successful “pass-the-bucket” approach initiated at IFNC14.</p>
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Agenda Topic:	<p>Process Meeting: What went well? Dialogue was very thoughtful today. What can we improve upon? Add snacks.</p>
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Next Meeting

June 10, 2021 8:00am – 10:00am EST