

**IFNA Board of Directors
Meeting Minutes
June 10, 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 Knafel, Veronica Swallow, Jane Lassetter, Sonja Meiers, Lindsay Smith, Sandra Eggenberger, June Horowitz, Veronica Lambert, Cristina Garcia-Vivar Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Junko Honda, Petra Brysiewicz
Guests:	
Minutes compiled:	Sandra Eggenberger

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

Agenda Topic:	Approval of prior minutes (S. Meiers)
Motion to Approve	May Minutes approved.

Agenda Topic:	Financial Board Report (K. Knafel)
Discussion:	As of May 31, 2021 IFNA's total assets were \$185,777 about \$42,000 more than at the end last month. Our 2021 income through May was \$183,377 which exceeds our expenses of \$ 57,136 by \$126,241 This positive financial picture is a function of conference income, including registrations (\$89,810) and sponsorship (\$20,370 received this year), and recovery of \$45,237 from the Clayton Hotel. In addition, we generated \$2950 in membership dues in April (\$26,245 for the year). Conference expenses to date total \$22,635, which includes KME virtual platform production costs (\$17,830), PayPal (\$3605), and AV technology (\$1200). There will be two more invoices of \$8915 to cover virtual platform production costs. The conference budget was based on an estimated 350 paying registrants yielding \$132,615 in income. To date we have generated \$103,105 in conference registration income (\$13,295 in 2020; \$89,810 in 2021). Although it is unlikely we will fully reach our goal for conference registration income, robust conference fund raising (~\$60,000 committed) and the income from the Clayton recovery contribute to our overall financial health.
Follow up:	Overall budget projections are positive. Future plans may include virtual and in-person conference. With our global members may need to continue considering options: virtual, in -person, and blending.
Person Responsible:	

Agenda Topic:	Member Accomplishments Survey Update (K. Knafel / P. Brysiewicz)
Discussion:	See attachment of report of member accomplishments. (Appendix A) Content analysis completed by Kathy Knafel and Petra Brysiewicz. Board expressed appreciation for their efforts in reviewing data. The analysis focused on education, research,

	and practice directions. (n=69 with 54 reporting data). This process may be a way to look to the future and where IFNA wants to be in 5 years. Results may be motivation for others as results are reviewed. Impressive results noted. Evidence of dissemination and curriculum integration. IFNA needs to further develop ways to increase practice initiatives and accomplishments, as it appears education and research memberships are visible. Edits made.
Follow up:	<p>This membership survey process is considered a pilot to be repeated in fall. Additional ideas have been generated for the next time:</p> <ol style="list-style-type: none"> 1. Modify the questionnaire to gather more evidence of impact – not individual accomplishments – i.e. “what are IFNA members doing to make impact in family nursing”? 2. Be more specific regarding exactly what information is requested – possibly including forced choice & open ended questions 3. Need to explain what is meant by policy impact 4. When reporting results to members add content on Research, Practice, and Education Committees’ accomplishment as summarized in their IFNC15 Business Meeting reports <p>Possible future actions:</p> <ul style="list-style-type: none"> • there will be consideration of collecting this data in profile membership. • Collecting toolkit information for members to use • Showing priority of association • Emphasis on deliberate initiatives related to practice
Person Responsible:	Sonja Meiers will look at results and annual reports for conference

Agenda Topic:	IFNA Election Results / BOD Vacancy
Discussion:	<p>A special thank you to the Nominating Committee for once again, putting forth a robust and diverse slate of candidates for this election. Chair: Karin Dieperink (Denmark) Co-Chair: Elisabeth Coyne (Australia) Members: Kristen Abbott-Anderson (USA), Mari Ikeda (Japan), and Michele Polfuss (USA) IFNA Board Liaison: Lindsay Smith (Australia)</p> <p>167 IFNA Members voted. Terms of office begin July 2, 2021.</p> <p>President-Elect June Horowitz (USA)</p> <p>Treasurer Veronica Lambert (Ireland)</p> <p>Directors Kristen Abbott-Anderson (USA) Petra Brysiewicz (South Africa) Lindsay Smith (Australia)</p> <p>Nominating Committee Patricia Beierwaltes (USA) (Chair 2022 – 2023) Intima Alrimawi (USA)</p> <p>Vacancy created with June’s transition to President-Elect Our Bylaws state “Section 4.3 A vacancy in another Officer or Director position shall be filled by temporary appointment of the BOD until the next regularly scheduled election cycle. The BOD may fill vacancies by choosing from among unelected candidates who ran on the slate during the prior election cycle or from BOD recommendations.” that we can appoint any IFNA member and it could be from the unelected candidates or not. Factors/criteria we could consider:</p>

	<p>If an unelected candidate,</p> <ul style="list-style-type: none"> ○ Percentages of vote from recent election ○ Years of membership years (pull from Nominations process documents) ○ IFNA committee years of service (pull from Nominations process documents) ○ Representation across the world <p>Board reviewed candidate list and summaries of those members on the ballot and those currently serving a board position. The global ballot was a priority of nominating committee. Nominating committee reported Board considered factors and conducted voting process.</p>
Follow up:	After discussion at the board meeting it was agreed by the majority to offer the position to Dr. Suja Somanadhan (Ireland). This is a one-year position, fulfilling June Horowitz term. Dr. Suja Somanadhan will be informed of the process and asked to serve a director position.
Person Responsible:	Dr. Somanadhan was informed and accepts the director position on the IFNA Board. Debbie Zapanoni will notify members of outcomes.

Agenda Topic:	IFNA Bylaws
Discussion:	Board reviewed a communication from a member that expressed questions and concerns about: Section 1.2 IFNA Chapter Chairs serve as non- voting, ex-officio members of the IFNA Board of Directors.
Follow up:	<p>Board had an indepth discussion of the expressed concern. In light of factors such as board member meetings being open to all IFNA members, ex-officio members do not have voting privileges, and at this time the number of chapters make participation feasible the board decided to continue with the plans. Then, if this process is not workable the bylaws could be revisited with changes made. Factors such as transparency, election process, equity and equality were discussed.</p> <p>Board made following suggestions: Inform members of the reason for the bylaw changes was to continue engagement/connection and support of chapters; rather than a voting emphasis. All members could be more purposefully invited to attend board meetings. Holding specifically designated “open” board meeting may be helpful to members. Holding a business meeting more regularly may inform members. A goal is not prohibiting members from attending; however, having board meetings open to all with specific invitation to some meetings and transparency of dates to members.</p> <p>The Board supports the decision to move forward with ex-officio membership of chapter(s).</p>
Person Responsible:	Jane Lassetter moved to accept the vote of the bylaws committee. Veronica Swallow seconded. Motion carried to affirm the prior bylaw changes. Jane Lassetter will communicate with the member who expressed concerns.

Agenda Topic:	Acknowledgement of Exiting Board Members (S. Meiers)
Discussion:	<p>Kathleen A. Knaf, PhD, FAAN Treasurer 2015 – 2021</p> <p>Jane H. Lassetter, PhD, RN, FAAN President-Elect 2015 – 2017 President 2017 – 2019 Past President 2019 – 2021</p>
Follow up:	Exiting Board Members were thanked for their service. These board members praised for their leadership, guidance and ongoing commitment to IFNA. Kudos to these board members Kathy Knaf and Jane Lassetter who were thanked for their 6 years of service, time, expertise, mentoring and leadership. .
Person Responsible:	

Agenda Topic:	Committee Chairs will be invited to the September Board meeting for discussion and discussion of roles of the Board Liaison. (S. Meiers)
Discussion:	Orientation, discussion and future directions of committee chairs and board functions will be implemented. Goal is to continue with connections and discussions of roles of Board Liaisons and Committee chairs.
Follow up:	
Person Responsible:	

Agenda Topic:	Chapter Updates
Discussion	<p>The UK&Ireland Chapter recent activities include:</p> <ul style="list-style-type: none"> • Held its first and very successful Twitter chat 22nd April , led by the chapter Executive Twitter working group (Christine Furber and Linda Milnes) with guidance from Simon Stones (on Planetary Health and building on the IFNA Position Statement on Planetary Health and an article by Diana Greenfield and Veronica Swallow published in the UK Nursing Times, and a blog in Evidence Based Nursing) with approx.. 25 people from a range of countries participating; a Tweet Wakelet summarising the Tweet Chat was produced by Simon Stones and is available on request. • Held its first and very successful Webinar on June 7th presented by IFNA members Amanda Garrow (UK) and Stacey Van Gelderen (USA) on Simulation (first of a planned series of bi-monthly webinars arranged by Chapter Executive members Suja Somanadhan and Jim Turner) this was very well attended by approx. 26 people from different countries • Posted its first Chapter blog in May (to coincide with Stroke Awareness month, written by a Consultant Stroke Nurse) this is the first of a series of monthly topical blogs planned by the Blog Working Group (Executive members Alison Metcalfe and Barbara Davies) • Is developing its next newsletter (led by the newsletter working group Chapter Executive members Diana Greenfield and Susan Carr) • Has developed an action plan to promote and increase Chapter membership (led by working group, Chapter Executive members Christine English, Susan Wakefield and Tracey Forrester) • Has developed a plan to begin updating the Chapter strategy in Aug/Sept – led by working group Veronica Swallow and Veronica Lambert • Veronica Lambert continues to work with the Local (Dublin) Conference Planning group and the IFNC15 CPC to maintain the 'Irish feel' of IFNC15

Agenda Topic:	Student Engagement Update
Discussion:	No report at this time.

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	<p>Launched the HFFN program.</p> <p>Approved a IFN Foundation brochure that will be posted to the website.</p> <p>Kit Chesla will assume the Chair role for the IFN Foundation.</p> <p>IFN Foundation interested in working closely with and joining forces with the IFNA Resource Advancement Committee going forward.</p>

Committee Reports

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	Awardees:

	<p>Excellence in Family Nursing- 3 recipients</p> <p>Maureen Leahey, RN, PhD</p> <p>Lorraine M. Wright, RN, PhD</p> <p>Sandra Eggenberger, PhD, RN</p> <p>Innovative Contribution to Family Nursing- 1 recipient</p> <p>Joel G. Anderson, PhD, CHTP, FGSA</p> <p>Partner- no nominations</p> <p>Rising Star in Family Nursing- 1 recipient</p> <p>Weichao Yuwen, PhD, RN,</p> <ul style="list-style-type: none"> • Norma Krumwiede will pre-record the voice-over, a 30 minute ppt presentation for the Awards Ceremony at IFNC15. • Awardee narratives will be consistent in length (approximately 3-400 words each). • The letters and award plaques will be sent out by Debbie and her team. <p>Pleased to confirm that Professor Lisa Whitehead is to be co-chair for the Awards Committee</p>
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Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>Prioritized promotion of IFNC15 news items through all IFNA social media channels: IFNA website, Twitter, and LinkedIn.</p> <p>IFNA Metrics April-May 2021: Users of the website are up 38% compared to the same period in the previous year, this equates to just over 3,000 unique visitors on the IFNA website compared to 2,100 in 2020. This is great news for the website in regards to the recovery from the COVID slump last year</p> <p>We discussed Permission for screenshots of conference attendees for IFNC15 "conference photos." Debbie will bring up disclosure statement example from NCFR with the Conference Planning Committee. Consider opt out email and/or not keep camera on.</p> <p>New business: 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. IFNA Accomplishment Survey sent out by IFNA BOD - this committee can assist in disseminating Posting the outcomes of the 2021 IFNA Award Nominations Practice committee videos; Future videos will take suggestions into considerations (light, clarity, etc.). Can be posted on YouTube channel.</p>

Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>332 registrations at this point.</p> <p>Working on final preparations for the conference with a quality program being planned. A discussion of how country liaisons role could move beyond the conference planning. A lack of clarity appeared to create some concerns about how to move beyond the conference. Board recognizes how country liaisons in the past shared some concerns about moving beyond the conference and that approach. Yet, the Board values the potential of country liaisons. The Board valued the idea of conference planning committee talking with co</p>

	planners about ways to engage country liaisons. Board requested conference co-planners work with country liaisons to see what actions might be feasible for the future.
Follow up:	With a new Board in July there will be a charge from the Board to discuss conference planning committee. New board will also discuss how to develop ideas on how to create a committee with some members continuing while also creating new opportunities for others to serve on Conference Planning Committee. Conference Planning Committee will also speak with country liaisons and propose approaches to expand their role. New Board will explore ways to expand country liaisons roles.
Person Responsible:	Current Conference planners will communicate with new President and Board.

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	<p>Full Education Committee met March 16 and May 18th. Subcommittee meeting is June 15th.</p> <p>Three webinars are being explored and developed:</p> <ul style="list-style-type: none"> • Developing Family Care and Communication Skills in Simulation- Webinar was presented at IFNC and UK Ireland chapter in June. Plans to offer to all IFNC in near future • Scoping Reviews-Webinar being explored with Research Committee • Family Nursing Leadership- Webinar being explored with Graduate Students <p>In collaboration with the Practice Committee, the Education Committee continues to work on tracking the dissemination and impact of IFNA Position Statements. A manuscript focused on how the position statements are being used is under development. A system for tracking use of Position statements is being explored.</p> <p>Working with Communication Committees (Janice Bell) to highlight people, items, and family nursing education stories. The existing bibliography needs to be refined.</p> <p>Subcommittees are experiencing an increase in membership</p> <ul style="list-style-type: none"> • Simulation Informatics and Technology • Communications and Newsletter • Family Nursing Education Resources.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Recruitment strategies are being reviewed. 437 active members from 33 countries are engaged. 13 new members in last 30 days. New ideas to invite members from limited regions are being discussed.

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	No report at this time.

Agenda Topic:	Practice Committee (P. Brysiewicz)
Update	No report at this time.

Agenda Topic:	Research Committee (Veronica Lambert)
Update	In terms of updates from the last meeting, we asked subcommittee leads to provide updates on where they've been and where they are going as we prepared for the business meeting slides/presentation. Had some discussion about what will make this conference stand out compared to all the other virtual conferences that were not enticing over the course of the pandemic. Cindy compiled an important list of reasons why that she shared with June.

Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	The Resource Advancement Committee met at its regularly scheduled time (first Tuesday of

the month, 9-10a) and addressed the following agenda items.

Review of Donations – Received and Commitments: The Committee did not receive its usual monthly update from KME and was unable to review the status of committed and received donations.

Pot-of-Gold Challenge (POG): Committee members confirmed their plan to re-open the POG during the conference. Committee members who attempted to make a second donation to the POG through the Wild Apricot website received an error message indicating “you have already registered for this event”. Committee members recommended that the message on the POG IFNA15 site be modified to redirect donors who made prior contributions to another link for subsequent donations.

Future Planning: Members spent most of the meeting discussing future possibilities and plan to pursue the following:

- Consider adding more healthcare system leaders to RAC to expand support from health systems and organizations. RAC already has had some success obtaining support from children’s hospitals and this could be a target for future expansion.
- Think globally about how philanthropy is defined and enacted. Develop pathways for monetary as well as in-kind and service donations.
- Develop strategies for supporting engagement of international RAC members and members of local planning committees.
- Use results of the IFNA member survey to tailor sponsorship requests by highlighting the relevance and impact of family nursing likely to be of greatest interest to the potential donor.

Conference Follow-up: RAC members will meet in early July to assess the IFNC15 sponsorship outcomes – successes, setbacks, lessons learned.

Appreciation Expressed to KME for continued Support!

Future Agenda Items:
Mentorship Program- Aligns with strategic plan and members’ value of IFNA

Agenda Topic:	Process Meeting: What went well? What can we improve upon?
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Next Meeting July 8, 2021 8:00am – 10:00am EST

Appendix A

IFNA Member accomplishment report: June 2021

Introduction:

A membership accomplishments survey was distributed amongst all IFNA members and the following qualitative questions were analysed namely;

- *What have you or your team accomplished to make a difference in family nursing and family health education, research, practice, or policy? Please describe here:*
- *What are the most significant outcomes of your work for family nursing and family health education, research, practice, or policy? Please describe here:*

The team undertaking this analysis viewed these as being very similar questions and they were subsequently analysed together. Using content analysis, 2 IFNA Board members carried out coding and categorisation independently, and then using online discussions, integrated the data. Data were grouped into research, practice, education and policy and subdivided into care context, focus area, impact, study design, targeted change/outcome and recognition etc.

An overview of the respondents (n=69) reported that 15 had nothing to share at this time and 54 completed the survey. The majority of the respondents were from USA (n=16). In terms of member contributions the majority reported were in the area of research (37%), followed by practice (28%), education (24%) and policy (11%).

Research:

IFNA members' research spans varied health challenges across the family life span, with some investigators focusing on a specific condition and others addressing a group of conditions with a shared characteristic (e.g., medical complexity, opioid disorder). Members used diverse study designs (i.e., intervention, survey, systematic review) that reflected different stages development of their programs of research. Members also reported research-related honors such as a named chair appointment and successes in developing family-focused research centers or practices, grants and publications.

<p>Focus area</p> <ul style="list-style-type: none"> ○ Adult with chronic condition – home care ○ Child/adolescent with chronic condition - home care ○ Child/adolescent in-patient care ○ Adult in-patient critical care ○ Psychiatric hospitalization ○ Palliative care ○ Community 	<p>Illness/Condition</p> <ul style="list-style-type: none"> ○ TBI in combat veterans ○ Multiple conditions (ICU care, palliative care) ○ Medical technology dependence ○ Substance abuse ○ Psychiatric illness & mental health ○ Diabetes ○ Cystic fibrosis ○ Cancer ○ Covid-19 ○ Refugee and asylees
<p>Study Design</p> <ul style="list-style-type: none"> ○ RCT ○ Intervention ○ Photo-voice ○ Systematic review ○ Model development & testing ○ Qualitative ○ Instrument development ○ Instrument translation ○ Implementation research 	<p>Recognition & Infrastructure Development</p> <ul style="list-style-type: none"> ○ Appointed professor in Family Care ○ Research chair appointment ○ Implementation of family systems nursing in university hospital ○ Established Family-Focused Healthcare Research Center ○ Successful research grants ○ Research publications & conference presentations (various) ○ Holding a conference

Practice:

Respondents identified completed and ongoing practice initiatives as well as future opportunities for influencing practice. Practice accomplishments included efforts to improve individual patient and family member wellbeing as well as efforts directed to strengthening family relationships and enhancing parenting skills. Members also reported successes in initiating organizational change through developing collaborative partnerships, increasing the breath of family data entered in the patient's medical record, and including family content in continuing education programs and establishing family focused programs/interventions.

<p>Care context</p> <ul style="list-style-type: none"> ○ Community ○ Psychiatric treatment facility Diabetes clinic ○ PICU <p>Focus</p> <ul style="list-style-type: none"> ○ Adolescent mental health Partnering with school districts ○ Mothers with postpartum depression & their infants ○ Nurses/nursing students ○ Youth with diabetes & parents ○ Oncology nurses ○ Parents of children with chronic conditions ○ Parenting 	<p>Targeted change/outcome</p> <ul style="list-style-type: none"> ○ Strengthened family relationships ○ Optimal infant/child development ○ Improved parenting skills ○ Better family nursing patient care ○ Improved antiracist care practices ○ Improved child wellbeing ○ Improved parent wellbeing ○ Incorporation of child/parent wellbeing data into MyChart Strengthened consumer-provider care partnerships ○ Improved home care for children with a chronic condition ○ Quality improvement
<p>Developing or Potential impact</p> <ul style="list-style-type: none"> ○ Health care providers' ability to provide effective care to families with ill children ○ Improving support for poor families providing care for elderly family members ○ Increased staff collaboration with patients' family members ○ Developing a family systems nursing program for hospital nursing staff ○ Family Nursing Assessment and Intervention Map ○ Project to support families in the transition to parenting 	<p>Recognition</p> <ul style="list-style-type: none"> ○ National award for impact on public health ○ National association award for excellence in perinatal and women's health ○ Appointment to the Community Consultative Committee

Education:

Respondents from different schools reported that family health and/or family nursing content had been integrated into the undergraduate or graduate curriculum, use of simulation as a teaching strategy, and university-level appointments linked to their leadership in family nursing education. One respondent recommended that family members be included in curriculum development. Respondents also described educational programs for family members; family cognitive behavioral therapy, e-colloquia, for pregnant women / couples weekly and for family caregivers and families of children with Autism spectrum disorder.

<p>Level</p> <ul style="list-style-type: none"> ○ Undergraduate ○ Graduate ○ Continuing education ○ Family members 	<p>Focus area</p> <ul style="list-style-type: none"> ○ Inclusion of family content in curriculum ○ Guest lecture ○ Dissertation research topic ○ Book published and family models
<p>Content</p> <ul style="list-style-type: none"> ○ Family nursing ○ Family health ○ Family research ○ Concept of family healthcare transition ○ Family centered support conversations ○ neurorehabilitation 	<p>Targeted change/outcome</p> <ul style="list-style-type: none"> ○ Integration in curriculum ○ Students writing therapeutic letters to family ○ Student understanding of factors influencing healthcare transitions ○ Newsletter for chapter members ○ Developed & disseminated IFNA Position Statement ○ Developed & disseminated Family Nursing Assessment & Intervention Map

Appointments and Honors	
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- Appointed professor in Family Care and Family Nursing
- University professorship

Policy:

There were few responses, however there appeared to be inconsistencies/uncertainty regarding interpretations of policy by members. The examples provided:

- Ministry of Health informed of research – used to inform policy decisions
- Involved in meeting with key national & international leaders, in community nursing, nursing, midwifery and health visiting/public health together to discuss the role of these professions in caring for families

Highlights:

Members are taking special care to ensure that their research findings are disseminated to health authorities, policy makers etc. via publications, conferences, and other dissemination outlets. Members have developed programs/interventions for families in different speciality areas. There appears to be wide use of innovations/technology namely; elearning & social media (eg twitter chats), e-colloquia, blogs etc. Respondents demonstrated a willingness to share – collegiality, collaboration and mentoring at national and international level was evident. Respondents frequently reported involving students from all levels in their projects.

Recommendations:

5. View this as a pilot – do a follow up survey & refine the questions
6. Modify the questionnaire to gather more evidence of impact – not individual accomplishments – i.e. “what are IFNA members doing to make impact in family nursing”?
7. Be more specific regarding exactly what information is requested – possibly including forced choice & open ended questions
8. Need to explain what is meant by policy impact
9. When reporting results to members add content on Research, Practice, and Education Committees’ accomplishment as summarized in their IFNC15 Business Meeting reports

Compiled by:

K. Knafel & P. Brysiewicz