

**IFNA Minutes
Board of Directors -
July 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:	Veronica Swallow, Sonja Meiers, Lindsay Smith, Sandra Eggenberger, June Horowitz, Veronica Lambert, Junko Honda, Petra Brysiewicz, Kristen Abbott-Anderson, Suja Somanadhan Staff: Debbie Zaparoni, Beth Kassalen
Unable to Attend:	Cristina Garcia-Vivar
Guests:	
Minutes compiled	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement (V. Swallow)
Announcements / Acknowledgements/ Discussion:	Welcome to returning board members. Welcome to and introductions by new/incoming Board Members: Kristen Abbott-Anderson and Suja Somanadhan. New board members presented with option for mentorship by a Board member to aid transition to the role if wanted. New members can contact an individual member to request.

Agenda Topic:	Approval of prior minutes (V. Swallow)
Motion to Approve	Sonja Meiers moved to approve June 10, 2021 minutes as amended. Lindsay Smith seconded. Motion carried.

Agenda Topic:	Member Contributions Survey (V. Swallow)
Discussion:	Membership Contribution survey results reviewed, and context of survey described. IFN Foundation Committee suggested survey to identify benefits and impact of IFNA, as well as family nursing. This membership survey process is considered a pilot to be repeated in future, possibly fall. Additional ideas have been generated for the next time: <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 an 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 Possible future actions include: <ul style="list-style-type: none"> • consideration of collecting this data in profile membership. • Collecting toolkit information for members to use • Showing priority of association in contrast to individual Further emphasize deliberate initiatives related to practice
Follow up:	Ideas were generated with following actions: <ol style="list-style-type: none"> 1) Share results with Foundation Committee

	<ol style="list-style-type: none"> 2) Review summary slides prepared by Petra Brysiewicz and Kathy Knafel at August IFNA Board Meeting 3) Review input provided from Foundation Committee's review of results 4) After next IFNA Board meeting's review decide about repeating in fall 5) After next IFNA Board meeting's review decide about when to take results to Practice, Education, and Research Committees
Person Responsible:	Sonja Meiers will share results with Foundation Committee. IFNA Board will review summary slides at August meeting.

Agenda Topic:	IFNA Board Liaison / Committee Roles (V. Swallow)
Discussion:	<p>The Board Liaison role / responsibilities were reviewed:</p> <ol style="list-style-type: none"> 1. Attending the meetings of the Committee. If unable to attend, communicate directly with the Committee Chair/Co-Chairs regarding Committee activities and communicate messages and feedback from the Board of Directors. Committees are looking for feedback from the Board of Directors regarding their work. 2. Creating a monthly report to the Board of Directors regarding Committee activities, including any questions or concerns raised during Committee meetings. All Liaisons are expected to submit a written report for each Board of Directors meeting at the time of the call for agenda items. 3. Informing the Board of Directors when Committees are developing products that may need Board of Directors approval or endorsement prior to official dissemination to the broad IFNA membership. The role of the Liaison is to guide the Committee about consultation with the Board of Directors whenever there are questions regarding the need for Board of Directors approval or endorsement of a product. 4. Routine Committee specific activities, such as minutes of meetings, can be submitted to Debbie Zaparoni for posting on the IFNA website without board. <p>Board discussed vacant positions and rationale for individuals serving as liaison on certain committees. Decisions: Awards – Veronica Swallow Bylaws – Lindsay Smith with Kristen Abbott Anderson assistance Communications – Junko Honda Conference Planning – June Horowitz Education – Sandra Eggenberger Membership – Cristina Garcia-Vivar Nominating – Lindsay Smith Practice - Petra Brysiewicz Research – Kristen Abbott-Anderson and Suja Somanadhan Resource Advancement – Veronica Lambert IFN Foundation – Sonja Meiers</p>
Follow up:	Decisions: Kristen Abbott-Anderson and Suja Somanadhan will share board liaison role on research committee. Lindsay Smith will serve as Bylaws Liaison. Kristen Abbott Anderson will work with Lindsay Smith on bylaws committee. IFNA Board meeting minutes and Debbie Zaparoni have information about possible items to consider with next Bylaws revisions. Significance of bylaws to IFNA Association were highlighted for Board.
Person Responsible:	Debbie Zaparoni will contact the co-chairs of committee to identify person(s) serving as board liaison role and to invite Committee Chairs to attend the September Board meeting.

Agenda Topic:	Financial Status
Discussion:	Financial Documents related to International Family Nursing Conference are beginning to be reviewed with more detailed report presented at August meeting. Veronica Lambert is reviewing financial materials provided by Kathy Knafel, former treasurer. Debbie Zaparoni is preparing financial documents. IFNA appears to have a healthy financial status currently.
Follow up:	More detailed financial reports next August. Goals will be to remain strong financially.
Person Responsible:	Debbie Zaparoni and Veronica Lambert will prepare financial documents for August meeting.

Agenda Topic:	Mentorship Program
Discussion:	<p>Needs related to mentorship have been identified as a need by IFNA members, students, and research committees. Mentorship in developing research programs, leadership expertise, and new IFNA members have been identified as needs for IFNA. Various types of mentorship programs from other organizations and professional groups were reviewed. The need to identify directions for mentorship in IFNA while creating an organized program that could be sustained was noted. Developing a mentorship program and plan for IFNA aligns with the strategic goals. More definition of our mentorship plans is needed.</p> <p>Several ideas were generated for future discussion:</p> <ul style="list-style-type: none"> • Fellowships with a monetary element, • Experienced researchers and novice researchers are hallmarks of IFNA that could be optimized in a mentoring program • Mentorship cuts across the organization, committees, and student groups • A subcommittee may be needed. • A structured plan could be developed. • Co-Chairs meeting in September could include this discussion • Debbie Zaparoni and Beth Kassalen have experiences with mentorship in other organizations that may be helpful for IFNA
Follow up:	Debbie Zaparoni will talk with Eric Hodges about his ideas and plans (e.g. Purpose of the proposed mentorship schema, draft aims and objectives) before next IFNA Board meeting.
Person Responsible:	Board will further discuss mentorship at August Board Meeting.

Agenda Topic:	IFNC15 Overview																								
Discussion:	<p>Registration #s were Reviewed:</p> <table border="1"> <tr> <td>Total:</td> <td>350</td> </tr> <tr> <td>1 Special Member Registration -</td> <td>0+25=25</td> </tr> <tr> <td>1A Special Member Registration</td> <td>0+15=15</td> </tr> <tr> <td>1B IFNA Member (Early Registrat</td> <td>2+141=143</td> </tr> <tr> <td>1C Student</td> <td>1+57=58</td> </tr> <tr> <td>1D Non-Member (Early Registrat</td> <td>1+11=12</td> </tr> <tr> <td>2 IFNA Member Registration (Sta</td> <td>1+35=36</td> </tr> <tr> <td>2A Non-Member Registration (SI</td> <td>0+12=12</td> </tr> <tr> <td>3- Sponsor/Exhibitor Registratio</td> <td>0+9=9</td> </tr> <tr> <td>4 IFN Student Scholarship (code</td> <td>0+17=17</td> </tr> <tr> <td>Admin Discount (code required)</td> <td>0+13=13</td> </tr> <tr> <td>Admin Registration</td> <td>0+10=10</td> </tr> </table> <p>Countries – 28 1st timers – 143 Students - 75 Podium vs Posters 188 / 66 Analytics from Airmeet - pending</p> <p>Networking Event – A return to Airmeet for Conference Attendees is being planned</p>	Total:	350	1 Special Member Registration -	0+25=25	1A Special Member Registration	0+15=15	1B IFNA Member (Early Registrat	2+141=143	1C Student	1+57=58	1D Non-Member (Early Registrat	1+11=12	2 IFNA Member Registration (Sta	1+35=36	2A Non-Member Registration (SI	0+12=12	3- Sponsor/Exhibitor Registratio	0+9=9	4 IFN Student Scholarship (code	0+17=17	Admin Discount (code required)	0+13=13	Admin Registration	0+10=10
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Follow up:	<p>Identifying the countries of registrants will be helpful to future actions. Providing a follow up for connections with first time attendees is important. Airmeet is being continued by KME through December, possibly longer. Therefore, a networking event for conference attendees is important. A networking event will be planned. Important to offer more networking opportunities. The recipients of awards could provide a presentation where first time attendees and new members are specifically invited. Junko Hondo suggested that as the conference is only held once every two years, it would be great if we could set up a place where members can freely interact with each other, such as the lounge. Examples suggested were (Suja Somanadhan) zoom platform to generate breakout room, networking lounge etc. and Lindsay Smith suggested a regular social hour following on from the post conference AirMeet.</p> <p>Junko Honda suggested award recipients be offered the opportunity to prepare a presentation for IFNA members. Since this was a virtual conference there may be advantages to highlighting award recipients, such as honoring recipients, encouraging other nominations for</p>																								

	awards, helping connect new members with award recipients, encouraging conference participation and revitalizing members' activities. Suja Somanadhan highlighted an opportunity for a Full Member of the European Academy of Nurses (EANS) to apply to become a Fellow of EANS.
Person Responsible:	Debbie Zaparoni will prepare list of countries represented by registrants. KME will plan a networking event. Debbie Zaparoni, Veronica Swallow, and Suja Somanadhan will prepare a visual flyer/document for the first -time attendees that has a friendly connection approach. The goal will be to connect with the first time attendees and provide information on IFNA structure, committees, meeting times, and co-chair contacts for new members. Award recipients will be invited to provide a presentation/networking event for IFNA members in future.

Agenda Topic:	Conference Planning Committee
Discussion:	Gratitude was expressed to committee and co-chairs for their time and work. Planning a virtual conference deserves particular commendations. Board also expressed gratefulness to KME.
Follow up:	
Person Responsible:	

Agenda Topic:	IFNA Committee Leadership
Discussion:	Co-Chairs will be contacted to see if they want to continue in their role.
Follow up:	
Person Responsible:	Debbie Zaparoni

Agenda Topic	Family Nursing Digital Stories
Discussion:	Praise to practice committee for launching family nursing digital stories.
Follow up:	
Person Responsible:	Debbie Zaparoni will send a communication to the IFNA membership about the Family Nursing Digital Stories encouraging to review the stories and encourage members to create their own story. Board members are encouraged to prepare their own stories. Board members were encouraged to read the posted blog https://internationalfamilynursing.org/2021/06/24/digital-stories-of-family-nursing/ .

Agenda Topic:	Future Board Meeting Times
Discussion:	Potential days and times were discussed.
Follow up:	
Person Responsible:	Debbie Zaparoni will contact Cristina to be sure times and 2 nd Thursday of the month is still possible. Goal will be to delineate a consistent time.

Agenda Topic:	Chapter Updates
Discussion	Australia / New Zealand Minutes 5/26/21 New Newsletter - Go to this Sway UK & Ireland <ul style="list-style-type: none"> • Several Chapter members attended IFNC15 and presented concurrent sessions and posters • A meeting of the Chapter and other delegates from the UK&I was held at IFNC15, 12 attendees had a good discussion about their work in family nursing

Agenda Topic:	Student Engagement Update
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Discussion:	Sandra Eggenberger and Sonja Meiers attended student engagement meeting with many participants. Undergraduate and graduate students found IFNC valuable and meaningful. The Foundation's support for students' attendance at IFNC was significant.
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Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	Next meeting is in August

Committee Reports

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	<p>Veronica Swallow attended the Awards Committee meeting held at IFNC15. Below is the current list of IFNA Awards developed:</p> <p>Excellence in Family Nursing Award (3) – this award recognizes IFNA members for outstanding contribution to the development of family nursing practice, research, and/or education through either cumulative career achievement and/or a single contribution that has played a seminal role in the field.</p> <p>Innovative Contribution to Family Nursing Award (2) – this award recognizes IFNA members who have provided sustained leadership in innovatively disseminating and implementing family nursing theory, research, and/or practice in their countries and languages.</p> <p>Distinguished Partner in Family Health Care Award – this award recognizes non-IFNA members and individuals outside of the discipline of Nursing, including associations, corporations, or non-profit organizations who demonstrate sustained investment and excellence in advancing family focused health care.</p> <p>Rising Star in Family Nursing Award – this award recognizes an IFNA member who has shown exceptional early career efforts to advance family nursing by contributing to the dissemination and implementation of family nursing as a new scholar.</p> <p>The awards have been awarded for the past 5 biennium cycles (10 years), and the committee can review the current description and criteria for each award.</p> <p>Other ideas for awards and recognition gathered during the preconference networking sessions and conference committee time were to explore the development of the following:</p> <ul style="list-style-type: none"> • Collaborative Award • Presidential Award • Clinical Practice or Clinical Care Award <p>Another thread of ideas focused on the recognition of conference presenters by expanding of the poster winners. This is not part of the Awards committee Terms of Reference but wanted to pass the ideas on to the BOD. Create a certificate for First time attendees-presenters for poster presentation and podium presentation. Or create levels of poster recognition for BSN, MSN, and PhD students.</p> <p>The awards committee will review the criteria and process for the 2023 IFNA Award cycle and examine the use of the leadership and full committee meetings to move the work of the committee.</p> <p>The committee will provide the BOD a report by September 2021.</p>
Follow Up	Board needs to review Awards committee report and ideas for other recognitions.
Person	Debbie Zaporoni to add awards and recognition to future agenda.

Agenda Topic	Bylaws Committee
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Update	Target work as a specific time. Next cycle in 2022 – 2023, unless issue arises that needs addressed.
Agenda Topic:	Communications Committee (Junko Honda)
Update	Next meeting end of July.
Agenda Topic:	Conference Planning Committee (June Horowitz / Veronica Swallow)
Update	<p>From June Meeting regarding role of Country Liaisons <i>A discussion of how country liaison's 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 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.</i></p> <p><i>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.</i></p>
Follow up:	Entire Board expressed much appreciation for the work of the Conference Planning Committee. Everyone awaits the feedback on the conference, but the Board expressed strong gratefulness for the work of the committee in offering a valuable virtual event.
Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Meeting was held at IFNC.
Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Next meeting later in July.
Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Anticipating a meeting for late summer/early fall.
Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	Meeting was held at IFNC.
Agenda Topic:	Research Committee (Veronica Lambert)
Update	Meeting was held at IFNC.
Agenda Topic:	Resource Advancement Committee (Kathy Knaf)
Discussion:	Scheduling a wrap-up meeting post IFNC15
Agenda Topic:	<p>Process Meeting: What went well? What can we improve upon? Spend less time reviewing minutes from previous meetings, as assuming all will have read before the current meeting so chair will just invite additions/corrections before inviting moves to approve and second. Accolades to Veronica Swallow for leading first meeting as President.</p>

Next Meeting

August 12, 2021 8:00am – 10:00am EST