

IFNA
Board of Directors - Minutes
October 14, 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, June Horowitz, Veronica Lambert, Junko Honda, Cristina Garcia-Vivar, Kristen Abbott-Anderson, Suja Somanadhan Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Wendi Smith (Student Engagement Group), Sandra Eggenberger, Petra Brysiewicz
Guests:	Linda Young, Janet Deatrack, Kathy Knafel (Resource Advancement Committee)
Minutes compiled	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement / Networking (Veronica Swallow)
Announcements / Acknowledgements/ Discussion:	Sonja Meiers moving to Nurse Scientist position at U of Wisconsin Eau Claire USA in Jan'22. The 28 th Annual Conference of Japanese Association for Research in Family Nursing (JARFN) had more than 800 attendees. Junko Honda introduced the SEG of IFNA and provided an opportunity for young members of JARFN to interact with each other. In the future, JARFN would like to create a group similar to IFNA SEG. Suja Somanadhan moving toward collaborative doctoral grant that may assist PhD students with far-reaching agendas.

Agenda Topic:	Approval of prior minutes (Veronica Swallow)
Motion to Approve	August and September Meeting Minutes approved as distributed. Sonja Meiers recommended and Junko Honda seconded August minutes. Lindsay Smith noted addition of Elizabeth Coyne to nomination committee. Kristen Abbott Anderson recommended and Lindsay Smith seconded September minutes.

Agenda Topic:	Financial Report (Veronica Lambert)
Motion to Approve	August and September Financials reviewed. IFNA financial status is healthy and positive. August/September income was \$9177.80 (DCU IFNC15 Sponsorship & Membership Dues) August / September Expenses were \$20,263.69, (Speaker Honorariums, Wild Apricot Renewal, Officer/Director Insurance and KME fees) for an overall -11,085.89 loss. Kathy Knafel (KK) former treasurer plans to provide a summary of conference financials next month. June Horowitz moved to approved financial report as distributed Junko Honda seconded. Motion carried.
Action/s	KK and Veronica Lambert plan to prepare a conference financial report that includes most recent and prior conference(s).

Agenda Topic:	Updates / Reminders
Discussion:	Letter has been crafted and being sent to new President, Edward Inch at MNSU Mankato to introduce IFNA.

	<p>Committee Terms of Reference for 2022 – 2023 will be requested in October 2021. Debbie Zaparoni will be sending to committees in near future.</p> <p>Next call for global initiatives funding in October of 2021. DZ will move forward with distributing call for applications. Then, a committee will be formed to review the applications.</p> <p>Board members are encouraged to do the own Digital Stories - https://internationalfamilynursing.org/2021/06/24/digital-stories-of-family-nursing/ Plan to discuss process at next meeting</p> <p>Board liaisons are encouraged to submit written summaries for their respective committee.</p>
Action/s	<p>DZ will send committee terms of reference in Oct</p> <p>DZ will distribute next call for global initiatives. Board will form a committee to review applications.</p>
Person Responsible:	DZ and Board

Agenda Topic:	IFN Foundation Board of Trustees (Approval)
Discussion:	<p>Jane Karpa, RPN, PhD Associate Professor Brandon University Canada karpaj@brandonu.ca</p> <p>Rhonda K. Lanning, DNP CNM LCCE IBCLC RN Clinical Associate Professor The University of North Carolina at Chapel Hill School of Nursing USA rlanning@unc.edu</p> <p>Karen LeGrow PhD RN Associate Professor Ryerson University Toronto, Canada klegrow@ryerson.ca (416) 979-5378, x556327</p> <p>Nicole Letourneau PhD RN FCAHS FAAN Director of RESOLVE Alberta & Research Chair in Parent and Child Mental Health Faculty of Nursing & University of Calgary Canada nicole.letourneau@ucalgary.ca</p> <p>Marilyn Swan, PhD, RN Associate Professor Minnesota State University Mankato USA Marilyn.swan@mnsu.edu</p> <p>Sonja Meiers moved to accept these individuals to Foundation Board of Trustees. Junko Honda seconded. Motion carried.</p>
Follow up:	Board Liaison Sonja Meiers shared new members of the IFN Foundation Board of Trustees in the list above. US, Canada, and Switzerland represented on Foundation Board. Foundation recognizes efforts to seek members from other countries since perspectives on funding have unique specific global perspectives. Board is encouraged to seek individuals from range of countries and invite them to Foundation.
Person Responsible:	Sonja Meiers will share the need to seek global representation on the Foundation Board with current trustees. Board to invite members from variety of countries to join Foundation.
Action/s:	In future Board and KME will again invite individuals to join Foundation Board.

Agenda Topic:	RAC Letter to the Board (Attachments)
Discussion:	Janet Deatrck, Kathy Knafel, and Linda Young joined Board meeting to share points related

	<p>to the Resource Advancement perspective on future conference planning. Resource Advancement Committee (RAC) reviewed a letter to the board sharing particular points related to decisions regarding the site for the next conference. RAC reviewed data from conferences as far back as IFNC at Minneapolis, MN USA. Based on this review RAC shared:</p> <ul style="list-style-type: none"> • local planning committee is pivotal in gaining monetary and in-kind support in host city. • Support from local planning group is key: e.g., grants, member support, in-kind support. These types of support have provided more than \$300,000 in sponsorship with 47-100% of income from conference. • RAC recommends a criterion in choosing a location include local planning committee providing support for conference. • RAC recommends seeking a conference site with strong leadership and influencers in local planning committee. <p>Board expressed appreciation for RAC perspectives and guidance.</p>
Follow up:	
Person Responsible:	KME and Board
Action/s	<p>When the call for conference sites applications for IFNC16 is released, board will seek strong leadership and influencers for local planning committee that includes in-kind and financial support.</p> <p>Applications for conference sites/host city will provide specific examples of in-kind support for applicants to consider.</p>

Agenda Topic:	Debrief Committee Co-chairs meeting (Veronica Swallow)
Discussion:	<p>Membership - Challenges with paying membership dues needs to be further addressed by Board. For example, paying in currency that benefits potential member and affirming security need to be addressed. Appears that many potential members are hesitant about sharing credit care information for a membership. KME Management company and IFNA Board need to address ways to make membership efficient, recognizably safe to all, and accessible. Ways to engage low-income countries in membership of IFNA needs further exploration, such as time and talents. Ideas about members and chapters sponsoring membership were noted. Membership payment in creative ways needs to explore further by the Board. Connections are being made with first time attendees at conference. Membership committee is seeking ways to reach out to countries that are underrepresented, such as reduced membership.</p> <p>Practice –</p> <ul style="list-style-type: none"> - KME and IFNA Board need to continue to explore ways to increase comfort of members who may perceive they are less fluent in English. - Board will continue to look for ways to help grow membership in new global regions. Encouraging committees to provide affirmation for non-English speaking and ways to increase comfort of those who may be less comfortable with English language. The need to address this with potential new members is important. <p>Foundation –</p> <ul style="list-style-type: none"> - To discuss ways to raise awareness among IFNA members about purposes and clarification of Foundation. - To discuss a need to strengthen the visibility of the Foundation on the website. <p>Future Board and Co-Chairs meetings</p>
Follow up	Membership:

	<ul style="list-style-type: none"> • KME will work on infographics to first-time attendees. • Board members in their own region to think about local challenges in membership fees. (REVISIT AT BOD MEETING NOVEMBER 2021) • Membership committee is seeking ways to highlight benefits of IFNA membership. <p>Practice:</p> <ul style="list-style-type: none"> • Continued efforts to support non-English speaking with KME working on zoom <p>Foundation and RAC</p> <ul style="list-style-type: none"> • Responsibilities of Foundation and RAC continue to need clarification • Board may need to provide direction in defining and clarifying
Action/s	<p>KME will check on upgrade of zoom that allows for transcription services.</p> <p>Board members will consider local challenges for IFNA membership and will feed back at the November BOD meeting</p> <p>Board Meetings agenda RAC (sponsorship of the conference) and Foundation (seeking funds that move beyond members)</p> <p>As a pilot, Board and Co-Chairs will continue to meet twice per year: (i) an annual meeting within the scheduled Board meeting (took place September 2021) and then (ii) KME will coordinate an extra (1.5 hours) meeting in March 2022 for board and co-chairs that will focus on Co-Chairs business only (In September 2022 board will again meet with co-chairs at regular board meeting).</p> <p>Plan to evaluate with chairs and the board after one year to inform future meeting/s format.</p> <p>KME will again consider timing of meetings from the global perspective with recognition of challenges.</p>

Agenda Topic:	Requesting a meeting with NINR Director (June Horowitz) (Attachment)
Discussion:	June Horowitz (JH) presented idea of a strategic direction of NINR related to funding priorities. Currently new goals and objectives that include a focused on social determinants. JH recommend IFNA meet with new director of NINR since family has potential for strong focus in NINR. Cristina noted the significance of NINR to a global emphasis. Board can
Follow up:	JH suggested Board invite new NINR Director to an IFNA Board meeting.
Person Responsible:	JH will work with IFNA President (Veronica Swallow) to create invitation to new NINR Director to meet with IFNA Board.
Action/s	JH and VS will invite new NINR Director to meet with IFNA Board

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	<p>Several potential new members invited to the meeting. Reviewed purpose and structure of the Foundation, Key fundraising, and strategies. Moving forward with a plan to participate in Giving Tuesday and international, external fundraising opportunity.</p> <p>The IFN Foundation may consider using Facebook for fundraising purposes.</p> <p>Pending IFNA board approval, affirm new members/officers at the December meeting.</p>
Follow up:	
Person Responsible:	SM

Action/s	
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Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapter Updates
Discussion	<p>UK / Ireland Chapter</p> <ul style="list-style-type: none"> • A third successful Webinar was organised by the Webinar Working Group and took place this month • Two blogs being posted by the Blog Working Group this month • Membership now 175 • Next Newsletter being developed by the NL working group • Strategy being updated by the strategy Working Group • Twitter working group planning next twitter chat <p>Australia / New Zealand Chapter Met October 6th, discussed</p> <ul style="list-style-type: none"> • visiting scholar opportunities once COVID restrictions ease. • Reported out comments/feedback from IFNC15 and Pre-conference Session <p>October Newsletter - Go to this Sway</p>
Action/s	

Agenda Topic:	Student Engagement Update (Wendi Smith)
Discussion:	Meeting Thursday, October 14 th .
Action/s	

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	Veronica S Board Liaison is meeting with the Awards Committee late Oct or early Nov.
Action/s	

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	Targeted work as a specific time. Next cycle in 2022 – 2023, unless issue arises that needs addressed.
Action/s	

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>IFNA Communications Committee promoted IFNA members and IFNA Position Statements: twitter, LinkedIn, IFNA blog posts were posted related to IFNC15, IFNA member news, and IFNA resources since our last meeting in July 2021.</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: 21 • Position Statement on Graduate Education: 11 • Position Statement on Generalist Practice: 80 • Position Statement on Advanced Practice: 54 <p>Position Statement on Planetary Health and Family Health: 2</p> <p>Continue to Recruit IFNA Student Engagement Group</p> <p>New business Potential Re-instatement of bimonthly IFNA Newsletter See: https://internationalfamilynursing.org/ifna-news/ifna-newsletters/ Last bimonthly newsletter was June 2020. See need and want to identify way to do. Consider quarterly.</p> <p>Continue robust social media promotion of current IFNA initiatives: IFNA members, IFNA Position Statements, other</p>
Action/s	

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	<p>Sarah Neill and June have been appointed as CPC co-chairs and IFNC16 CPC is being constituted. Evaluations have been analyzed and over 90% indicated positive review of overall program and quality of speakers.</p> <p>BOD input to CPC for IFNC16 is invited. We will start planning theme, objectives, and format/location if f2f.</p> <p>Presenters can use their information and preconference materials within their own university and chapters.</p>
Follow UP	<p>CPC is seeking input from Board about conference (virtual, hybrid, on-site etc).</p> <p>CPC is aware of need to consider financial status in planning</p> <p>CPC wants to make decision with Board about next conference.</p>
Action/s	DZ is sending brief survey for members to seek information about preferences for format and location of IFNC16

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	<p>Education Committee met September 21, 2021</p> <ol style="list-style-type: none"> 1. Co-Chairs Shelley Spurr and Jill Bally reported positive feedback on chairs and board meeting 2. Education Subcommittees report increased membership and leadership roles being established 3. Simulation, Informatics and Technology Subcommittee reports new leadership by Stacey Van Gelderen in webinar management. Working on following webinars: <ol style="list-style-type: none"> a. Mental health b. Year of the nurse campaign c. Scoping reviews with research Committee d. Ireland chapter webinar focused on Family Care Rubric (Van e. Leadership with graduate student focus f. Year of Nurse 4. Communications and Newsletter Subcommittee reports working with Janice Bell on Communications Committee <ol style="list-style-type: none"> a. Ideas: Highlight of new members, News from new Members, Sandra Eggenberger Retirement 5. Family Nursing Education Resources Subcommittee: Process for approval of resources is being reviews. 6. Position Statement Subcommittee reports a Dissemination Project with Practice Committee continues, Discussions about Repository, Tracking Templates being developed
Action/s	

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	<p>The Committee met 13th September and discussed about recruitment strategies related to conference update. The Committee agreed on the need to continue with the welcome letters to new IFNA members as a close gesture of welcome as well as to remind them of the benefits of the networking. Regarding this point, the Committee agreed to explain in the next letter how to network with other members through the website. Furthermore, the Committee continue working on how to connect with members from countries in which membership is low. Finally, discussion focused on the need to recruit new committee members since there are only 8 members and the attendance is not complete in the majority of occasions. Next meeting is scheduled November 8th.</p> <p>Suja, Veronica and Debbie are working on an infographic to distribute to the first-time attendees of IFNC15 and new members.</p>
Action/s	SS, VS and DZ will circulate infographic and letter to first time attendees (IFNC15) and other

	new members to encourage membership renewal
Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	Anticipating a meeting in the coming weeks to discuss the timeline of the committee for the next election cycle.
Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	Discussion re updates from committee members present and approval of previous minutes – welcome to new members. Discussion re organisation of committee – establishment of some sub committees to possibly be along these lines: <ul style="list-style-type: none"> • Grant – IFNA Global Family Nursing initiative project. • Position statements • Communication sub committee Discussion held with all members.
Action/s	Board members are encouraged to do the own Digital Stories - https://internationalfamilynursing.org/2021/06/24/digital-stories-of-family-nursing/ Plan to discuss process at next meeting and how to then encourage wider IFNA membership
Agenda Topic:	Research Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	The Dyadic research and Pediatric Cluster Groups groups setting agenda.
Action/s	
Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	RAC met October 5 th . Personalized thank you letters sent to all sponsorship supporters of IFNC15 and all those that contributed to Pot of Gold Challenge. RAC talking about international funding.
Action/s	
Agenda Topic:	Process Meeting: What went well? What can we improve upon? Future meetings

Next IFNA Board Meeting

November 11, 2021 8:00am – 10:00am EDT