

IFNA Minutes Board of Directors - Conference Call November 11, 2021 8:00a – 10:00am EST	
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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, Kristen Abbott-Anderson, Suja Somanadhan, Sandra Eggenberger, Petra Brysiewicz Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Wendi Smith (Student Engagement Group), Cristina Garcia-Vivar
Guests:	
Minutes compiled:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement / Networking (Veronica Swallow)
Discussion:	Lindsay Smith has been appointed as the Deputy Chair of the Ethics committee in the state of Tasmania.

Agenda Topic:	Approval of prior minutes (Veronica Swallow) (Attachment)
Motion to Approve	October meeting minutes approved. Motion to approve by Kristen Abbott-Anderson and seconded by Sonja Meiers. All approved. Sandra Eggenberger thanked Debbie Zaporoni for creating a summary of minutes distributed to the committees and membership.

Agenda Topic:	Financial Report (Veronica Lambert) (Attachment)
Motion to Approve	October Financials were reviewed. Profit / Loss Summary across Conferences for several years were reviewed. Kathy Knafel was recognized for her preparation of reports and summary. Summary shows a profit/loss from the recent conference depicting a successful conference from a financial perspective. Board recognized Resource Advancement Committee (RAC) as a key to being able to make the conference fees accessible to people around the globe. RAC is recognized for their consistent efforts to create sustainable conference. Veronica shared an overview and comparison of conference income/expenses across prior conferences. The comparison document was provided by Kathy Knafel, as previous Treasurer at the time of IFNC15. This will be a good resource moving forward. Board will use the balance sheet to share financials with the membership with a note of the healthy financial status of IFNA now. Veronica Swallow clarified that the conference paid speakers were offered an honorarium of \$750 with no one donating the funds back to IFNA. Veronica Lambert reported additional information: October income was \$13,130.09 (HRB sponsorship, membership dues, small number of donations); expenses were \$5994.61 (management fees and small PayPal/banking fees) for an overall gain \$7136.29.

Agenda Topic:	Updates / Reminders
Discussion:	<p>Letter sent to new President, Edward Inch at MNSU Mankato to introduce IFNA and encourage continued support for mission/vision that align with Taylor Institute and IFNA. No response yet, but the new Institute directors (Drs. Abbott-Anderson and de Ruiter) meeting with President Inch in near future.</p> <p>Committee Terms of Reference (TOR) are requested for 2022 – 2023 with a deadline of December 31 to anticipate reviewing at January 13th meeting.</p> <p><i>The question was asked: Should we ask for TOR (or similar format) from Chapters?</i> Lindsay Smith expressed this was reasonable request to ask for Terms of Reference related to their objectives in the next 6 months to align with what we do with the committees. Board affirmed.</p> <p>Discussions about potentially developing chapters in following areas:</p> <ul style="list-style-type: none"> • India • Canada • Africa (consolidate as a continent, not only the country of South Africa) • Italy – Italian nurses association letter of agreement was written for one year, need to revisit to see if we want to continue for another year. <p>Board members are encouraged to do the own Digital Stories – https://internationalfamilynursing.org/2021/06/24/digital-stories-of-family-nursing/</p>
Action:	<p>Debbie Zaporoni and Veronica Swallow will follow up with Italian Nurse Association letter of agreement and status.</p> <p>Petra Brysiewicz will report on video collection at next meeting.</p> <p>Liaisons will guide chapters in completing Terms of Reference.</p>
Person Responsible:	

Agenda Topic:	Global Family Nursing Initiatives – Updates & Summary 2022 Call for Proposals
Discussion:	<p>Fathers experience in families with a child with a chronic illness: A systematic review – S. Spurr / C. Danford</p> <p>The team is meeting regularly and plans to meet the projected timelines. Are in the middle of quality assessment (scheduled Sept-Dec) and will shortly begin data synthesis (scheduled for Oct-March). Hope to start the writing of two publications by new year.</p> <p>IFNA Website Update: Ensuring High Quality Communication within Our Global IFNA Community and Beyond – J. Bell / J. Anderson</p> <p>Project Completed. <i>What type of completion summary are we looking for?</i></p> <p>A Global Shift in Family Nursing Practice – M. do ceu Barbieri-Figueroa / D. Sheppard-Lemoine Money had not been requested yet.</p> <p>2022 Call for Proposals</p> <p>A timeline for applications was reviewed. Call for Proposals will be sent December 1, 2021, with a deadline of January 31, 2022. Decision date will be March 1, 2022 with accepted projects to commence March 15, 2022. Prior commitment has been 4 projects per year. Discussion item emerged: Should Chapters and Student Engagement Group also be invited to apply. Board agreed to extend the call to Chapters and the Student Engagement Group.</p>
Follow up:	<p>The type of summary related to the deliverables or action items and how the money was spent needs to be developed. Board suggested 1 to 2 pages plus inclusion of a paragraph (100 words or less) that is appropriate to publish on the website. These reports would go back to the Executive group or a smaller group who initially reviewed the applications for a summary to send back to the Glen Taylor Nursing Institute. Following a review of the</p>

	reports the Board needs to make long range plans to see if this project will continue in the future. Process for review/acceptance will be discussed further.
Action: Responsible:	Debbie Zaporoni will follow up with the authors of the proposal “A Global Shift in Family Nursing Practice”. Debbie Zaporoni will distribute the call for proposals to membership for next round of proposals. Debbie Zaporoni will convene the individuals to identify processes, including IFNA President and Kristen Abbott-Anderson as Director of Taylor Institute.

Agenda Topic:	Membership Challenges outside of N. America
Discussion:	<p>Language –</p> <ul style="list-style-type: none"> • Kassalen planned to upgrade Zoom, but costs are prohibitive to allow for transcription of meetings. However, KME has a subscription to Otter AI. A transcription of the Practice committee meeting has been created for their feedback. Debbie will send email to all committee to notify this is an option for meetings moving forward. • Suja Somanadhan mentioned that Google Meet also has a free service for audio transcription. Debbie will explore, specifically in relation to firewall issues that they have experienced occasionally. • Website has the option to translate content into a variety of languages. Content is translated but documents are not. <p>Membership Dues – the due structure seems fair, but the process of getting money to the organization is a barrier for some in developing countries, such as South Africa.</p> <p>Payment Options – Questions have been posed related to alternatives for payment, specifically those from outside of the US. Debbie Zaporoni will investigate what is involved in bank transfers, if the fees are too high it wouldn't be a good option. We need to find out what services other people use to pay for memberships or make donations.</p> <p>New Member Retention – Debbie, Suja and Veronica Swallow are creating an infographic, to encourage members who joined before/after the last conference to continue their membership.</p>
Action:	<p>If moving to a transcription service, participants would need to state their names before speaking as the software wouldn't have any other way to identify who was speaking.</p> <p>Debbie Zaporoni will get information about transcription services out to committees so they are aware that they can use one. There will not be a one service that will work for all, but it will be good for everyone to be aware of what is available.</p> <p>Debbie Zaporoni will contact committee chairs to notify them of transcription possibilities.</p> <p>Debbie and Veronica Swallow will contact the committee co-chairs and ask them to ask for suggestions on different pay options from a variety of countries.</p>
Person Responsible:	

Agenda Topic:	Meeting with NINR Director (June Horowitz)
Discussion:	June Horowitz has sent a message to the director and is waiting for a response. They have sent out emails asking for input regarding their strategic plans. Board members should think about what we would suggest in regards to their planning.
Follow up:	Send link of their strategic plan to board members and discuss at next meeting.
Person Responsible:	

Agenda Topic: 0852-0855	IFN Foundation (Sonja Meiers)
Discussion:	The IFN Foundation is gearing up to participate in a fundraising event, Giving Tuesday on November 30 th . The IFNF web page has been updated. The IFNF now has their own payment gateway, as well. A Social Media toolkit and other communications about the event will be distributed.
Follow up:	
Person Responsible:	

0855 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapter Updates
Discussion	<p>UK / Ireland Chapter</p> <ul style="list-style-type: none"> • Executive group meeting held 18th October • Chapter Membership now 175 • Discussion 27th Oct between VS/Suja and Professor Asha Shetty, India who is going to establish a IFNA Chapter in India • Two blogs posted on UK&I Chapter website in October https://ifnaukandireland.org/blog/ • Connections with clinical based nurses across the UK being strengthened to promote family nursing • Options being discussed at Sheffield Hallam University (VS with Dr Chis Smith Associate Dean, Business and Enterprise) to establish and recruit an interim/student placement at SHU to support the organisation of Chapter working groups (Newsletter, Membership, Blogs, Twitter, Strategy) and assist our web manager with administering our website • Next Executive group meeting 18th November <p>Australia / New Zealand Chapter</p> <ul style="list-style-type: none"> • newsletters are well received and have over 250 views, they are shared via Twitter, Linked in, Facebook and email. • Meeting in Oct well attended, decided to have a focus for each newsletter, next one paed with Lisa Whitehead and Mandie Foster leading. –Then mental health critical care in 2022. • Also aim to get a guest speaker for meetings to increase engagement with clinicians and researchers. • We also spoke about interest in having Family Externship in Australia virtually. • Survey across Aus NZ moving along well ethics approved across most institutions now survey online just finalizing details of sending out survey. • discussed options for sharing our workshop as it was well received and we have a copy of it maybe do with our group.

Agenda Topic:	Student Engagement Update (Wendi Smith)
Discussion:	October meeting rescheduled for early November.

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	<ul style="list-style-type: none"> • Committee meeting held October 27th /28th (date dependent on continent of

	<p>participating member)</p> <ul style="list-style-type: none"> • Meeting minutes will be maintained from now on, VS will ask Debbie at Oct BOD meeting where the minutes need to be uploaded and will update Co-Chairs Norma Krumwiede and Lisa Whitehead. • Updated TORs discussed, including a 10 point Committee action plan, and both agreed by committee and will be sent to Debbie by Lisa/Norma • Awards Committee membership, discussion on representation by continent to expand committee membership in particular eg Japan/China, Norma/Lisa will contact Junko for advice re possibility of recruiting an Committee member from Japan • Timing of the call for award nominees, discussion about potential to bring the date for the call forward, committee agreed to issue Call before the Call for abstracts for IFNC16 to give more time to prepare applications. Awards committee Co-Chairs will discuss logistics with Debbie – Veronica Swallow will dialogue with Board at October BOD meeting re possibility Call going out earlier and feed back to cochairs. • Process of nomination for IFNA awards, discussion around current process and possible alternative approaches due to growing awareness that attitudes towards self-nomination vary between global regions (eg peer nominations vs self-nominations) – this discussion will continue at the next Awards committee meeting TBA Jan 2022. • The committee was discussing opening the call for nominations to an earlier date (December/January) would increase the number of applicants. The board thought that 6 months ahead of the deadline is good with a window of a few months to do fill out the nomination. So, next November (2022) would be a good time to put the call out. • Sonja Meiers suggested that the more clear the criteria are, the less subjectivity and applicants will be less hesitant to apply or to make a nomination <p>To allow timely update and information sharing, Chairs will schedule quarterly Awards Committee meetings to include the IFNA Board Liaison</p>
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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.

Agenda Topic:	Communications Committee (Junko Honda)
Update	Meeting cancelled for October 21st

Agenda Topic:	Conference Planning Committee (June Horowitz) Membership Survey (Attached)
Update	<p>Invitation for members to join the CPC, membership is growing. In need of a couple of country liaisons. Debbie will send out dates in a doodle poll to get first meeting scheduled.</p> <p>Survey distributed to the full IFNA Membership (attachment). Survey outcomes show membership preference is for hybrid, in Dublin, in June, 2023. Preliminary conversation has been done with representations in Finland and other places, so perhaps the board should initiate a bidding process. After discussion, decision was made that a targeted invitation to apply might be best option. With the pandemic, we need to be cautious to sign contracts. Veronica Lambert is open to start a conversation about Dublin. Sonja Meiers suggested that with the hybrid option we might have lower in person numbers so we can look at a smaller less expensive option like hosting it at a university. Petra Brysiewicz suggested people would be more understanding if IFNA did things a bit differently and we should have a venue with expansion options. Lindsay Smith thought that there might be a way to do a variety of venues worldwide with some live speakers in a variety of places. Need to think about sponsorships and going back to the sponsors we had at the last conference could be problematic. Thinking about this as more of a global effort to of support we may look at</p>

	<p>hosting an in person portion in a developing country like South Africa without requiring that they have local support.</p> <p>June will bring ideas back to the committee and we will get an update next month.</p>
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Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	<p>Education Committee Report (November 2021) Prepared by Cochairs Shelley Spurr and Jill Bally</p> <ul style="list-style-type: none"> • Education Committee Chairs are meeting with Research Committee to determine how we can collaborate to develop and hold an upcoming Webinar on Scoping Reviews. • Currently working closely with the Communication Committee to develop and highlight several IFNA members related to education items. • Work continues on Position Statements. They are working on development of a publishable paper related to dissemination of the Position Statements. Education committee member working closely Practice Committee to provide mentorship.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Meeting scheduled for 11/15.

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	<p>Meeting scheduled for Monday, November 15th</p> <p>Nominating Committee co-chairs have commenced reviewing via email correspondence:</p> <ol style="list-style-type: none"> 1. Goals and Action Plan for the next two years. 2. Terms of Reference. 3. How best to liaise with Country Liaisons in the nominating process.

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	<p>Discussion re updates from committee members present and approval of previous minutes</p> <p>Discussion re IFNA Global Family Nursing initiative project – way to move forward. Interface with recording of Digital Stories.</p> <p>Position Statements Dissemination Project</p> <p>Communication liaison subcommittee</p> <p>Updating the Goals and Action Plan for IFNA Practice Committee or the next two years</p> <p>Next meeting: November 24th 2021.....5 PM EDT</p>

Agenda Topic:	Research Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	<p><u>Each Sub-committee reported on their work</u></p> <ul style="list-style-type: none"> ○ Dyadic research: A core group with collaboration from the larger sub-committee is moving forward with a paper based on IFNC15 presentation and targeting the JFN. Looking for writing teams to continue work in new/other areas. ○ Research Connections: this group is tasked with facilitating connections for members with common interests—working in collaboration with Debbie/Eric. Petra from this BOD has had an active role here developing ideas. Meeting pending with Debbie/Eric/Petra ○ Family Measures: Family measures are available on the website. Any members interested in keeping these updated is invited to let Cindy/Kim know and they will pass along to the lead for this group- Marcia who was not able to join the meeting. ○ International Research Collaboration Subcommittee: This group is growing with

several new members in the research clusters.

- Family care in ICU—beginning new phase; publication from first study and have others in the pipeline. Planning a systematic review in ICUs; and planning to look at Big Data
- Peds cluster: Systematic review fathers caring for children with chronic condition—may be 2 papers that come from this.
- “Incubator Group”—percolating ideas for research- no further updates
- **Family/family research ethics:** Met last month- small but mighty group. Drafted a survey about ethics work to send to membership—in process. Plan to present at future conference. Next meeting first week of November.
- **Strategic Dissemination Subcommittee:** Another small but mighty group—working on strategic news post. Inviting new members for work on key elements identified. One is aimed at highlighting member’s work—publications or presentations—members are invited to send a little mocked up tweet (formatted like a tweet) that could be passed along as an easy way to disseminate research. Looking for other ways to highlight work and ways to disseminate work. Reach out to paula.nersesian@maine.edu with any interests/tweet content.

Conference Planning IFNC 16

Holding pattern; TBA Members were encouraged to participate in the survey sent last week: 3 questions.

Future Plans:

- a. Collaboration with Education Committee on Scoping Review Webinar: Plan to meet in November about a Webinar in Spring 2022
- b. Biannual All member research committee meeting- Next 26 April 2022
 - i. Topics for presentations welcome: members were invited to let Cindy know of any ideas.
- c. IFNA Research Position Statement- In planning stages
- d. Advancing Health Equity through Family Nursing Research- In development

Announcements:

Posting: Illuminating Family Research in Planetary Health by Danford & Mooney-Doyle: International Family Nursing Association (IFNA). (2020). IFNA Position Statement on Planetary Health and Family Health. <https://internationalfamilynursing.org/2020/04/18/ifna-position-statement-on-planetary-health-and-family-health/>
Members are encouraged and invited to post a blog—reach out to Paula Nersesian (paula.nersesian@maine.edu) with questions.

Increasing awareness: November is considered palliative care month in some parts of the world.

Presentation: Recruitment Challenges

Valerie Toly presented on challenges with recruiting and use of virtual format highlighting how recruitment for her study shifted to virtual recruitment with the onset of the COVID-19 pandemic. Dr. Toly provided tips and suggestions for successful recruiting using a virtual format such as Zoom along with benefits and challenges encountered.

Next meeting scheduled for November 23rd at 0900 ET

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	<p>Already gearing up for IFNC16. Expanded non-US membership on the committee. At the December meeting we will have a guest, Steve George, University level advancement officer at University of Illinois at Chicago. Steve has had considerable experience with international fund raising, including for nursing training consultation. We look forward to hearing his pearls for future sponsorship strategies we might consider!</p> <p>2 members have been added, one from China and one from the US.</p>

Agenda Topic: 0955 - 1000	Process Meeting: What went well? What can we improve upon? Future meetings we will need to try to introduce ourselves before speaking to use the transcription application.
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Next IFNA Board Meeting

December 8, 2021 8:00am – 10:00am EST