

**IFNA Minutes  
Board of Directors  
December 9, 2021  
8:00am – 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, Kristen Abbott-Anderson, Sandra Eggenberger, Petra Brysiewicz, Staff: Debbie Zaparoni, Beth Kassalen
Unable to Attend:	Suja Somanadhan, Cristina Garcia-Vivar, Wendi Smith (Student Engagement Group)
Guests:	
Minutes compiled	Sandra Eggenberger and Debbie Zaparoni

Agenda Topic:	<b>Welcome / Announcements, Board Engagement / Networking</b>
Discussion:	

Agenda Topic:	<b>Approval of prior minutes</b>
Motion to Approve	June Horowitz moved to approve November minutes. Sonja Meiers seconded. Approved. Board will continue to raise hand to be recognized and then introduce name before speaking.

Agenda Topic:	<b>Financial Report (Veronica Lambert)</b>
Motion to Approve	November income was \$1435 (largely membership dues, and some small donations). November expenses were \$5605.69 (largely management fees and some paypal/banking fees) for an overall loss -4170.69.  IFNA remains financially healthy.  Discussion: Questions were addressed, indicating this report aligns with usual financial status of IFNA; conference income continues to be the main support for next two years. Kristen Abbott-Anderson moved to approve the financial report. Petra Brysiewicz seconded. Motion carried.

Agenda Topic:	<b>Updates / Reminders</b>
Discussion:	<p>1) Update from the Glen Taylor Nursing Institute for Family and Society on Initial meeting with the new president of Minnesota State University, Mankato: President Inch. The Co-directors (Kristen Abbott-Anderson and Hans Peter de Ruiter) of the Glen Taylor Nursing Institute for Family and Society met with President Inch on December 3<sup>rd</sup>. President Inch expressed support for the role of the Institute within Minnesota State University, Mankato and with IFNA. President Inch shared that he had met Glen and Becky Taylor and heard their passion for the Institute and the work being done. The Mission and Vision of the Institute is consistent with President Inch's vision for the University. IFNA was highlighted as an organization that facilitates excellence in family nursing and in connecting scholars internationally. Board affirmed that it is a positive situation to have an academic institution clearly supporting IFNA as missions align.</p> <p>2) Research Committee Survey is being prepared by Kim Mooney-Doyle and Cindy Danford with distribution plans for January 2022. A Family Ethics Subcommittee is preparing a survey examining ethic topics that may inform future work. Lindsay Smith suggested the statement that data would only be used for IFNA purposes. Debbie suggested survey collect participant's country of origin to identify global differences. Questions were asked about</p>

	<p>potential issues emerging with identifiable names. Board plans to review survey and send feedback via Debbie Zaporoni to the research committee in next week and then review a final document at Board Meeting in January. Board is supportive of survey in intent. A follow up discussion emerged indicating board would value opportunity to gain more understandings about the purpose/aims/goals of the proposed subcommittee and possibly a discussion would be useful for the Research Committee. A request will be made to the Co-Chairs of Research Committee to attend a board meeting to encourage board-committee discussions.</p> <p><b>3)</b> Board members are encouraged to create their own Digital Stories - <a href="https://internationalfamilynursing.org/2021/06/24/digital-stories-of-family-nursing/">https://internationalfamilynursing.org/2021/06/24/digital-stories-of-family-nursing/</a> Discussions are being held with communications committee about ways to display stories on IFNA website. Stories are currently on IFNA YouTube channel. Options to highlight stories on the IFNA webpage are being explored. University firewalls may be creating a barrier for technology creating stories. Options such as Flipgrid and Zoom were noted. Questions were asked about ways for communications committee to discuss a plan for sharing stories. Petra will further dialogue with David Clisbee about technology options.</p> <p><b>4)</b> Global Initiatives 2022 has been distributed with a submission deadline for January 31, 2022. We have evaluative criteria prepared from last meeting. Ad hoc committee to review the submissions is needed. Decision: Kristen Abbott-Anderson (Director of Glen Taylor Nursing Institute for Family and Society) as key supporter of Global Initiatives, Veronica Lambert (IFNA Treasurer), Veronica Swallow (IFNA President), Kathy Knafl (External Board Member as Reviewer who participated in reviews last year).</p> <p><b>5)</b> Practice Committee Project Update - Recruited 3 students (1 from Spain and 2 from Canada). One story submitted and will have students facilitate this process. Once we introduce our students to each other and the committee we plan on having them start collecting the stories. More details next week after meeting with the practice committee.</p>
Follow up:	<p><b>Action:</b> Veronica Swallow will ask Kathy Knafl to join the group to review proposals for Global Initiatives 2022. Research Committee Co-Chairs will be invited to future board meeting for mutual dialogues. Practice Committee will update board on students' engagement with committee. Debbie Zaporoni will ask IFNA Research Committee to share changes in survey by next meeting and attend January meeting to discuss the subcommittee.</p>
Person Responsible:	

Agenda Topic:	<b>Request for Information (RFI) on the NINR 2022-2026 Strategic Plan Framework.</b>
Discussion:	<p><b>Feedback</b> on the next strategic plan of National Institute for Nursing Research (a key funding agency for nursing research in the US that may have global impact) is due by Dec 13, 2021. This plan will guide NINRs research efforts and priorities for next five year.</p> <p>Research Committee of IFNA and IFNA Board have been exploring how to respond. IFNA wants to put forth a message of the importance of family and family health in the new strategic plan. Research Co-Chairs are forming a response, individual members can also respond, and IFNA Board is planning to provide a response.</p> <p>Board affirmed the idea of sending a response to NINR from the board and research committee co-chairs. However, board members need to be able to review the committee co-chairs draft and then decide if one response signed by the IFNA Research Co-Chairs and the IFNA Board moves forward. Several board members expressed thinking that a joint response from committee and board is a strong approach. Board members expressed thinking that a response created by committees of an organization needs to be reviewed and endorsed by board members.</p>
Follow up:	<p><b>Action:</b> Veronica Swallow (President of IFNA Board) will request Research Co-Chairs (Cindy</p>

	<p>Danford and Kim Mooney-Doyle) share their statement to NINR and the Board members can then offer comments by Saturday 12/11. Email to the board will include link to the NINR strategic plan, the IFNA Research Co-chairs' response, and the date where response is needed with stipulation that if don't respond the assumption is affirmation. Board can then provide their responses and comments. Board members will have the opportunity to endorse or not endorse the statement. June Horowitz will synthesize these comments from the board.</p> <p>A Follow up on earlier plan related to NINR was shared with the Board: Veronica Swallow and June Horowitz to meet with the new Director of NINR at a January meeting. The purpose was to introduce IFNA more fully and engage new Director in understanding IFNA mission/vision. Board members and research committee co-chairs will be invited to the future meeting planned with new NINR Director.</p>
Person Responsible:	

Agenda Topic:	<b>IFN Foundation (Sonja Meiers)</b>
Discussion:	<p><b>December 6, 2021 Meeting Notes</b></p> <p><b>Giving Tuesday Initiative</b> (November 30, 2021) Crafted messages that were distributed by Communications Committee and Debbie Zaparoni; Social Media Toolkit developed; Blog and stories distributed; Twitter Feeds; Targeted larger IFNA distribution list; Lessons Learned: Process improved to streamline donations singularly to the IFN Foundation on Website; Noted challenge that communications were going into junk inboxes; Next Steps: Consider going beyond IFNA membership to a broader audience; Publish the success of the initiative</p> <p><b>Japan Foundation Concept Paper</b> submitted by the IFN Foundation was accepted. The next step is to create the full proposal with a focus on creating a team of Japanese and US family nurses and family health scholars with expertise in gerontology and health services for older adults, that will develop a 2-part Internet-based interactive seminar to meet the goals of cultural exchange of the Japan Foundation. Educational webinars are being planned to encourage cultural understandings.</p> <p><b>Legacy Giving</b> Workgroup will bring updated documents to February meeting</p> <p><b>External Foundation Grant</b> Workgroup created to discuss structure and processes for garnering IFN Foundation monies from external foundation funders.</p> <p><b>Web Site Update</b> A specific IFN Foundation Donate button has been added to the IFN Foundation section of the IFNA website.</p>
Follow up:	
Person Responsible:	Sonja Meiers shared plans to have communication consistent and details about IFN Foundation and RAC. JARFN supports this efforts.

Agenda Topic:	<b>Mentoring Program</b>
Discussion:	<b>Mentoring discussion</b> by Petra Brysiewicz and Eric Hodges to further explore IFNA mentoring. Ways to increase dialogue on IFNA Website and support mentorship were discussed. Petra indicates a plan will be presented at future board meeting.
Follow up:	
Person Responsible:	Debbie Zaparoni will bring a more detailed plan in January.

**0910 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports**

Agenda Topic:	<b>Chapter Updates</b>
Discussion	<p><b>Australia / New Zealand Chapter</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Newsletter Number 13: November 2021</p> </div>

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**UK and Ireland Chapter**

This month the UK & Ireland Family Nursing Chapter published Issue 3 of the Members' Newsletter <https://mailchi.mp/eaeeef1b447af/ifna-uk-and-ireland-newsletter-issue-13519505> and hosted Dr Joel Anderson who presented an excellent Webinar on the 6<sup>th</sup> December "How to Use Infographics to Promote Family Health"

Agenda Topic:	<b>Student Engagement Update (Wendi Smith)</b>
Discussion:	A meeting is upcoming.

Agenda Topic:	<b>Awards Committee (Veronica Swallow)</b>
Update	No news at this time

Agenda Topic:	<b>Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)</b>
Update	No news at this time.

Agenda Topic:	<b>Communications Committee (Junko Honda)</b>
Update	November meeting canceled, next meeting December 16 <sup>th</sup> .

Agenda Topic:	<b>Conference Planning Committee (June Horowitz) Membership Survey (Attached)</b>
Update	<p>CPC has been appointed with appropriate representation from Research, Practice, and Education Committees, the RAC, and the CLCs, the treasurer, and at-large members to increase diversity. We plan to invite representatives of other committees periodically to enhance communication, planning, and coordination.</p> <p>Our first meeting will be on January 17, 2022. We will begin the process of identifying theme/title, objectives, potential speakers, and discussing membership feedback re: format and potential face-to-face location. We will report recommendations to the president and BOD in February 2022. Ideas for conference themes and potential speakers are being requested from the board and membership.</p> <p>Specific global representation on CPC includes UK, Ireland, Brazil, Canada, US, Japan, South Africa.</p> <p><b>Action:</b> Veronica Swallow recently prepared a planetary health blog that may have some organizational input into future conference planning. Veronica will share with June Horowitz.</p>

Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	Subcommittees met last month. Report to follow.

Agenda Topic:	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	VS connected with Cristina: the last meeting was held on the 15th of November and the main topic discussed was to continue working on the identification of recruitment strategies for new members. The next Membership Committee meeting will be 19 January 2022.

Agenda Topic:	<b>Nominating Committee (Lindsay Smith)</b>
Update	Nominating Committee met on 16th November. Focused on how to secure nominations for 2022 elections with an emphasis on global representation. Next meeting proposed for January 2022.

Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	<p>Meeting date: 24 November 2021</p> <p>Discussion re updates from committee members present and approval of previous minutes. Welcoming new members to the committee.</p> <p>Discussion re IFNA Global Family Nursing initiative project – submission of the project to ethic for approval and will have the support of 3 students to collect and edit the narratives. Digital Family Nursing Stories – user document created.</p> <p>Position Statements Dissemination Project – ongoing. To be discussed at next meeting.</p> <p>Updating the Goals and Action Plan for IFNA Practice Committee or the next two years – feedback requested from committee members.</p> <p>Next meeting: 15 December 2021</p>

Agenda Topic:	<b>Research Committee (Kristen Abbott-Anderson / Suja Somanadhan)</b>
Update	<p>Updates from the November 24, 2021 Meeting</p> <p>Question for the Board has been posed by the Research Committee that is working on developing several webinars in conjunction with the Education Committee. Committee is seeking information from the Board about opening up attendance outside of membership. The committees see potential value in inviting non-members who may then choose to become members of IFNA.</p> <p>Board Response: Board supports webinars being offered free to members as ways to provide a benefit to membership while also offering to nonmembers for nominal fee. Inviting nonmembers may support IFNA engagement and membership. KME indicates past webinars have been offered to nonmembers for nominal fee. Members who register for a webinar have access when convenient. KME will continue to explore webinar options.</p> <p><b><u>Committee Updates</u></b></p> <p>Sub-committee reports</p> <ul style="list-style-type: none"> <li>• <b>Dyadic research</b> (K. Lyons)- Draft manuscript of dyadic state of science; will be forming sub-groups. Send Karen an email if interested.</li> <li>• <b>Family Measures</b> (M. Van Riper)- seeking someone who is interested in helping Marcia to help maintain and grow the family measures.</li> <li>• <b>International Research Collaboration Subcommittee</b> (K. Roberts, D. Sheppard-LeMoine)-</li> <li>• <b>Peds cluster</b>- systematic review will produce two manuscripts: quantitative &amp; qualitative—writing will begin in new year.</li> <li>• <b>Acute cluster</b> with many new members and wrapping up previous research studies and manuscript submissions; establishing new leadership with mentorship.</li> <li>• <b>Policy manuscript</b>: brainstorming session in December, email Karyn Roberts if interested (robertkj@uwm.edu). Lots of activity—and lots of new members! Spread the word about this committee.</li> <li>• <b>Family/family research ethics</b> (K. Mooney-Doyle): Working on bibliography list as resource for those needing/interested in ethics. Small, but growing group.</li> <li>• <b>Strategic Dissemination Subcommittee</b> (P. Nersesian)— Planning to conduct a systematic review of website content once they have more members/capacity. Encouraged to submit blog. Contact: paula.nersesian@maine.edu</li> <li>• <b>Newsletter</b>: on-going discussion around need and preferences.</li> </ul> <p><b>Webinar collaboration:</b> Scoping Review</p> <p>Guests: Shelley Spurr &amp; Jill Bailly, Co-Chairs from Education Committee joined meeting to discuss planning a webinar/collaboration and plan to present on scoping review. Jill and Shelley are leading and are contacts for webinar. Plan to engage with the graduate/student group. Anticipating webinar for Feb/Mar 2022 followed by one or two more specific webinars to carry over into June/September 2022. Thoughts are that with no IFNC this year, webinars would be of value to the membership.</p> <p><b>Future Plans:</b></p> <p>Co-chairs are working on completing the Terms of Reference: Liaison offered assistance as needed</p>

	<p>Biannual All member research committee meeting- Next 26 April 2022: beginning to solicit for topics. Email Kim Mooney-Doyle and/or Cindy Danford with ideas. On-going discussion planned.</p> <p><b>Action:</b> Webinar technology will be further explored by KME. The plan limits may need to be examined. Webinar recording options will be further examined.</p>
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Agenda Topic:	<b>Resource Advancement Committee (Veronica Lambert / Debbie Zaporoni)</b>
Discussion:	<p>Meeting Tuesday, December 7<sup>th</sup>, will report at meeting on the 9<sup>th</sup>. Resource Advancement Committee had a productive meeting with Dr. Steve Young, expert in global sponsorship. Information will be shared with Board at next meeting. Inconsistency noted between the IFNA website and the IFNA Bylaws related to IFNA Committee "Purpose" as on the website and the "Duties and Responsibilities" as indicated in the Bylaws. Debbie will update the website to be consistent with the Bylaws.</p>

Agenda Topic:	<b>Virtual Experiences</b>
Discussion:	<p>The difficulties with online transfer of money in some locations often due to perceived and actual risks etc.</p> <p>Petra Brysiewicz shared an idea of a member offering a virtual experience to be able to support their membership. Could global experiences be offered to offset membership fees? Ideas given about a structured virtual learning experience being offered from low resource countries and high resource IFNA members possibly being interested in paying for this experience. Possibly a person could offer a virtual learning experience and then that could be another member's membership fees. A valuable substantive experience could be designed by a member and then offset membership fee. These ideas could be piloted.</p> <p><b>Action:</b> Petra Brysiewicz will continue to explore a plan and then consider sharing with membership and board.</p>

Agenda Topic: 0955 - 1000	<p><b>Process Meeting:</b> What went well? What can we improve upon?</p>
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**Next IFNA Board Meeting**

January 13, 2022 8:00am – 10:00am EST