

<b>IFNA Minutes</b> <b>Board of Directors - Conference Call</b> <b>January 13, 2022</b> <b>8:00am – 10:00am EST</b>	
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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, June Horowitz, Veronica Lambert, Junko Honda, Kristen Abbott-Anderson, Suja Somanadhan, Sandra Eggenberger Staff: Debbie Zaporoni, Beth Kassalen
Unable to Attend:	Lindsay Smith, Petra Brysiewicz, Cristina Garcia-Vivar
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	<b>Welcome / Announcements</b> <b>Board Engagement / Networking (Veronica Swallow)</b>
Announcements / Acknowledgements/ Discussion:	Veronica Lambert described planning and implementation processes for a new masters interdisciplinary program being launched in child and family health at her university.

Agenda Topic:	<b>Approval of prior minutes (Veronica Swallow)</b>
Motion to Approve	Sonja Meiers moved to approve December IFNA Board Meeting minutes, and Kristen Abbott-Anderson seconded. Motion carried.

Agenda Topic:	<b>Financial Report (Veronica Lambert)</b>
Motion to Approve	December income was \$2020 (from membership dues), and expenses were \$8404 (mainly from management fees and some paypal/banking fees) for an expected overall loss of \$-6384. Healthy financial status. Veronica Swallow moved to approve financial report and Junko Honda seconded motion. Motion carried.

Agenda Topic:	<b>Updates / Reminders</b>
Discussion:	<p>IFNA research co-chairs and board provided feedback on the NINR 2022-2026 Strategic Plan Framework per timeline. Appreciation expressed for colleagues who helped prepare, draft, and express IFNAs voice.</p> <p>Small group meeting has been held to prepare for upcoming meeting with Dr. Zenk, Director of National Institute of Nursing Research. Thanks to all for helping preparations.</p> <p>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></p> <p>Italian Nurses Association Agreement meeting with Dr. DeCaro to be discussed in future.</p>
Follow up and Action:	<p>Board members are encouraged to complete digital stories.</p> <p>Plans are underway for the Practice and Communications Committee to develop a plan for utilization and dissemination of the digital stories.</p>
Person Responsible:	

Agenda Topic:	<b>IFNA Committee Terms of Reference (attachments)</b>
Discussion:	Communications Committee Practice Committee Resource Advancement Committee Nominating Committee
Follow up and Action:	All terms of references reviewed and approved while board made minor suggestions for Terms of Reference that will be shared with committee chairs. These suggestions are being shared with committee chairs for their approval and then will be posted on website. Board liaison Junko Honda will communicate with Communications committee that Practice and Communication Committee noted IFNA position statements tracking on their Terms of Reference, to ensure both committees are aware of directions to ensure communication about efforts and prevent duplication.
Person Responsible:	Debbie Zaparoni will communicate with committee chairs about Board suggestions for modifications in Terms of References.

Agenda Topic:	<b>Infographic (Veronica Swallow / Suja Somanadhan)</b>
Discussion:	An infographic has been prepared for usage. Board expressed gratitude for the work to prepare this infographic and made additional suggestions related to emphasizing international collaborations. June Horowitz moved to approve. Veronica Swallow seconded. Board approved with enthusiasm.
Follow up and Action:	The infographic can begin to be distributed to new members, new attendees at IFNC and other relevant usages.
Person Responsible:	Debbie Zaparoni will make the suggested changes.

Agenda Topic:	<b>Video Nominating Committee</b>
Discussion:	<a href="https://youtu.be/bBA_7nVVcg4">https://youtu.be/bBA_7nVVcg4</a> Board expressed gratitude and commendations for Nominating committee preparation of the video. The Board expressed the value in this video with thoughts for usage and suggestions for the future.
Follow up and Action:	Board expressed appreciation to nomination committee.
Person Responsible:	Debbie Zaparoni will express the board's appreciation to the nominating committee and share feedback.

Agenda Topic:	<b>Use of IFNC15 Presentations</b>
Discussion:	Committee co-chairs will be asked to bring ideas to an upcoming March meeting on ways to disseminate the IFNC15 presentations. Board has noted ideas such as: offering to non-attendees at a reasonable rate and available on YouTube for IFNC15 registrants indefinitely. Board members recognizes that these valuable presentations could be shared with others.
Follow up and Action:	Debbie Zaparoni will follow up with an email to committee co-chairs to share their ideas on how to disseminate presentations, e.g. webinars, preconference offerings again. At the next co-chair meeting these ideas will be discussed.
Person Responsible:	Debbie Zaparoni and Veronica Swallow

Agenda Topic:	<b>IFN Foundation (Sonja Meiers)</b>
Discussion:	IFN Foundation is in process of submitting the official grant application to Japan Foundation. Dialogue to continuing collaborating with RAC and IFN Foundation are being explored. Next meeting February 7 <sup>th</sup> .
Follow up:	
Person Responsible:	

Agenda Topic:	<b>Research Committee Ethics Survey</b>
Discussion:	Feedback from the board on the ethics survey has been collected and shared with the committee. Research committee responded and refined the survey and collection methods.
Follow up and Action:	The revised ethics survey will be shared with the board and ask for comments in a week.
Person Responsible:	Debbie Zaparoni

Agenda Topic:	<b>New Members Contributions Survey</b>
Discussion:	Petra Brysiewicz and Sonja Meiers volunteered to work with contributions survey results while Suja Somanadhan offered to help with Qualtrics tools as needed.
Follow up and Action:	At this time, Sonja Meiers will ask Foundation Committee if there is a need for survey data as they requested this data. With research committee also seeking member survey it seems this may not be the right time to seek this survey data.
Person Responsible:	Sonja Meiers

### Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	<b>Chapter Updates</b>
Discussion	<p><b>UK&amp;I Chapter update:</b> no new issues, next meeting of Chapter Executive 17<sup>th</sup> January</p> <p><b>Australia New Zealand Newsletter</b>  <a href="#">Go to this Sway</a></p> <p>The newsletter is being well received and read by about 100-150 people each month. Group is organizing a focus for each month and guest speakers to go with the focus. This is an aim to increase membership.</p> <p>A survey, <b>Nurses attitudes toward the importance of families and perceived outcomes of family involvement in nursing care study</b> [FAMinCare]. [GU: 2021/371] has been distributed to several networks across Australia.</p> <p>The Board discussed the role of IFNA in Research and supporting research. At the next meeting of Co-chairs there will be a discussion of IFNA and research. Co-chairs will be made aware of the context for research. Board will consider with co-chairs preparing a written statement that is shared with all about IFNA role in conducting research. Opportunities to collaborate in research are being provided by IFNA. We may need to produce a common statement about IFNA providing opportunities to collaborate in global research.</p>

Agenda Topic:	<b>Student Engagement Update</b>
Discussion:	Active group and seeking a student representative to attend Board meetings.

Agenda Topic:	<b>Awards Committee (Veronica Swallow)</b>
Update	No meeting held or scheduled this month

Agenda Topic:	<b>Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)</b>
Update	Dedicated work will commence later in 2022.

Agenda Topic:	<b>Communications Committee (Junko Honda)</b>
Update	Next meeting January 20th

Agenda Topic:	<b>Conference Planning Committee (June Horowitz)</b>
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Update	<ul style="list-style-type: none"> <li>• CPC meets for first time on Jan. 17, 2022</li> <li>• Agenda includes review of survey results from IFNA members, consideration of conference delivery options, initial planning considerations for delivery mode, venue, possible theme and dates.</li> <li>• Report from IFNC15 (Horowitz and Swallow) will be published in <i>J. of Family Nursing</i>, early 2022.</li> </ul> <p>Veronica Lambert will document this publication for IFNC sponsors.</p>
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Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	<ul style="list-style-type: none"> <li>• Terms of reference reviewed with minor changes to goals for 2022. Reduced number of projected webinars to be realistic.</li> <li>• New potential ideas for webinars are being explored: transgender care in nursing practice and another to discuss systematic and scoping reviews.</li> <li>• Our Position statement subcommittee is continuing to partner with the practice committee to track the dissemination of the position statements.</li> </ul>

Agenda Topic:	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	Membership committee has not been held recently.

Agenda Topic:	<b>Nominating Committee (Lindsay Smith)</b>
Update	<p>The Nominating Committee have established a strong approach for the upcoming call for nominations to IFNA elected positions. The nominating forms have been reviewed by the Committee members and updated. The call for nominations will commence in mid January with an email to all IFNA members. The call will be supported by an information video encouraging nomination produced by the Chair, Dr Elisabeth Coyne in collaboration with Dr Hazel Rands, once approved by the Board. Thank you to the Board members for actively reviewing this resource. Two Election forum webinars are proposed- one in late January and one in early February. Proposed dates for the webinar are circulated to the Board.</p> <p>Each member of the Nominating Committee is personally encouraging IFNA members from allocated regions of the globe and past nominations to consider nominating with the activity collated and reviewed regularly to ensure wide global approach and to help avoid duplication.</p>

Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	<p>Welcoming new member from Japan and approval of previous minutes. Board update provided.</p> <p>Discussion re IFNA Global Family Nursing initiative project – “<i>A global shift in family nursing practice</i>”. Group discussion of the project, stories to be collected by the group and the final product. Students are to assist with compiling – instructions to be formulated and given to group members.</p> <p>Digital Family Nursing Stories – update provided to committee. Discussion with Communication’s Committee re website link for these stories. Followed up with Debbie and scheduled.</p> <p>Position Statements Dissemination Project – ongoing.</p> <p>Updating the Goals and Action Plan for IFNA Practice Committee for the next two years done after discussion by committee.</p>

Agenda Topic:	<b>Research Committee (Kristen Abbott-Anderson / Suja Somanadhan)</b>
Update	Next meeting is upcoming. Recent focus has been the meeting with NINR, a key entity in

	research in the United States with global impact. A small group of IFNA Board and Research Committee is preparing for meeting with NINR Director.
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<b>Agenda Topic:</b>	<b>Resource Advancement Committee (Veronica Lambert)</b>
Discussion:	<p>The Resource Advancement Committee met at its regularly scheduled time (first Tuesday of the month, 9-10a ET). The agenda focused on developing a plan for global outreach for IFNC16 sponsorship and drew on insights from committee members' discussion with consultant Steve George at the December meeting. Steve is Vice Chancellor for Advancement and the University of Illinois at Chicago (UIC). Janet Deatrick who is on a UIC external advisory committee arranged the meeting. Based on input from Steve and further discussion at the meeting, the RAC will be focusing on the following in the upcoming months:</p> <ul style="list-style-type: none"> <li>• Examination of patterns of giving over time; sustained sponsorship versus lapsing sponsorship</li> <li>• Expanding involvement of Deans/Leaders in countries with IFNA members – either through RAC membership or consultation</li> <li>• Coordinate efforts with Communication Committee through sharing timeline and clarifying responsibilities</li> <li>• Undertake background work to better understand philanthropy/giving in different countries with IFNA members, focusing on countries with an IFNA chapter and/or most IFNA members.</li> <li>• Revise Sponsorship Prospectus to be relevant in different cultural contexts, possibly doing a focus group or consultation with IFNA members from selected countries to better understand the terminology and a way to engage people in making donations (monetary or in-kind) to IFNA. Address return on investment; what would be the organizational gains of donating to IFNC16 in different cultural contexts?</li> <li>• Work with the country liaison coordinators to strengthen the role of country liaisons in promoting IFNC16, including sponsorship. Coordinate RAC timeline with country liaison coordinators' timelines.</li> <li>• Identify nursing dean conferences in countries with IFNA members and identify ways to promote IFNC16 sponsorship at these meetings. Form small workgroups to develop and expand contacts with individuals in leadership positions. <b>Seek input from IFNA Board on possible contacts.</b></li> </ul>
<b>Follow up and Action:</b>	Debbie Zaporoni will provide "Lessons learned" summary from meeting with international expert for use by Foundation
<b>Person Responsible:</b>	

<b>Agenda Topic:</b> 0955 - 1000	<b>Process Meeting:</b> What went well? What can we improve upon?
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**Next IFNA Board Meeting**  
February 10, 2022 8:00am – 10:00am EST