

IFNA Minutes	
Board of Directors – Meeting February 10, 2022 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, June Horowitz, Veronica Lambert, Junko Honda, Kristen Abbott-Anderson, Suja Somanadhan, Sandra Eggenberger, Lindsay Smith, Petra Brysiewicz, Cristina Garcia-Vivar Staff: Debbie Zapanoni, Beth Kassalen
Unable to Attend:	
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic:	Welcome / Announcements Board Engagement / Networking (Veronica Swallow)
Announcements / Acknowledgements	IFNC15 report/summary published in February 22 Issue of Journal of Family Nursing. Appreciation expressed to June Horowitz, Veronica Swallow, and Janice Bell.

Agenda Topic:	Approval of prior minutes (Veronica Swallow)
Motion to Approve	Sonja Meiers moved to approve January meeting minutes. Junko Honda seconded motion. Approved as distributed.

Agenda Topic:	Financial Report (Veronica Lambert)
Motion to Approve	Financial report shared. June Horowitz moved to approve. Petra Brysiewicz seconded motion. Approved as distributed.

Agenda Topic:	IFNA Committee Terms of Reference (attachments)
Discussion:	Awards Committee Terms of Reference reviewed. Lindsay Smith moved to approved. Petra Brysiewicz seconded motion. Approved. Conference Planning Committee Terms of Reference reviewed. Sonja Meiers moved to approve. Petra Brysiewicz seconded. Approved.
Follow up & Action:	Committee Chairs will be informed of approval.
Person Responsible:	Debbie Zapanoni

Agenda Topic:	Meeting with Dr. Zenk (NINR) (June, Sonja and Veronica)
Discussion:	Veronica Swallow, June Horowitz, and Sonja Meiers reported on meeting with Director of National Institute of Nursing Research. IFNA Research committee co-chairs participated. Informed by experts Kathy Knafl and Suzanne Feetham. Members of senior leadership team from NINR joined the meeting. A productive meeting explored collaboration of IFNA and

	<p>NINR. The overall organizational structure of IFNA described with a global focus. Possibilities of the global emphasis with NINR were noted NINR recognized feedback on strategic plan received from IFNA. The participation in roundtables were also noted. Discussion included thoughts around social determinants of health and family. The goals of continuing contacts between NINR and IFNA were noted. The global focus of NINR was noted. NINR encouraged continued collaboration.</p> <p>NINR Emergency Nursing Roundtable will be occurring in March 2022. IFNA members may be joining roundtable. Questions about registration and invitation only for roundtables emerged.</p>
Follow up & Action:	<p>US colleagues keep open communication with NINR about global health and nursing. IFNA members will maintain communication about IFNA and various national organizations collaboration.</p>
Person Responsible:	<p>Debbie Zaparoni will explore whether global participation opportunities exist with roundtables or how IFNA members are invited.</p> <p>IFNA members will keep encouraging global views of individual organizations.</p>

Agenda Topic:	Low Middle Income IFNA Membership Fee
Discussion:	<p>Petra Brysiewicz shared a draft of a proposal related to an alternative option to paying a membership fee to IFNA for low- and middle-income countries. The proposal offers members to record a virtual educational experience from their respective country. This video would be provided in lieu of paying a membership fee. These videos could be utilized for revenue generation or could be offered to IFNA members only as a benefit.</p>
Follow up & Action:	<p>Overall, the board supported further development of this alternative model for payment of member fees as it appears to offer potential benefits that outweigh risks. June Horowitz suggested adding additional metrics to identify successes and limitations. Economics of such a proposal may need additional time so suggestion was made by Lindsay Smith to trial for two years. Lindsay suggested this proposal may be potential benefit to IFNA by prompting additional members. Cristina Garcia-Vivar noted the need to include low and middle income countries throughout the globe. Sandra Eggenberger recommended further refinement of proposal as it would support IFNA meeting strategic plan goal three of increasing diversity.</p>
Person Responsible:	<p>Petra Brysiewicz and colleague and Cristina Garcia-Vivar (As BOD Liaison for the IFNA Membership Committee) will further refine based on these suggestions and bring back to board for review.</p>

Agenda Topic:	Committee/Sub-committee Minutes posted to website (P. Brysiewicz)
Discussion:	<p>The need to further delineate processes for maintaining committee and sub committee meeting minutes was noted. Some meeting minutes are posted on IFNA website and some sub committee meeting minutes are being maintained by KME; however, inconsistencies were noted. The availability of minutes to the public or IFNA members needs clarification. Ideas about intellectual property were noted. Question posed: Is it important to create a member only section of the website?</p> <p>Debbie Zaparoni clarified historical perspective of minutes. Eg. IFNA board meeting minutes uploaded on website, the website is not restricted, committee minutes are inconsistently being tracked and uploaded. Debbie Zaparoni posed the idea of sending monthly reminder to committees and subcommittees about meeting minutes for repository in IFNA office.</p>
Follow up & Action:	<p>Upcoming co-chairs meeting March agenda will include a discussion of plans related to the posting, tracking, and creating a repository of meeting minutes.</p> <p>Processes for creating a Password protected areas of website needs clarification.</p>
Person Responsible:	<p>Debbie Zaparoni will clarify the website restrictions related to password and IFNA membership protection.</p>

Agenda Topic:	Global Initiatives (Attachment)
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Discussion:	<p>Communications Committee Summary Report of Global Initiatives (2021-2022) was reviewed. The Communication committee results and outcomes were recognized by board members.</p> <p>Other Education and Research Proposals that received approval for funding in this round are in motion.</p> <p>Dates for upcoming global initiative proposal submissions (2022-2023) have been distributed. Past criteria that have been developed and process for decision making will be followed. This is the second and final year where current funding is available. Kristen Abbott-Anderson, Veronica Lambert, Kathy Knafel and Veronica Swallow will review proposals and recommend actions.</p>
Follow up & Action:	<p>A summary report is to be submitted by each completed project.</p> <p>Following decisions about new award recipients a letter will be drafted to proposal submissions.</p> <p>A letter from IFNA about reports on global initiatives that have been completed and those in motion will be submitted to Glen Taylor Nursing Institute for Family and Society.</p> <p>To maintain IFNA-Taylor Nursing Institute collaboration the current President Veronica Swallow will retain a presence on the decision-making process of these global initiatives.</p>
Person Responsible:	Veronica Swallow and Debbie Zapani

Agenda Topic:	IFN Foundation (Sonja Meiers)
Discussion:	<p>Summary report of IFN Foundation Meeting—2/7/22</p> <ol style="list-style-type: none"> 1. Board is considering the possibility of a tracking software program for keeping track of donors, our communications with them, etc. Cost is of concern but some programs with the capabilities we need may be available for free. 2. The Giving Tuesday subcommittee will complete a communication to IFNA members about the successes and learnings that they took away from our first experience participating in this global fundraiser. Decision was made to keep some mention of Giving Tuesday on foundation website, along with date for next year's event. 3. Board reviewed 'best practices' for establishing legacy giving initiative for non-profits. Legacy giving will be explored as a front-line project this year; many minor decisions needed before announcing. 4. Honor a Family and Family Nursing—we will put together a call for HFFN that highlights nurses' roles with families during Covid, emphasizing <i>the practice</i> of family nurses to be honored. (as well as other aspects of Family Nursing that have been taken up in response to the pandemic.) 5. Kit will request a meeting with the leadership of RAC. (Linda Young and Susan Sullivan-Bolyai) as well as the Board Liaison to RAC (Veronica Lambert) to move toward more regularized communications between the two fundraising groups. 6. There is a subcommittee working out the <i>processes</i> for IFNF to work with committees (or other IFNA groups) to seek external funding
Follow up:	
Person Responsible:	

Agenda Topic	Research Committee Ethics Survey
Discussion:	Feedback has been sent to research committee preparing the ethics survey. Board Liaisons are reconnecting with co-chairs of research committee. Roles of board liaisons and research committee co-chairs are being clarified.
Follow up &	Follow up is needed to be certain board feedback was received by research committee and

Action:	clarify whether additional input is needed.
Person Responsible:	Debbie Zaparoni will reach out to the co-chairs.

Agenda Topic:	New/Revised Members Contributions Survey
Discussion:	The survey data, the analysis outcome and the overview provided at IFNC15 were sent to the IFN Foundation chair. Results of prior survey were analyzed by Petra Brysiewicz and Kathy Knafel and reported by Sonja Meiers at IFNC15. With a small sample size it could be useful to collect more data, if useful to Foundation.
Follow up & Action:	Sonja Meiers will communicate with Kit Chesla about the usage of the prior survey results and determine whether a revised survey would be beneficial to either IFN Foundation or to IFNA.
Person Responsible:	Sonja Meiers

Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapter Updates
Discussion	<p>UK&I Chapter update: The Chapter Executive Group last met on 17th January 2021</p> <p>Chapter working groups continue to be proactive and productive, working cohesively to help promote family nursing across the United Kingdom and Ireland:</p> <ul style="list-style-type: none"> • <i>Membership group</i> – efforts to grow chapter membership beyond the current n=180 include (a) expand it more broadly beyond academic members, Dr Christine English, Susan Wakefield and Tracey Forrester are promoting the Chapter (using recently developed IFNA flyer) to potential new members via student and clinician networks and (b) Drs Suja Somanadhan and Jim Turner will add a hyperlink to the chat at the beginning of each Chapter webinar • <i>Webinar group</i> – SS and JT have organized webinars for 2022 below, these will be included in next version of the Chapter newsletter and on the Chapter website: <ul style="list-style-type: none"> ○ 28th February 2022, Child & Family – Genetic disorders (to celebrate rare disease day), Dr. Suja Somanadhan, Dr Marcia Van Riper, Prof Alison Metcalfe (TBC) and 4 family members ○ 23rd May 2022 Early Career Researcher Webinar ○ 05th September 2022, Midwifery – family's perspective, Latch On: a randomized controlled trial of perinatal support to improve breastfeeding outcomes in women with a raised BMI (Dr. Denise O'Brien and team, University College Dublin, Ireland, Midwifery & The concept of Doula in Midwifery Practice- Kristen Abbott-Anderson, Minnesota State University, Mankato, USA ○ 05th December 2022, Integrated and Transition care and role of families, Dr. Helen Kerr, Queens University Belfast, Northern Ireland, and Dr. Kim-Mooney Doyle, USA (TBC) • <i>Blogs group</i> – Barbara Davies and Professor Alison Metcalfe – have invited and posted one blog every month in 2021 (apart from December). Now working on plan for 2022. Aim to increase to two per month. • <i>Newsletter group</i> Professors Susan Carr and Diana Greenfield developed the current members' newsletter https://mailchi.mp/eaef1b447af/ifna-uk-and-ireland-newsletter-issue-13519505 ; SC and DG meeting soon to confirm content of the next newsletter, Simon Stones will post online when it is ready. • <i>Twitter/chats</i> – new working group leads are Benjamin Low and Professor

	<p>Sarah Neill – BL leading on the development of UK&I Chapter twitter strategy with support from SN and in collaboration with Joel Anderson, IFNA Communications Committee co-Chair. We can use twitter to connect with people such as the follow up from our 2020 round table of UK nurse leaders. BL/SN developing a comms strategy or comms plan. Planning to continue twitter chats and now exploring Spaces which is a live verbal chat, this would be a panel of people invited in to discuss a specific topic.</p> <ul style="list-style-type: none"> • <i>Future meetings</i> scheduled for 2021: 17th February 14th March, 28th April, 16th May, 23rd June, 25th July, 22nd Sept, 17th October, 24th November <p>Australia New Zealand Newsletter Go to this Sway January Newsletter</p>
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Agenda Topic:	Student Engagement Update
Discussion:	First meeting of 2022 was on 8 February. If any members of the Board have students who are interested in learning more about the Student Engagement Group, please contact Wendi Smith, wsmith9@villanova.edu. Also, the SEG is recruiting a co-chair, if any students are interested in a leadership role. Thoughts about a mentor for the student group may be helpful.
Follow up & Action:	Wendi Smith will be contacted to see about support they need at this time from the Board and plans for future directions where they would like guidance.
Person Responsible:	Debbie Zaporoni

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	<ul style="list-style-type: none"> • Has not met yet in 2022. • New ToR submitted for BoD review February 2022

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	Dedicated work will commence later in the fall of 2022

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>-New blog post developed by Veronica Swallow to promote the IFNA Position Statement on Planetary Health and Family Health. There are now 9 blog posts on this timely topic -new IFNA member News Posts were added to the website and promoted on IFNA Twitter and IFNA LinkedIn.</p> <p>-Citation data to IFNA Position Statements was updated by Janice in early January 2022:</p> <ul style="list-style-type: none"> • Position Statement on Pre-Licensure Education: 25 • Position Statement on Graduate Education: 12 • Position Statement on Generalist Practice: 90 • Position Statement on Advanced Practice: 62 • Position Statement on Planetary Health and Family Health: 10 <p>There was a question at the last board meeting about "Citation data to IFNA Position Statements". The Communications Committee's database is the result of Janice's own Google Scholar search; the Practice Committee has a more detailed search, which limited to Position Statement on Generalist and Position Statement on Advanced Practice. It is possible for the Practice Committee and Janice to work together to compile the data, and Janice has approached the Practice Committee about this.</p> <p>New Business – Work is underway to develop an application for special funding (Global Initiatives) from Minnesota State University, Mankato and the Glen Taylor Nursing Institute for Family & Society to support the development of infographics for IFNA Position Statements (application due January 31, 2022).</p>

	<p>New Business – Quarterly IFNA Newsletter in 2022 is under development.</p> <p>New Business – IFNA Digital Stories in Family Nursing Project Communication Committee is working with the Practice Committee on this project. Working with Glen Taylor group to move project forward.</p> <p>Communication Committee is active in promoting IFNC16 and would like to strengthen collaboration with the Conference planning committee.</p> <p>Next meeting on Thursday, February 17, 2022</p>
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Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	<p>The full Conference Planning Committee for IFNC16 met for the first time January 17th. The committee reviewed the survey evaluations from IFNC15 and the more recent survey sent out to all IFNA members related to options for IFNC16. The consensus from the surveys was a hybrid event in June 2023 with the in-person location to be Dublin, Ireland. The committee discussed alternatives to hotel contracts/commitments given the continue uncertainty due to the pandemic. Dublin City University may prove to be a feasible alternative for both event space and sleeping accommodations with hotels in the near vicinity. Veronica Lambert and Debbie Zaporoni will be evaluating this further. The in-person location of Dublin could be advantageous, the members support this. This plan provides the ability to reuse/repurpose promotional materials, we have great local planning committee in place.</p> <p>The recommendation from the committee to the board is to move forward with IFNC16 being held as a hybrid event in Dublin in 2023. June is the preferred month, but timing also is dependent on the conditions such as availability and cost.</p>

Agenda Topic:	Education Committee (Sandra Eggenberger)
Update	Subcommittees meeting this last month.

Agenda Topic:	Membership Committee (Cristina Garcia-Vivar)
Update	Future meeting planned for February 14 th .

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	<p>Nominating Committee members are all actively engaged promoting benefits of nominating to eligible IFNA members. Information forums are scheduled for 15th & 16th February (New York Time- please see circulated email for further details). Board members welcomed to attend either information session. The Nominating Committee approved Terms of Reference sent to Chairs.</p>

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	<p>Welcoming new members – a number of new members have joined.</p> <ul style="list-style-type: none"> • 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 and a meeting was held to brief them. Written instructions for group members to be formulated and distributed. All members to identify nurses to target for interviews/stories. • Digital Family Nursing Stories – update provided to committee and updated instructions re how to record a digital story shared. Members to try them out and record their stories.

	<ul style="list-style-type: none"> • Position Statements Dissemination Project – ongoing and feedback provided. <p>Next meeting: February: 25th February 9 AM EST – discussion around preferred day of the week and alternating times to assist members in different time zones.</p>
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Agenda Topic:	Research Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	Board liaisons are initiating engagement with Research Committee co-chairs.

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	<p>The Resource Advancement Committee met at its regularly scheduled time (first Tuesday of the month, 9-10a ET). The agenda addressed:</p> <ol style="list-style-type: none"> 1. Reimaging and revising current Sponsor and Exhibitor Prospectus: Members discussed revising the current prospectus to focus more on partnerships than sponsorship and to highlight different ways organizations could support families and family nursing through the conference - donating to events/program; covering faculty/staff/student registration costs; promoting institutional or organizational programs to an international audience. The Committee will be further developing the following strategies in the upcoming months which balance emphasis on conference site with international representation and reach of IFNA <ul style="list-style-type: none"> ○ Profiling the of international reach of IFNA in the prospectus (e.g., dots on world map for each country with IFNA member; increase size shamrock with outlining country flags) ○ Recognition of the conference site as a meeting ground for this international organization ○ Retitling document – current wording (prospectus, exhibitor) may be a barrier to conveying our message; may not be understood; “Partnership opportunities” might be a better way to frame than “sponsor” and “exhibitor” ○ Use of multiple formats – pdf, webpage, QR codes; explore feasibility of different formats. If webpage is a format, it could embedded in a Tweet sent by Communications Committee ○ Eliciting input on conference support from country liaison coordinators and influencers from different countries – focus group planning in under way 2. Strengthening role of country liaison coordinators and other influencers in terms of the information they can supply to RAC and the information RAC can supply to them to enhance their role: RAC members plan on applying what they learn from focus groups to strengthen coordinators’ engagement of liaisons in their region. Likely strategies include: <ul style="list-style-type: none"> ○ Working with country liaison coordinators and country-based liaisons to develop lists of leaders and key contacts internationally; maintain and update lists <p>Identifying sources and types of support for international conferences in different countries</p>

Miscellaneous / New Business

Agenda Topic:	Webinar Ideas
Update	Webinar ideas may be proposed. The Education Committee may want to coordinate webinar ideas.
Agenda Topic:	IFNA Policies/Procedures
Update	<p>Policies/procedures/related to organizational structure and communication processes may be helpful as the organization has continued to evolve and develop.</p> <p>Debbie Zaparoni has started a process. Executive IFNA group will meet in future to discuss</p>

	this.
Follow up and Action	Debbie Zaparoni will coordinate a meeting.

Agenda Topic: 0955 - 1000	<p>Process Meeting: What went well? What can we improve upon?</p> <p>The discussion about the speed of our conversation during meetings was noted. The factor of multiple languages was noted. The need to slow down was highlighted.</p> <p>Members will continue to use the hand symbol on Zoom when wishing to speak and try to slow down the speed when speaking. Agendas will include a pause reminder.</p> <p>Members will note the need to slow down.</p>
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IFNA Board Meeting

March 10, 2022 8:00am – 10:00am EST