

<p><b>IFNA</b>  <b>Board of Directors</b>  <b>Meeting Minutes June 9, 2022</b>  <b>8:00am – 10:00am EDT</b></p>	
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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, June Horowitz, Junko Honda, Sandra Eggenberger, Lindsay Smith, Petra Brysiewicz, Suja Somanadhan, Sonja Meiers, Veronica Lambert Staff: Debbie Zaparoni
Unable to Attend:	Kristen Abbott-Anderson, Cristina Garcia-Vivar
Guests:	
Minutes compiled by:	Sandra Eggenberger

Agenda Topic	<b>Welcome / Announcements Board Engagement / Networking (Veronica Swallow)</b>
Announcements / Acknowledgements/ Discussion:	Congratulations to Suja Somanadhan for appointment to associate professor at University College Dublin. Sonja Meiers shared the results of her career trajectory presentation to Rush University in the US: an opportunity to introduce family nursing to a new group of practicing colleagues.

Agenda Topic:	<b>Acknowledgement of outgoing Board Members</b> Sonja Meiers (2017 – 2022) Sandra Eggenberger (2014 – 2022) Cristina Garcia Vivar (2014 – 2022)
	Appreciation and accolades were extended to colleagues who served IFNA and family nursing in multiple ways over the years. Board encouraged continued consultation and collaboration by all outgoing board members. Outgoing members expressed goals of maintaining engagement with IFNA mission, vision and colleagues.

Agenda Topic:	<b>Approval of prior minutes (Veronica Swallow)</b>
Motion to Approve	May Minutes were reviewed. June Horowitz moved to approve. Junko Honda seconded. Minutes approved Executive Committee Minutes were reviewed with the Board. Several Items were noted: <ul style="list-style-type: none"> <li>• Challenges and Resolution of Issues related to Committees and Communication</li> <li>• Goals of creating a Code of Conduct were shared with thoughts of inviting co-chairs of communication committee to participate</li> <li>• Policy Manual work continues with possible introduction of IFNA being a global organization where diversity is our strength; yet, requires knowledge and understanding of differences</li> </ul>
Updates / Action Points from prior minutes	Code of Conduct work is being planned Policy Manual is under development

Agenda Topic:	<b>Financial Report (Debbie Zaparoni)</b>
Motion to Approve	May Financials Preliminary Statements - Income for May was \$2150 (Membership Dues). Expenses were \$6333.02 (Management Fees, Banking Expenses, Credit Card Charges, Shared Service Fees – postage/ mailing, telephone/telecommunications). Overall loss of -\$4,183.02. As noted at the May BOD meeting despite trending month-to-month losses in this non-conference year

	IFNA remains financially stable.
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<b>Agenda Topic:</b>	<b>IFN Foundation (Debbie Zaporoni)</b>
<b>Discussion:</b>	<p>The IFN Foundation met June 6th. The Foundation continues to work on several funding initiatives to sustain the Foundation and ultimately support the Association. <b>Priority issue for resolution/direction was noted:</b> – The Foundation is seeking review / approval / direction from the IFNA Board about sharing/using IFNA contacts for communications about IFN Foundation initiatives.</p> <p>The Board discussed the current communication processes between and among IFN Foundation and IFNA. The importance of IFN Foundation in supporting IFNA was emphasized. All recognized the need for the IFN Foundation to communicate with IFNA members. Importance of the IFNA and IFN Foundation bylaws in this discussion about communication with members was noted. Debbie Zaporoni shared current practices of IFNA regarding information with members: IFNA communication complies with General Data Privacy Rules. Privacy statements and policies are online. No personal data, contact information, or research data is being shared among groups.</p> <p>Sonja Meiers moved: The International Family Nursing Foundation may request the International Family Nursing Association to distribute information to members that have indicated permission to be contacted by IFNA. Sandra Eggenberger seconded the motion. Motion approved.</p>
<b>Follow up:</b>	<p>Sonja Meiers (board liaison with IFN Foundation) will communicate with IFN Foundation the Board’s recognition of the important work of the Foundation with a desire to sustain communication with members in acceptable format.</p> <p>Veronica Lambert (board liaison with Resource Advancement) will follow up the Foundation’s request for a joint meeting of the Resource Advancement and Foundation leadership.</p> <p>Debbie Zaporoni will draft a Memorandum of Understanding (MOU) regarding IFN Foundation and IFNA communication with members of IFNA.</p> <p>Debbie Zaporoni and bylaws liaison (currently Lindsay Smith) will review IFNA bylaws for a need to note the role of IFN Foundation.</p>
<b>Person Responsible:</b>	<p>Sonja Meiers Veronica Lambert Debbie Zaporoni</p>

<b>Agenda Topic:</b>	<b>Election Results - (Lindsay Smith / Debbie Zaporoni)</b>
<b>Discussion:</b>	<p>136 of 318 Members voted (42%)</p> <p>Newly Elected Secretary – Elisabeth Coyne Directors – Junko Honda, Suja Somanadhan and Teresa Gutierrez-Aleman Nominating Committee – Mari Ikeda (Chair 2023-2024), Beth Cosgrove, and Ann Ersig</p>
<b>Follow up:</b>	<p>Board expressed appreciation to Nominating Committee, especially considering current global and local challenges. Board acknowledged the value of newly elected Directors and Nominating Committee.</p>
<b>Person Responsible:</b>	

<b>Agenda Topic:</b>	<b>African Chapter Charter Application (Petra Brysiewicz)</b>
<b>Discussion:</b>	<p>(Attachment)</p> <p>Application from African chapter was reviewed. Board expressed thank you and accolades for Petra Brysiewicz efforts in organization of this chapter. Congratulations to Petra and others who supported this effort. Collaboration among chapters is a planned end result. The</p>

	<p>reduced membership fee to IFNA is a planned and expected outcomes in IFNA membership. A wording change related to “official” board liaison was suggested for African chapter.</p> <p>Sonja Meiers moved to approve the African chapter application with suggested wording change. Sandra Eggenberger seconded the motion. Motion carried.</p>
Follow up:	<p>Petra Brysiewicz plans to make suggested changes to the chapter application and return a final copy to Debbie Zaporoni. Petra plans to develop a blog that could be used to develop a twitter release. Plan to highlight others who participated in this effort. Junko Honda will share the news of African chapter with Communication Committee.</p>
Person Responsible:	<p>Petra Brysiewicz Junko Honda</p>

Agenda Topic:	<b>Board Liaison Roles (Veronica Swallow)</b>
Discussion:	<p>The Board Liaison role / responsibilities were reviewed:</p> <ol style="list-style-type: none"> <li>1. Attending the meetings of the Committee. If unable to attend, communicate directly with the Committee Chair/Co-Chairs regarding Committee activities and communicate messages and feedback from the Board of Directors. Committees are looking for feedback from the Board of Directors regarding their work.</li> <li>2. Creating a monthly report to the Board of Directors regarding Committee activities, including any questions or concerns raised during Committee meetings. All Liaisons are expected to submit a written report for each Board of Directors meeting at the time of the call for agenda items.</li> <li>3. Informing the Board of Directors when Committees are developing products that may need Board of Directors approval or endorsement prior to official dissemination to the broad IFNA membership. The role of the Liaison is to guide the Committee about consultation with the Board of Directors whenever there are questions regarding the need for Board of Directors approval or endorsement of a product.</li> <li>4. Routine Committee specific activities, such as minutes of meetings, can be submitted to Debbie Zaporoni for posting on the IFNA website without board.</li> </ol> <p>Awards – Veronica Swallow  Bylaws – Lindsay Smith and Kristen Abbott Anderson  Communications – Junko Honda  Conference Planning – June Horowitz  Education – VACANT  Membership – VACANT  Nominating – Lindsay Smith  Practice - Petra Brysiewicz  Research – Kristen Abbott-Anderson and Suja Somanadhan  Resource Advancement – Veronica Lambert  IFN Foundation – Veronica Swallow</p>
Follow up:	<p>Final decisions regarding board liaisons will be made at the next meeting when new board members are present. Lindsay Smith indicated a willingness to leave nominating committee. Suja Somanadhan indicated willingness to discuss roles as research board liaison in future. Veronica indicated a willingness to remain on Awards committee if needed. Sonja Meiers will send an email to introduce Veronica Swallow to the Foundation.</p>
Person Responsible:	<p>Board Sonja Meiers</p>

**0905 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports**

Agenda Topic:	<b>Chapter Updates</b>
Discussion	<p>UK&amp;I Chapter update</p> <ul style="list-style-type: none"> <li>• Executive group met 16<sup>th</sup> May</li> <li>• Next meeting 23<sup>rd</sup> June</li> </ul>

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Agenda Topic:	<b>Student Engagement Update</b>
Discussion:	No update at this time.

Agenda Topic:	<b>Awards Committee (Veronica Swallow)</b>
Update	No update for Awards committee at this time.

Agenda Topic	<b>Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)</b>
Update	Work will begin this fall.  Need a plan for forming a committee to review the bylaws and oversee the process.

Agenda Topic:	<b>Communications Committee (Junko Honda)</b>
Update	<p>IFNA Communications Meeting Date: May 19, 2022</p> <ul style="list-style-type: none"> <li>• Carole Myers webinar Tweets scheduled through the week of the webinar to promote</li> <li>• IFNF Japan Project Flipped classroom approach for activities later in 2022: pre-recorded lectures with follow up time for interactive discussion among participants in Japan and the U.S. Follow up Delphi survey to aid in the creation of a toolkit for educators to incorporate information into courses on aging and/or global health Project could serve as a template for future cross-cultural initiatives between IFNA members in different countries Materials to be provided to the committee later this summer for promoting the events.</li> <li>• International Nurses Day Joel to follow up with blog post incorporating these photos and posts</li> <li>• IFNA Research Committee on the IFNA website Stall on publication of research measures/instruments on the IFNA website. Question about whether this should be a publication before posting on website; Marica Van Riper to follow up with Janice. Paula planning to work with Damien to update Research Resources section of website after working with the Research Committee co-chairs.</li> <li>• Special Funding received from the Glen Taylor Nursing Institute (Janice Bell and Joel Anderson) Janice Bell and Joel Anderson have met twice with Mike Waddingham and Aaron Mumby to discuss development of social media tools and infographics for 4 IFNA Position Statements.</li> <li>• SWOT analysis to engage IFNA standing committees to develop IFNA website content. Website pages do not reflect the work that is being done. Content needs to be updated. Joel has ideas to marry data analytics and SOAR (Strengths, Opportunities, Aspirations, and Results) analysis to ask committees to review their pages. Learning how much traffic they have and how long they stay and ways to improve could help foster commitment to update.</li> <li>• Citation data for IFNA Position Statements Practice Committee plans to work on a systematic review of the citations of the Position Statements to understand how the statements are being used. Teresa, on behalf of the Practice Committee, to schedule a meeting with Janice to discuss.</li> </ul>

Agenda Topic:	<b>Conference Planning Committee (June Horowitz)</b>
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Update	<p>CPC IFNC16 Board of Directors report 6/9/22          Conference Theme:  <b><i>Global Innovations in Family Nursing: Advancing Family Health</i></b></p> <p>The CPC met on May 16, 2022. Plans for the DCU venue were reviewed based on the proposal received. We are waiting for the formal contract from DCU to finalize dates and other arrangements. We have requested availability for the week of June 20-23, 2023. Debbie Zaparoni has met with DCU conference planning staff and has requested the formal contract. Logistical issues involved in offering a hybrid conference were discussed. Debbie also is in contact with technology company external to DCU to discuss what would be needed and costs for live streaming/recording sessions.</p> <p>The CPC meets again on June 19, 2022.</p>
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Agenda Topic:	<b>Education Committee (Sandra Eggenberger)</b>
Update	<p>Report to be developed for next meeting.          The July 20 webinar "Family Nursing's Role in Transgender and Gender Diverse Care" is being offered by Dr. Laurie Sieve, Mr. Elliott Kunerth, Dr. Tammy Neiman, and Dr. Leisl Wolf and publicized by IFNA Management. The Education and Communication Committee's role, as well as the IFNA Management Company KME and presenters in planning and providing three webinars recently was acknowledged by the Board.</p>

Agenda Topic:	<b>Membership Committee (Cristina Garcia-Vivar)</b>
Update	No report at this time

Agenda Topic:	<b>Nominating Committee (Lindsay Smith)</b>
Update	

Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	Practice Committee meeting May was cancelled. No update at this time.

Agenda Topic:	<b>Research Committee (Kristen Abbott-Anderson / Suja Somanadhan)</b>
Update	No update at this time. Next meeting later in June.

Agenda Topic:	<b>Resource Advancement Committee (Veronica Lambert)</b>
Discussion:	<p>RAC members have been interviewing key thought leaders at our global universities and health care institutions to get diverse perspectives and advice on how best to approach future sponsors and to redesign the IFNC16 conference sponsorship prospectus. Jan Deatrick and Kathy Knafl developed an interview guide slide set that <u>all members</u> of RAC have used to gather rich and insightful data that JD is collating and will be analyzing with Linda Young and Kathy Knafl. Their analysis will be the focus of discussion at the June 7 RAC meeting. The recommendations will be incorporated into the IFNC#16 sponsorship prospectus. In addition, Kathy Knafl, a country liaison coordinator, will be collaborating with the other three coordinators to facilitate their role in working with individual country liaisons to promote conference attendance and support.</p>

Agenda Topic: 0955 - 1000	<p><b>Process Meeting:</b>          What went well?          What can we improve upon?          Praise to Veronica Swallow for her continued leadership .</p>
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**Next IFNA Board Meeting**

July 14 8:00am – 10:00am EST