

**IFNA Agenda
Board of Directors -
Conference Call
July 14, 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, June Horowitz, Junko Honda, Lindsay Smith, Petra Brysiewicz, Suja Somanadhan, Veronica Lambert, Kristen Abbott-Anderson, Teresa Gutiérrez-Alemán, Elisabeth Coyne Staff: Debbie Zaparoni,
Unable to Attend:	Beth Kassalen
Guests:	Cristina Garcia-Vivar
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0800-0805	Welcome / Announcements Board Engagement / Networking (Veronica Swallow)
Announcements / Acknowledgements/ Discussion:	<p>Cristina Garcia-Vivar joined briefly and thanked board for her time on the board and expressed her continued support and connection to IFNA. VS thanked Cristina for her valued contribution to the Board and said that we look forward to continued working with her</p> <p>Acknowledgement to Japanese colleagues related to the loss of Japan's former prime minister Shinzo Abe' from board' said by June H</p> <p>Veronica Lambert shared her news about promotion to Dean and she was congratulated Kristen Abbot-Anderson shared her promotion to Professor at Minnesota University and congratulations were offered</p> <p>Veronica Swallow shared about the family nursing survey (using the FINC-NA) undertaken by the UK&Ireland Chapter, the data from which were pooled with and analysed with FINC-NA data from 9 other European countries, the paper is now published in JCN. http://doi.org/10.1111/jocn.16456</p> <p>Congratulations to Suja Somanadhan is currently on a Fulbright scholarship enabling her to visit the USA</p> <p>Debbie explained her support and role for IFNA. 13 years of support for IFNA via an independent company.</p>

Agenda Topic: 0805 - 0815	Introductions / Welcome to new and re-elected board members Elisabeth Coyne, Secretary- presented introduction, research focus and Aus/NZ chapter
------------------------------	---

	<p>Teresa Gutiérrez-Alemán, Director presented introduction just finishing PhD, curriculum design focus and her current research</p> <p>Suja Somanadhan, Director</p> <p>Junko Honda, Director (re-elected)</p> <p>All members introduced themselves and shared about their research and position. Several members shared their promotion news.</p>
Motion to Approve	

Agenda Topic: 0815 - 0820	Approval of prior minutes (Veronica Swallow) (Attachment)
Motion to Approve	<p>June Minutes were reviewed. Petra Brysiewicz moved to approve. Junko Honda seconded. Minutes approved</p> <p>Executive Committee Minutes were reviewed with the Board. Two items were noted: title corrected Associate Professor Suja Somanadhan, and spelling mistake noted by Teresa; Code of Conduct Page 2</p>
Updates / Action Points from prior minutes	No updates or actions from minutes

Agenda Topic: 0820 - 0823	Financial Report (Veronica Lambert) (Attachment)
	<p>Income for June was \$2920 (Membership Dues, webinar and donation). Expenses were \$5787.94 (Management Fees, Banking Expenses, Credit Card Charges). Overall loss of -\$2,867.94. Despite the trending month-to-month losses in this non-conference year IFNA remains financially stable.</p> <p>Nothing unusual to report IFNA remains financially stable.</p>

Agenda Topic: 0823 - 0830	Board Orientation Guide (Veronica Swallow)
	<p>Debbie acknowledged that the guide was not the final version. IFNA membership chart to be added to the guide. Teresa and Elisabeth noted that this was useful to understand the new roles.</p>
ACTION	Debbie will update attachment and bring to the next meeting with final version.

Agenda Topic: 0830 - 0845	Board Liaison Roles (Veronica Swallow)
Discussion:	<p>The Board Liaison role / responsibilities were reviewed:</p> <ol style="list-style-type: none"> 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. 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. 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

	<p>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.</p> <p>4. Routine Committee specific activities, such as minutes of meetings, can be submitted to Debbie Zaparoni for posting on the IFNA website without board.</p> <p>Awards – Veronica Swallow Bylaws – Lindsay Smith and Kristen Abbott Anderson Communications – Junko Honda Conference Planning – June Horowitz Education – Teresa Gutiérrez-Alemán Membership – Kristen Abbott-Anderson and Suja Somanadhan Nominating – Elizabeth Coyne Practice - Petra Brysiewicz Research –Suja Somanadhan Resource Advancement – Veronica Lambert IFN Foundation – Veronica Swallow</p> <p>Members invited to put themselves forward to committee. Teresa G offered to take on the liaison role for the education committee. Sandra E was the previous liaison and will transition to Teresa.</p> <p>Elisabeth will take on the liaison role for the Nominating committee, Lindsay will transition if needed, as Elisabeth was the prior Chair for the Nominating Committee.</p> <p>Kristen will take on the Liaison role for the membership committee. Discussion between Kristen and Suja re moving to different committees.</p> <p>Suja will remain with the Research Committee and will also be co-liaison for the membership committee.</p> <p>Debbie will introduce the new Liaison persons to the chairs of the different committees.</p> <p>The membership committee needs new members from as many regions of the world as possible, including countries with a small number of members., Veronica S. asked board members to invite colleagues to join this committee. If anyone interested in joining the committee, please email introduce them to Debbie and she will take it from there.</p> <p>Petra highlighted she was going to ask a member from the African chapter to move into this committee so there is an Africa connection.</p>
--	--

Agenda Topic: 0845-0850	IFNA Professional Code of Conduct Policy (Veronica Swallow)
Discussion:	<p>Veronica explained that there had been prior incidents which identified a need for a IFNA Professional Code of Conduct policy to hopefully prevent future incidents. Based on other nursing organization’s (eg Mid-West Nursing Society (MWNS) in the USA, Royal College of Nursing (RCN) in the UK, and the International Council of Nursing (ICN)) policy for Code of Professional Conduct, Veronica S.and June drafted such a policy for IFNA. Next step is to bring it to the board for review at the August meeting.</p> <p>Board members to share their experience and ideas related to code of conduct and comment on the document from Veronica.</p>
ACTION	Veronica will revise version 1 and send to the Board 2 weeks prior to the August meeting.
Person Responsible:	Veronica Swallow

0850 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapter Updates
Discussion	<p>UK&I Chapter update: https://ifnaukandireland.org/</p> <ul style="list-style-type: none"> • Chapter Executive Committee met 23rd June • AS and VL developed a draft Chapter ToR, shared with Exec Cttee for discussion at July meeting then when approved by Exec Cttee will be sent to IFNA BoD for consideration/approval • VS and VL developing a draft Chapter Strategy document for sharing with the Exec Cttee in September • Next meeting July 25th <p>Australia New Zealand Chapter Newsletter Number 20</p> <p>African Chapter https://internationalfamilynursing.org/chapters/african/</p>
Update	<p>Petra noted that she had been approached by a few members related to new chapters in their countries.</p> <p>Veronica S shared that India is talking about developing a chapter for their country as initiated by Suja</p>


Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	<p>Lindsay attended the SEG meeting on Thursday 30th June (NYT) and offered a commendation and appreciation from the IFNA Board to Wendi Smith SEG co-director and the members present. There are two active SEG members with recent HDR graduation. The SEG was the catalyst inspiring a recent IFNA membership from Australia. No further matters for the Board raised.</p> <p>Veronica S. shared news of her PhD student (Nada Dahlawi) becoming more active in this group in the role of co-chair with Wendi, and eventually anticipates becoming the chair of the Group</p> <p>Lindsay suggested that Teresa may be interested in becoming the emerging Liaison officer to this group.</p> <p>Veronica S. asked Debbie if this role should become a formal role. However, Debbie explained that the group did not want to become a formal committee. Debbie will review what was said and bring back to the board.</p> <p>Veronica asked if the board wants to bring this to further discussion.</p> <p>Debbie will take this to the bylaws committee. A plan for further discussion at the bylaws committee.</p>
ACTIONS	<p>-Debbie and Lindsay to follow up on this group</p> <p>Debbie to take to By Laws Committee for further discussion</p>

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

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
---------------	---

Update	<p>Work will begin this fall.</p> <p>Need a plan for forming a committee to review the bylaws and oversee the process. Debbie shared the challenges of the bylaws committee. Currently this committee does not have a chair or co-chair. After discussion, Lindsay agreed to be the chair of the Bylaws committee, and suggested that Kristen serve as the Board Liaison. Kristen agreed.</p> <p>The last review was lead by then past-president at the time, Jane Lassetter, with a few other IFNA members that contributed.</p> <p>June suggested that a past IFNA president to work on the committee to enable a smooth process</p>
ACTION	Debbie will invite Jane Lassetter, Sonja Meiers (as past-president), and the two IFNA members that participated / contributed previously during the last review of the bylaws.

Agenda Topic:	Communications Committee (Junko Honda)
Update	Communication committee was not held in June, next meeting September. They have started to promote IFNC16.

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	 <p>The CPC met June 20, 2022 and meets again on July 18, 2022.</p> <p>At the last meeting, a list of keynote speakers was finalized with plans to contact the three first selections.</p> <p>The contract is being finalized with DCU and dates are confirmed: pre-conference, Tuesday, June 20, 2023; Conference, Wednesday, June 21-Friday, June 23, 2023.</p> <p>Debbie is in contact with a tech. communications company in Dublin (recommended by DCU) to determine possible services and costs to "live stream" selected portions of the conference such as keynote presentations. Options for some hybrid delivery are in discussion by CPC. Cost and logistics being considered.</p> <p>June discussed the problems with the hybrid model of conference was the variation possible from attendance. Also the risk of changes from covid. Thanked the University for their support and shared how the reduced risk of loses if changes in conference delivery.</p> <p>The Research Com. co-chairs are working with Debbie to issue the call for abstracts to open Monday, July 25 – Friday, September 16th, 2022. Debbie is exploring purchase of the</p>

	<p>Oxford system to manage abstracts again.</p> <p>Elisabeth asked re workshops and expert lectures invitations and how this works. Sponsorship discussed for workshops, Elisabeth will send the cancer nurses sponsorship form to Debbie. Debbie suggested that if sponsorship was available it would need to be advertised early and need an Expression of Interest (Eoi). Further discussion needed.</p> <p>Petra asked if there would be financial support for members to attend the conference. She then shared the idea from previous conference where members added more money to their conference fees for sponsorship of other members to attend.</p>
ACTIONS	<p>-Debbie and June to check re sponsorship workshops</p> <p>-Elisabeth to send the CNSA workshop form to Debbie</p>

Agenda Topic:	Education Committee (VACANT)
Update	Debbie shared that the webinar next week has 30 registered participants.

Agenda Topic:	Membership Committee (VACANT)
Update	Debbie reported that donated monies have been received to support membership fees from members in Low to Middle Income Countries (LMIC). We need to determine process and logistics to disperse these monies. Veronica S. asked if Petra can work with Debbie re ideas of building and supporting membership. Suja shared about increasing the diversity of members from different countries.
ACTIONS	<p>-Veronica S. asked all board members to invite other IFNA members to join the membership committee.</p> <p>-Debbie and Petra will will discuss ideas for building and supporting membership</p> <p>-Board Liaisons will d/w membership a plan to determine process and logistics for distributing donated monies to support membership fees from members in LMIC.</p>

Agenda Topic:	Nominating Committee (Lindsay Smith)
Update	No specific work at this time.

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	<p>24 June 2022</p> <p>Welcome to all present</p> <ul style="list-style-type: none"> • Brief Member Update & news • Discussion re IFNA Global Family Nursing initiative project – “<i>A global shift in family nursing practice</i>”. Recruitment flyer has been dispersed – all encouraged to recruit participants. • Caring for Refugee/Migrating Families – revision of the toolkit • Digital Family Nursing Stories – update provided to committee. Members reminded to try them out and record their stories. Petra followed up with Communication Committee (Joel Anderson) and suggested changes to the recording of stories using Zoom. New details will be developed and Petra and David will interview members. • Position Statements Dissemination Project – ongoing and feedback provided and

	<p>plans to develop this into a review article.</p> <ul style="list-style-type: none"> • Collaboration with the Communication Committee – need to have more communication with this committee to help showcase the work of the Practice Committee and its members.
ACTIONS	Board members to think about developing individual digital stories for the IFNA site

Agenda Topic:	Research Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	Suja discussed the current research being conducted and the progress of these projects [scoping review]. Also how the education and research committee are working together to present webinars

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	<p>RAC report for July 2022</p> <p>RAC is working extensively on designing a final sponsorship prospectus for IFNC16. Revisions to the prospectus are being informed by extensive interviews conducted by RAC members with 16 influencers internationally. It is anticipated that the prospectus will be finalized and ready to go by September. Sub-working groups have been established to drive forward sponsorship for IFNC16 in relation to Country Liaisons; Deans/Academics; Healthcare Leaders; and Local Planning Committee. Plans for each working group will be reviewed at the August meeting. The target sponsorship goal for IFNC16 is \$60,000. Timelines and tasks are also being mapped by RAC for the run-in through to IFNC16.</p> <p>Veronica Swallow discussed the email from Kathy Knalf re sponsorship from the Minnesota State University - Mankato and how to continue that close relationship needs consideration to potentially meet new leaders and explain IFNA and establish a good connection.</p>
ACTIONS	Veronica S. will follow up related to Minnesota State University – Mankato and the Glen Taylor Nursing Institute for Family and Society.

Agenda Topic: 0955 - 1000	<p>Process Meeting: Very interactive meeting with several new ideas discussed.</p> <p>June highlighted that the Glen Taylor Institute needs follow up and inclusion of Kristen in the discussion.</p> <p>Lindsay highlighted the benefit of introductions and how that builds connection with board members.</p> <p>Suja shared her work and being able to meet with Professor Pam Hinds from Washington DC while she is in USA.</p>
------------------------------	---

Next IFNA Board Meeting

August 11 8:00am – 10:00am EDT