

**IFNA Agenda
Board of Directors -
Conference Call
September 8, 2022
8:00am – 10:00am EST**

IFNA BOD Meeting
<https://zoom.us/j/94775367617?pwd=c3hFeDB2MDRTWU9Xc1FtcEN2NWtGdz09>
Meeting ID: 947 7536 7617
Passcode: BOARD
One tap mobile
+13126266799,,94775367617#,,,,*042156# US (Chicago)
+19292056099,,94775367617#,,,,*042156# US (New York)
Dial by your location
Meeting ID: 947 7536 7617
Passcode: 042156
Find your local number: <https://zoom.us/u/a273Dpw9e>

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, Teresa Gutiérrez-Alemán, Kristen Abbott-Anderson
Unable to Attend:	Veronica Lambert, Elisabeth Coyne Staff: Debbie Zaparoni, Beth Kassalen,
Guests:	
Minutes compiled by:	Lindsay Smith, Suja Somanadhan (recorded meeting), Veronica Swallow

Agenda Topic: 0800-0805	Welcome / Announcements Board Engagement / Networking (Veronica Swallow)
Announcements / Acknowledgements/ Discussion:	No further news items or announcements

Agenda Topic: 0805 - 0815	Approval of prior minutes (Veronica Swallow) (Attachment)
Motion to Approve	August Minutes amendment requested by Teresa Gutiérrez-Alemán. Item: IFNA Foundation, please replace with this text: <i>A group of 4 IFNA members with experience in curriculum design (Norma Krumwiede, Connie Kartz, Tammy Neiman, and Teresa Gutiérrez-Alemán) played an advisory role in education design.</i>

Agenda Topic: 0815 - 0816	Financial Report (Veronica Lambert) (Attachment)
Motion to Approve	No financial report provided due to apologies recorded and unavailability of the accountant at a time suitable to IFNA members prior to this meeting.

Updates / Action Points from prior minutes	September financial report to be presented in the October Board meeting.
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Agenda Topic: 0816 - 0845	Code of Conduct Policy (Veronica Swallow)
Discussion:	Attachment discussed and edited by SS. Board members reviewed the edited document. Title to be Code of Conduct to be inclusive of members of IFNA who do not belong to a professional group. Code of Conduct policy document (version 3) accepted pending any minor corrections by JH, seconded by K A-A. Approved by all.
Follow-up	Draft 3 IFNA Professional Code of Conduct circulated by SS on 8 th September 2022. Any typographical errors please note. Final v3 Code of Conduct sent to Debbie by VS with these minutes Approved document proposed to be linked on the IFNA website, made available to new members and first distributed at the IFNA Board and Committee Chairs meeting in September 2022.
Person Responsible	DZ

Agenda Topic: 0845-0850	IFN Foundation (Veronica Swallow)
Discussion:	<p>Japan Foundation Grant – September – November 2022</p> <p>Project objectives: U.S. and Japanese collaborative efforts. Upon participation in these two virtual learning events, the audience will be able to:</p> <ol style="list-style-type: none"> 1. Emphasize how Japanese culture and health care practices influence family choices about care of aging family members in Japan. 2. Identify how aging care practices in Japan can inform efforts in the US 3. Compare how Japanese beliefs, practices and health services contrast or align with best practices in US health care settings 4. Provide a complimentary/free access to well-designed electronic briefcase of educational materials that can be utilized and readily disseminated within nursing curricula in the US and Japan. <p>Methodology: A team of Japanese and US family nurses and family health scholars with expertise in gerontology and health services for older adults, will develop a 2-part Internet-based interactive seminar that covers: population shifts, care preferences for aging at home or in the community, cultural beliefs and practices, structure of health services that support or impede aging in place, and information on programs and services available.</p> <p>Anticipated outcomes: Provide an educational professional development program, raise health professionals' awareness of the impending health care crisis, share culturally informed knowledge about how to assist families regarding aging in place and address the current gaps in care.</p> <p>Dissemination plan:</p>

	<p>Design and compilation of an electronic briefcase containing comprehensive educational materials that can be immediately utilized to implement change in practice and care.</p> <p>IFN Foundation: Very productive meeting took place Aug 2nd</p> <ul style="list-style-type: none"> • After d/w DZ it was concluded that IFNF are still able to contact members. VS indicated that the IFNA did not want to put obstacles in the way of IFNF. All agreed this was a wonderful conclusion to this issue • MS shared a document on the proposed Legacy Giving process and discussed it with those present. Details of Legacy Giving are clearly spelling out in the document which will guide IFNF and potential donors and those seeking donors, going forward. Founding Legacy Donors would be great to highlight at the next conference. All indicated how impressed they were with the Legacy Giving process document for its thoroughness and professional look and feel. • Another 'Giving Tuesday' event is being planned, date tba • Meeting between IFNF leadership and RAC tba by DZ • IFNF Chair, Kit Chesla is in contact with the External Grants program and will follow up • Annual Report and Newsletter to Funders in development
Follow up:	Junko H has shared the program with JARFN and will share about this professional development opportunity and IFNC16 at the JARFN conference on 10 th & 11 th September 2022.
Person Responsible:	

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


Agenda Topic:	Chapter Updates
Discussion	<p><i>Australia New Zealand Chapter</i> https://sway.office.com/mFIW5xVahxila3DN?ref=Link Guest speaker at the Sept meeting and Japan family nursing group joined. https://youtu.be/pPloASJXe6E Recording of presentations</p> <p><i>UK and Ireland Chapter</i></p> <ul style="list-style-type: none"> • Next meeting of the Executive on 22nd September • Excellent webinar hosted by Chapter 5th September "Midwifery Practice and Family Health and Wellbeing" presented by Prof. Kristen Abbott-Anderson, Dr. Sabrina Ehmke, Dr Denise O'Brien and Dr Denise Mc Guinness

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	Next SEG meeting on 8 th September 2022 (after the Board meeting). Nada Dahlawi commenced as co-Chair with Wendi Smith. SEG supporting members to write abstracts for IFNC16 and supporting members to be aware of work-life balance during intensive period of candidature. Possibility for engagement on the IFNA Membership Committee shared.

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	Next meeting Oct 4th

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	Work will begin soon (prior to the end of 2022) on DZ return from leave.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>Next meeting late September. Current promotions about IFNC16 and JARFN/USA collaboration in the workshop.</p> <p>Suggestions from TG-A: Re the IFNA website, specifically with the IFNA Standing Committees section, accessible through this link: https://internationalfamilynursing.org/association-information/leadership/committees/. A brief description of each Committee is included there, and the emails of their respective Chairs are provided. However, have not found any link or invitation through which a person can apply to join them. Therefore, members may find it helpful to find it.</p> <p>On the other hand, IFNA Committees' members carry out precious work within IFNA. Therefore, in order to give them the recognition they deserve, we could add a description of their profiles on the website. This would also provide visibility to the variety of profiles that make up IFNA Committees and could be a way to motivate other members to join.</p>

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	 <p>JuneH thanked committee members for ongoing commitment and attendance over the month of August.</p> <p>3 Keynotes have been finalized.</p> <p>Annette Kennedy Opening Keynote President of International Council of Nurses (ICN) who is Irish and received an honorary doctorate from DCU in 2021 https://conference.ucc.ie/sonm-conference/miss-annette-kennedy https://www.dcu.ie/commsteam/news/2021/may/annette-kennedy-and-vivien-lusted-receive-honorary-doctorates-dcu Awaiting confirmation of acceptance.</p> <p>Noriko Yamamoto-Mitani Day Two Keynote She is a professor at the University of Tokyo. She and her team are committed to verbalizing the art of family nursing. Especially, case studies. She encourages clinical nurses and researchers to collaborate on research and write papers. In Japan, it is particularly difficult for frontline nurses to write research papers alone. Clinical nurses and researchers are collaborating to verbalize the art of family nursing from a single case study. She has developed a methodology for the collaboration of both parties and how to verbalize the art of nursing. This kind of effort is very valuable worldwide, and I hope that it will be shared with the rest of the world. She has a degree from UCSF and has no problem with English presentations. A Japanese researcher in gerontological nursing, has contributed greatly to the development of research methods for family</p>

	<p>case studies. She is working on how to make evidence of family nursing techniques, and I think she is suitable for an educational lecture, perhaps for a pre-conference or invited expert lecture Confirmed.</p> <p>Debra Gross Closing Keynote John Hopkins University presented at an IFNC15 Pre-conference. Parenting interventions, lively speaker. Confirmed.</p> <p>Call for Abstracts EXTENDED, deadline Friday, September 23.</p> <p>Call for Pre-conference / Expert Lectures deadline is Friday, September 23</p> <p>Awaiting contract from DCU and dates are confirmed: pre-conference, Tuesday, June 20, 2023; Conference, Wed., June 21-Friday, June 23, 2023.</p> <p>IFNA Communication Committee invited to attend CPC as soon as practical for CC.</p> <p>CPC arranging virtual option to include streaming of Keynote and Expert Lecture presentations. All concurrent papers to be presented in person live in Dublin. Poster presentations may be nominated for a virtual presentation.</p>
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Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	T G-A met with Sandra Eggenberger for update on Education Committee history. August Board action to be progressed on 19 th September meeting arranged with Co-Chairs. Education Committee has not met since August Board meeting. Next meeting 20 th September.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	<p>Meeting held August 22, 2022</p> <p>President Veronica Swallow and Jia had two meetings on July 1st and July 26th to discuss enhancing membership and capacity of this committee; subsequently, one new member (Dr Beth Scanlon) and two BOD Liaisons (SS and KA-A) joined to support work.</p> <p>Significant discussion about how to encourage additional membership in general and from a broader array of member countries/regions</p> <ul style="list-style-type: none"> o Strategies about outreach with invitation to join IFNA membership committee: goal of committee comprised of 10-12 members o Importance of making a personal connection with outreach o Including information about what, where, when, and how of the membership committee role/responsibilities of members o Discussion broadened outreach to also encourage membership to IFNA as an organization <p>Discussion about how to operationalize funding donated by Jyu-Lin to support individuals from low-income countries to join IFNA: On-going discussion about how to make funds available, application and review process, and a way to sustain this resource by recruiting</p>

	<p>others, such as professors with endowed or similar positions who could contribute an amount to this effort in the future. Discussion to be continued.</p> <p>Respectfully submitted by Kristen Abbott-Anderson, BOD Liaison K A-A reported current structure and liaison with Board progressing well. VS mentioned call for new members ongoing. SS suggested that Chapter members (who are IFNA members) may be encouraged to serve on the Membership Committee.</p>
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Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	No specific work currently.

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	No further update from the committee. Working on Digital Stories progressing. Promoting IFNC16 across networks.

Agenda Topic:	Research Committee (Suja Somanadhan)
Update	<p>Meeting held August 23rd 2022</p> <p>Kim and Cindy chaired the IFNA Research committee meeting on August 23rd, 2022. There are several sub-committees, and they report to the IFNA research committee. These are Dyadic research (K. Lyons); Research Connections (E. Hodges); Family Measures (M. Van Riper); International Research Collaboration Subcommittee (K. Roberts, D. Sheppard-LeMoine); Family/family research ethics (K. Pyke-Grimm, M. dos Santos, K. Mooney-Doyle); Strategic Dissemination Subcommittee (P. Nersesian).</p> <p>There was nothing significant to report except Research Connections (E. Hodges)- the lead enquires about IFNA’s web platform for the mentorships, which Eric Hodges proposed and asked IFNA Board’s thoughts or suggestions regarding forming a research connection via IFNA Website to support mentorship. The research committee members highlight the pros and cons of formal mentorship opportunities via IFNA.</p> <p>Research Resources Enhancement is continuing to be the strategic direction of the research committee. The research committee’s goal of curate a reference list to enhance the Family Research portion of the website, and a small group will be leading.</p> <p>(1) Website Breakout Group: Design and approach Design/Approach (Quantitative, Qualitative, Mixed methods) (2) Website breakout group: Theory (Ways of Knowing, Epistemology, Frameworks); (3) Website Breakout Group: Methods Specialty (Reviews, Dyadic, Ethics).</p> <p>The Family/family research ethics survey received a positive response, which is still open and takes approximately 5 minutes to complete</p> <p>From the pediatric research cluster: Systematic Review on Father’s Engagement with their chronically ill child is under review by the Journal of Child and Family Studies</p> <p>Further discussion related to Eric Hodges proposal (noted above). Requested if IFNA Website could be used to facilitate mentorship. PB has met with EH and DZ following earlier Board presentation. IFNA Board requested further development of the proposal to be submitted to the Board for further consideration prior to providing further feedback. T G-A is interested in the membership concept and will assist PB to follow up with EH.</p> <p>Many outputs from Research Committee progressing well, including publications following funded projects. Research Committee progressing with IFNA website related output.</p>

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
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<p>Discussion:</p>	<p>Written report submitted: Last RAC meeting was held on September 6th</p> <p>The sponsorship prospectus is finalized. Donations are coming in, to date approx. \$13,000 with U Mass contributing \$10,000. Sub-committees are established. 1) Four country liaison coordinators are communicating with CL globally to assist with dissemination of conference materials and have held a webinar with CL last week. 2) Deans sub-group reviewing previous sponsorship contributions and creating a contact list for follow-up and working on other avenues to contact Deans of schools/colleges/universities represented in IFNA. 3) Health systems sub-group working on finalizing a half page advert for distribution to healthcare systems in relation to sponsorship etc. 4) Local planning group have met and will explore sponsorship opportunities including making an application to the Irish Tourist Board.</p> <p>The RAC is also working on drafting a summary and recommendations based on qualitative data gathered from international stakeholders and will submit to the IFNA President on behalf of RAC. Plans for doing Pot of Gold again underway.</p> <p>JuneH asked for clarification on which campus of U Mass contributing \$10,000 to IFNC16. To be clarified by VL at next Board meeting. VS identified other IFNC16 sponsorship opportunities from UK/Ireland Chapter and encouraged Board members to consider opportunities available to them.</p>
<p>Other business</p>	<p>TG-A Highlighted the usefulness of the "Board Orientation Guide." From experience on the Practice Committee, new members often have difficulties at the beginning in understanding the structure of IFNA, how the Committee works and what they can contribute to it, particularly with non-U.S. members, as in other countries, they are not as familiar with the concept or culture of <i>committees</i>.</p> <p>Perhaps new members could benefit from a Committee Members Orientation Guide (specific to the Committee they join). This guide could integrate information about IFNA, such as the "IFNA membership chart" or the Strategic Plan, but also information specific to each Committee, such as the Terms of Reference, committee dynamics, what is expected of members, benefits of being part of a committee, etc.</p>
<p>Agenda Topic: 0955 - 1000</p>	<p>Process Meeting: What went well? VS thanked Board members for flexibility in today's meeting. SS agreed challenges were managed well by all.</p> <p>What can we improve upon? TG-A. Suggested 1. the IFNA Website could include links to standing committee Terms of Reference alongside co-chairs contact details to express interest in joining. 2. Each committee could develop a guide like the IFNA Board orientation guide. VS suggested this could be discussed at the September combined Board and Committee Co-Chairs meeting.</p>

Next IFNA Board Meeting

October 13, 2022 8:00am – 10:00am EDT