

<b>IFNA Agenda Board of Directors - Conference Call October 13, 2022 8:00am – 10:00am EST</b>	<p style="background-color: yellow; margin: 0;"><b>NEW ZOOM LINK – JUST FOR THIS MEETING</b></p> <p>Topic: IFNA Board Meeting Time: Oct 13, 2022 08:00 AM Eastern Time (US and Canada)</p> <p>Join Zoom Meeting <a href="https://us02web.zoom.us/j/83115812162?pwd=UWhTQmNZOE5iM2dVcjAzaGYxZjcyQT09">https://us02web.zoom.us/j/83115812162?pwd=UWhTQmNZOE5iM2dVcjAzaGYxZjcyQT09</a></p> <p>Meeting ID: 831 1581 2162 Passcode: 721727 One tap mobile +16469313860,,83115812162#,,,,*721727# US +19292056099,,83115812162#,,,,*721727# US (New York)</p> <p>Dial by your location</p> <p>Meeting ID: 831 1581 2162 Passcode: 721727 Find your local number: <a href="https://us02web.zoom.us/u/kdJ0ef2RsZ">https://us02web.zoom.us/u/kdJ0ef2RsZ</a></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, Junko Honda, Lindsay Smith, Petra Brysiewicz, Teresa Gutiérrez-Alemán, Elisabeth Coyne, Kristen Abbott-Anderson  Staff: Debbie Zaparoni
Unable to Attend:	June Horowitz, Veronica Lambert
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0800-0805	<b>Welcome / Announcements Board Engagement / Networking (Veronica Swallow)</b>
Announcements / Acknowledgements/ Discussion:	Nil announcements

Agenda Topic: 0805 - 0815	<b>Approval of prior minutes (Veronica Swallow) (Attachment)</b>
Motion to Approve	September Minutes No changes; approved JH and seconded KA

Agenda Topic: 0815 - 0820	<b>Financial Report (Veronica Lambert) (Attachment)</b>
Motion to Approve	August / September Financials Total income \$8905 (largely membership dues and some donations). Expenses were \$14187.25 (largely management fees and annual subscription for Wild Apricot, with some

	<p>small banking/postage/website expenses), for an overall loss of -\$5282.25. Despite trending losses in this non-conference year IFNA remains financially stable.</p> <p>Membership fee income was highest this month since Jan 2022. Noted membership fee renewals and also new member applications e.g., Chapter NEW IFNA members who are availing of the reduced membership fee, and student membership applications renewals and new were noted.</p>
Updates / Action Points from prior minutes	<b>DZ noted that membership has been increased as the call for abstracts has gone out.</b>

Agenda Topic: 0820 - 0840	<b>Policy and Procedure Manual (Debbie Zaparoni) (Attachment)</b>
Motion to Approve	Comments from LS TG EC VS. Could links to statements be available, In draft form and Debbie working on the full document. Review could be done in several stages. Debbie taken notes re what links to be added. Table of contents very easy to read.
Updates / Action Points from prior minutes	<b>DZ to keep working on this and adding the links. Committee members to review policies documents that they have access to.</b>

Agenda Topic: 0840 - 0850	<b>Combine BOD / Committee Co-chairs Meeting Update (Veronica Swallow)</b>
Motion to Approve	<p>Comment from Co-chairs re: scope of work and compensation. Presentations were to be 5 mins but some were a bit longer leading to less time to ask questions. EC noted that the longer meeting may not improve communication, but written reports would enable clearer reports and understanding. Discussion on how committee can present the information. LS questioned on can they report and then answer questions. DZ noted changing what is asked for 3-4 points or a different format. The aim of the meeting is to have opportunities to engage with each other between conferences. The connection has identified as a positive aspect.</p> <p>DZ scope of work and compensation VS suggested that maybe a conference fee deduction. EC and PB suggested that identifying different committee level of work may be not equitable. JH discussed that the research committee is busy but how to judge that. VS discussed that the conference increases the amount of work for several committees. EC suggested that an amount be offered across all committees for a discount fee.</p> <p>DZ highlighted that fee reduction for the conference committee has been done in past years. Workshops also get a discount. Grant funding could be used to support research assistant. LS suggested that a different view be taken and explore the committee and structure and maybe more committees rather than sub committees. VS questioned are they getting busier, and could new committee be developed and what would this look like. DZ highlighted previous discussions about the number of projects and what can be achieved by the committee. Expanding committees does this dilute the strength of the main committee. Discussion with research committee re what are their needs and how can they be managed. VS suggested that a discussion with JH and DZ with the research committee chairs. VS said could there be research committee one and two to spread the workload. TG co-chairs may reduce workload and support the structure to grow with members to share the workload and support chairs. VS noted it is good that the committees are doing great jobs and completing projects.</p>
Updates / Action Points from prior minutes	<b>VS DZ JH to follow up with discussion with research chairs</b>

Agenda Topic: 0850-0855	<b>IFN Foundation (Veronica Swallow)</b>
Discussion:	<p>Foundation Board met 4<sup>th</sup> Oct-22</p> <ul style="list-style-type: none"> <li>• Fundraising options discussed,</li> <li>• Legacy Giving announcement has been circulated</li> <li>• Strategic plan for 2023-24 to be reviewed by members and discussed at next meeting</li> </ul> <p>Next meeting December 6th</p> <p><b>Joint meeting of officers from RAC and Foundation board on 5<sup>th</sup> Oct:</b></p> <ul style="list-style-type: none"> <li>• Both groups:</li> <li>• Highlighted current fundraising activities</li> <li>• Outlined fundraising plans for the next year</li> </ul> <p>Discussed ways that RAC and IFNF might communicate more regularly, particularly to avoid soliciting funds from the same sources. Also to share wisdom and accomplishments</p> <p><b>Japan Foundation Grant – September – November 2022</b>  <b>First live interactive session occurred Thursday, October 13<sup>th</sup> 7 – 8am EDT</b>  Cultural exchange workshop 22 people mostly Japan, next session Nov 17<sup>th</sup> please encourage attendance. 2 presentations available via YouTube on Foundation tab and link below that. <a href="https://internationalfamilynursing.org/workshop-family-nursing-cultural-exchange/">https://internationalfamilynursing.org/workshop-family-nursing-cultural-exchange/</a>  DZ highlighted the joint meeting with resources committee chairs and foundation.  VS noted the call for donations but aware of conflict of interest for donations.  Reminder to IFNA student engagement groups to forward the link for the group. LS will forward the link to the chair of the group.</p>
Follow up:	
Person Responsible:	

**0855 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports**

Agenda Topic:	<b>Chapter Updates</b>
Discussion	<p>Australia New Zealand Chapter  EC update- newsletter highlighted IFNA work. Slow progress with members.  <a href="https://sway.office.com/QMZl3cDwXg9Qxv74?ref=Link">https://sway.office.com/QMZl3cDwXg9Qxv74?ref=Link</a></p> <p>UK and Ireland Chapter</p> <ul style="list-style-type: none"> <li>• Chapter Executive met 22<sup>nd</sup> September</li> <li>• Working groups (Social media, Newsletter, Blogs, Webinars) continue, but Membership group discontinued (currently have 217 members) and membership promotion now integrated into the other groups</li> <li>• First Chapter Strategy and Terms of Reference documents for discussion/?approval by Chapter Executive at October meeting then to go for Board discussion/? approval</li> <li>• Executive group membership being reviewed, some members leaving due to work pressures so new members being recruited</li> <li>• VS noted that some of their new members are not from UK chapter</li> <li>• Next meeting 17<sup>th</sup> October</li> </ul> <p>African Chapter PB updated not much progress</p>

	JARFN held an English practice session so that its members could participate in this exchange.
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Agenda Topic:	<b>Student Engagement Group Update (Lindsay Smith)</b>
Discussion:	LS update no further notes from meeting.

Agenda Topic:	<b>Awards Committee (Veronica Swallow)</b> <ul style="list-style-type: none"> <li>• Meeting held 20/21 September</li> <li>• Updated criteria and nomination process agreed</li> <li>• Timeline agreed: <ul style="list-style-type: none"> <li>○ Early October 2022-Nominations open</li> <li>○ February 15<sup>th</sup> 2023-Nominations close</li> <li>○ February 28<sup>th</sup> 2023-Review of nominations complete</li> <li>○ Early March 2023-Award winners contacted</li> </ul> </li> </ul>
Update	

Agenda Topic:	<b>Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)</b>
Update	Lindsay agreed to chair this Committee. Kristen Abbott-Anderson will be the board liaison. Jannelle MacIntosh, Birte Oestergaard and Anne Ersig have agreed to participate on the committee.  A meeting is being set for the later in October, early November. LS – DZ asked several persons to join the committee who have been willing see above. Thanks to DZ for organising this.

Agenda Topic:	<b>Communications Committee (Junko Honda)</b>
Update	<ul style="list-style-type: none"> <li>• IFNA Research Committee has been developing new content for their IFNA website pages.</li> <li>• SWOT analysis to engage IFNA standing committees to develop IFNA website content. Will work with this in the future in the spring.</li> <li>• Quarterly IFNA Newsletter in 2022 was re-launched March 2022. Focus was on updates about broad IFNA initiatives. Planning to develop an IFNA Newsletter this Fall.</li> <li>• Citation data to IFNA Position Statements updated by Janice throughout the summer.</li> <li>• We have received \$2,500 from the Glen Taylor Nursing Institute to create infographics for the five IFNA position statements, which are currently under development.</li> <li>• Promote IFNC16 in Dublin, Ireland; June 2023</li> <li>• Recruit new members to the IFNA Communications Committee.</li> <li>• Meetings with the Practice Committee, the Board of Directors, and members of the research cluster for the acute care to get new news</li> </ul>

Agenda Topic:	<b>Conference Planning Committee (June Horowitz)</b>
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Update	 <p>303 Abstract submissions        8 Pre-conference Workshop submissions (5-US, 1-Australia, 1-Japan, 1 Switzerland)        8 Expert Lecture submissions (3-US, 3-Switzerland, 1-Australia, 1-Canada)</p> <p>VS noted it was good that so many abstracts submitted.        DZ noted that key notes accepted</p>
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Agenda Topic:	<b>Education Committee (Teresa Gutiérrez-Alemán)</b>
Update	<ul style="list-style-type: none"> <li>• The last full meeting of the education committee was held on September 20th.</li> <li>• Regarding the pending matters concerning the interest and good reception of the webinar: <b>"Family Nursing's Role in Transgender and Gender Diverse Care,"</b> I conveyed the Board's appreciation for their work and dedication. Also, as agreed by the Board, I asked them for their opinion about the possibility of developing a new resource of shorter recordings. Especially about this webinar, but also about others that the Education Committee has offered. They are currently considering it, and I will provide further updates when I hear back.</li> <li>• They are working on two webinars:       <ul style="list-style-type: none"> <li>- For <b>the first one</b>, they are working with Cynthia Danford from the Research Committee to develop a webinar related to literature reviews in family nursing (specifically: scoping reviews, integrative reviews, and systematic reviews). They currently have 3 Ph.D. candidates working on it. In addition, they are interested in working with the IFNA Student Engagement Group, for which I contacted Lindsay to liaise with them. Also, interest was expressed in having senior members with expertise in the different review methodologies to help move this webinar forward.</li> <li>- Regarding <b>the second one</b>, a <i>Graduate student leadership webinar</i>, they propose a two-part series: a webinar focusing on education leadership (market to grad student) and Mentorship, for which Sandra Eggenberger will be willing to help.</li> </ul> </li> <li>• <u>The Communications and Newsletter Subcommittee</u> is working with Janice Bell to facilitate timely contributions to the monthly newsletter.</li> <li>• <u>The Family Nursing Education Resources Subcommittee</u> has suggested re-organizing this area of the IFNA website to be more attractive and adding a section for students. This same subcommittee has received the request from the Board for support for curriculum revision in family nursing, and they are considering it.</li> </ul> <p>Submitted by Teresa Gutiérrez-Alemán</p>

Agenda Topic:	<b>Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)</b>
Update	<p><b>Five committee members in attendance</b>  <b>New member</b> Beth was welcomed (referred by Veronica S.)  <b>Discussion about special IFNC16 JFN Journal issue</b> highlighting conference papers. Recognition that this would take coordination with the Research Committee and Journal Editor.  <b>Discussion about how to increase membership:</b> ideas included taking advantage of conference plenary session to advertise Membership committee openings with possible inclusion of a short, professional video about the committee and outreach to chapters.  <b>Increasing IFNA membership in general:</b> discussion about developing a survey for feedback from the membership about member retention in off-conference years.  <b>Plans for the donation of funds from Jyu-Lin:</b> Discussion about choosing three regions to focus for funding and this would include funding 1 scholarship per region for a nurse. Committee members Chayann (Myanmar), Jia Guo (China) &amp; Theresa (Nigeria) will invite nurses from their region. A simple application process will be developed at the next meeting (October 31<sup>st</sup>).  Respectfully submitted by: Kristen Abbott-Anderson  VS noted good to see membership committee growing but still needs members</p>

Agenda Topic:	<b>Nominating Committee (Elisabeth Coyne)</b>
Update	No specific work at this time.

Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	<p>PB- very busy getting abstracts in, scoping review being completed, project about the stories of working with covid  Trouble with meeting times across time zones</p>

Agenda Topic:	<b>Research Committee (Suja Somanadhan)</b>
Update	<p>No update received  VS reviewing abstracts for conference</p>

Agenda Topic:	<b>Resource Advancement Committee (Veronica Lambert)</b>
Discussion:	<p>Work of the RAC sub-committees continue. Deans group working on updating AACN Dean's list, some changed were required to the prospectus and awaiting active electronic link to the Prospectus required for Deans letters. Noted printing of 100 copies of the Prospectus for distribution at the Academy and AACN. Once the AACN spreadsheet is available and the active link to the prospectus emails will be sent to the Deans. Healthcare organisation group working on letters to the CNOs; emphasizes that they can support their staff and showcase what they are doing as well as the return on investment. Will email them out once an active link to the prospectus is available. Country Liaisons group has to date concentrated on generating abstracts and will now focus on distributing information about sponsorship (prospectus) and suggestions for how to ask for support.  Pot of Gold: It was agreed to run the Pot of Gold similar to original strategy i.e., challenge starts with RAC and then went to general membership.</p>
Extra	<p>DZ asked review and applicability of the position statement for the education and practice committee to review these and date stamp that they are still current or update them.  Review is to be every 3 years, created 2015-2017 - due for review</p>

	TG to take this back to the committees. Petra will take back to the Practice Committee.

Agenda Topic: 0955 - 1000	<b>Process Meeting:</b> No comments from committee What went well? What can we improve upon? <b>Meeting ended 11.36pm AEST</b>
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**Next IFNA Board Meeting**

November 10, 2022 8:00am – 10:00am EDT