

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

<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)
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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, Suja Somanadhan, Teresa Gutiérrez-Alemán, Elisabeth Coyne, Kristen Abbott-Anderson, June Horowitz, Veronica Lambert Staff: Debbie Zaparoni
Unable to Attend:	
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0800-0805	Welcome / Announcements Board Engagement / Networking (Veronica Swallow)
Announcements / Acknowledgements/ Discussion:	EC shared her travel to Spain for the NETNEP and Denmark KA shared her conference visits to Europe, Visiting scholar Canterbury, Spain and NETNEP conference PB conference travel Crit care conference, European Emergency Conference Berlin, Critical care conference Paris Junko H visit to Taiwan JH travelled to American psych nursing conference VS shared about her forthcoming keynote for Nordic Family Conference in Iceland October 2023, others shared https://ncnr2023.is/keynote-speakers SS traveled to Spain for paed nursing conference

Agenda Topic: 0805 - 0815	Approval of prior minutes (Veronica Swallow) (Attachment) Comments re Combined co-chairs meeting re length of reports and suggestion of written report. Discussion re ideas for this meeting. KA prepare a report in advance to allow questions at the meeting. PB similar idea and agreed with KA JH points for the report and then highlight at the meeting. VS asked for approval and everyone happy.
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	Discussion re point about position statements. DZ and VS clarified the process and which ones need reviewing. DZ noted that they are all over 3 years old. PB will follow with practice committee, TGA has followed up with the education committee. TGA noted a literature review being completed by the practice committee
Motion to Approve	October Minutes Approved by JH Seconded by PB VL JH SS

Agenda Topic: 0815 - 0820	Financial Report (Veronica Lambert) (Attachment)
Motion to Approve	Income for October \$2325.00 (Membership). Expenses were \$7,009.26 (Management Fees, 50% deposit Global Initiatives Funds Disbursed) for an overall loss of -\$4,684.26. Trending loss expected in this non-conference year.
Updates / Action Points from prior minutes	No comments VL noted the trending loss.

Agenda Topic: 0815 - 0830	Global Family Nursing Initiatives (Call for Proposals and Request for Extension)
Motion to Approve	<p>Final Call for Proposals is out for the Global Family Nursing Initiatives Funding – Deadline January 6, 2023.</p> <p>Request for extension from Shelley Spurr and Cindy Danford, <i>Cindy and I received a FINA grant to conduct a systematic review of fathers' experiences with a child with a chronic condition. Since receiving the funds, we have made great progress despite that our team is all nurses who are impacted significantly from the pandemic.</i></p> <p><i>Our team has currently submitted one article to be reviewed in August 2022, and the second is very close to being ready to be submitted for review. In addition, we have submitted two abstracts to be considered in the upcoming IFNA conference. However, the journal review process is taking significant longer than expected and we need more time to complete the second article for submission.</i></p> <p><i>We feel we have made great progress with the research as a systematic review is complex and we have a team of 14 nurses from five different countries making the meeting times and work challenging. We intend to spend our remaining funds on having our second article edited, open access fees, and a research assistant who will assist with the development of a poster for the presentation at IFNA conference (if accepted). However, we will need an extension on our research funds to ensure that we can complete the project and spend the final funds. As such, I would like to request a one year extension to ensure that these processes are complete. We expect that we should be able to publish both articles and we hope to present at IFNA conference in June.</i></p> <p>DZ noted the request from SS and CD to extend their grant LS conflict of interest as on the team June H noted that she would be happy to approve but need to check with any restrictions. DZ noted they had been in contact with the Glen Taylor as of the reports as this is a requirement. DZ noted other projects funded have not been completed as per grant application. KA noted that she also agreed that there was no ruling related to the time for completion just that the grant is completed and reports. PB noted that a report process may be needed for certain times. VS discussed that they are working on a report for the Glen Taylor from the IFNA. There may be a need to have a timeline. Grateful for the money for the research grants.</p>

	SS and others noted this is normal practice for reports at specific times for a grant. VS noted that discussion with Kathy Knafl and Sandra Eggenberger has been useful to help write the bigger report for the Glen Taylor
Updates / Action Points from prior minutes	DZ noted official approval for the extension of the SS and CD grant.

Agenda Topic: 0830-0835	IFN Foundation (Veronica Swallow)
Discussion:	<p>Next meeting December 6th</p> <p>VS discussed the promotion of fund raising by the Japan Foundation on Giving Tuesday. This was discussed that it had been decided that this would not be via an email to IFNA members to avoid asking for money from the same group of IFNA members. TG asked about the foundation giving Invite for giving only via Twitter and not everyone has this. DZ explained that asking for money via IFNA would influence the IFNA members ability to fund raise for the conference. The Foundation supports students' through competitively awarded scholarships for attending IFNC . Share via social media and email but it will not sent out via IFNA email. TG suggested that maybe the committee members share this fund-raising Giving Tuesday.</p> <p>Japan Foundation Grant – September – November 2022 The second set of presentations in now available. The second live interactive session IFN Foundation Workshop - Family Nursing Cultural Exchange will occur Thursday, November 17th 7 – 8am EDT</p> <p>DZ discussed the webinar by JAPN and that there was a lack of international participation outside Japan. Can we encourage colleagues to join. Link is a drop down in the website. Link for the webinar. https://internationalfamilynursing.org/workshop-family-nursing-cultural-exchange/</p>
Follow up:	ALL BoD members asked to promote (i) Giving Tuesday via the media outlined above and (ii) the workshop
Person Responsible:	

0835 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapter Updates
Discussion	<p>Australia New Zealand Chapter November Newsletter - Go to this Sway</p> <p>UK and Ireland Chapter Webinar Free webinar- “Transitioning from child to adult health services and the role of families” 5th December 2022 Registration https://ifnaukandireland.org/events/webinars/</p> <p>VS noted Change of leadership to chapter co lead for Ireland, and thanked VL for her leadership and work as a co-founder of the Chapter, and thanked SS who has stepped up as new Ireland lead.</p> <p>Africa Chapter Finalising the chapter webpage for the IFNA website – detailing founder members</p>


	<p>Webinar being planned for end November/early December 2022 – “what is family nursing and why is it needed?”</p> <p>Chapter meeting scheduled for end November/early December 2022</p> <p>Scheduled a meeting to discuss Global Family Nursing Initiatives – possibility of submitting a grant application</p> <p>Members have been working on disseminating information re chapter to other interested parties.</p> <p>SS congratulated PB about the chapter and asked how difficult the development of chapter for Africa? Would it be feasible for Asian. PB noted the need for a network for the development of a chapter.</p>
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Agenda Topic:	<p>Student Engagement Group Update (Lindsay Smith)</p> <p>LS reported meeting had met very recently so no update provided yet. The group will share the IFN Foundation workshop on cultural exchange.</p>
Discussion:	

Agenda Topic:	<p>Awards Committee (Veronica Swallow)</p> <ul style="list-style-type: none"> • Updated criteria and nomination process agreed • Timeline agreed: <ul style="list-style-type: none"> ○ Early October 2022-Nominations open ○ February 15th 2023-Nominations close ○ February 28th 2023-Review of nominations complete ○ Early March 2023-Award winners contacted <p>VS noted the call is open. Process has been refined and look forward to nominations</p>
Update	

Agenda Topic:	<p>Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)</p>
Update	<p>Initial meeting held November 4, 2022 Attended by all members An overview of committee responsibilities was provided by chairperson Lindsay and a plan was established for committee review of the current Bylaws document with the following timeline.</p> <p>Proposed Timeline to accomplish work:</p> <ul style="list-style-type: none"> ○ November-December 2022: Bylaws committee reviews current Bylaws document and sends comments/recommendations to Debbie by January 6, 2023. ○ Late January/early February 2023: committee meets to review committee-generated comments/suggestions ○ February 2023: call sent to membership soliciting comments and suggestions; Committee reviews member comments/suggestions. ○ March/April 2023: Changes to Bylaws presented to the Board of Directors ○ May 2023: Revised/reviewed Bylaws sent to membership for review prior to IFNC16 conference ○ June 2023: Bylaws are formally presented to the membership at IFNC16 conference ○ July 2023: Proposed Bylaw changes are sent to membership for vote <p>Next meeting scheduled for end of January/beginning of February 2023</p>

	LS noted a good first meeting
Agenda Topic:	Communications Committee (Junko Honda) JH noted that their communications asked for a search box in the IFNA website to be clearer with the communications committee.
Update	Next meeting is November 17th
Action	DZ will review the website and see if the search box can be made clearer. Also noted that they had not had good contact with the webmaster of late, he has not been responding to emails. Concern has been raised and will be followed up.

Agenda Topic:	Conference Planning Committee (June Horowitz)
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>Reviews in process for all. Notifications will be sent by Friday, November 18th.</p> <p>IFNA will be required to collect VAT on conference registration. This will add 23% to the conference cost. JH said she will need DZ to talk to that. This will be highlighted, and information added. DZ noted that participants can ask for refund of VAT [tax] https://taxation-customs.ec.europa.eu/what-vat_en JH explained the preconference workshops are part of the conference not extra cost.</p> <p>JH May be a late abstract call VL working with the local planning committee organising exploring technology options and other details. Application for money from the government for hosting the conference will be submitted [put in a bid for the most expected]. VS Sponsorship needed for conference. There is a brochure that can be used. VS has been able to encourage their university to sponsor the conference. Over 300 members from 30+ Countries. Sponsorship can be a range of levels and offers mutual benefits. 1000 USD up wards. Brochure sent from resource advancement committee (RAC) to specific invites. EC suggested the brochure go to all members.</p> <p>DZ will follow up with the RAC re sending the brochure to members</p>

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	All members were encouraged to submit an abstract to the IFNA conference call for presentations. The members were also encouraged to share the invitation to submit an

	<p>abstract for the conference.</p> <p>The Simulation, Informatics and Technology Subcommittee is planning to organize and plan two seminars for this year with the plan to maybe add another depending on opportunities.</p> <p>The Family Nursing Education News subcommittee is still seeking out members to feature on the IFNA website.</p> <p>The Family Nursing Education Resources Subcommittee is planning to review and update links on the IFNA Education section of the website. Also plan to review resources is to target nurse educators.</p> <p>The position statement subcommittee: Has a group of faculty from the USA that will work to tie the Japan competencies to the educational competencies in the USA.</p>
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Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	Update for the Membership Committee: Meeting was postponed until November 28th. KA noted that new members welcome.

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

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	<p>IFNA Global Family Nursing Initiatives Project: A global shift in understanding family nursing practice – working on collecting the stories.</p> <p>Position Statements Dissemination Project – working on the scoping review with committee members.</p> <p>Update on the digital stories – waiting for the Global Family Nursing Initiatives Project to take precedence so as not to confuse people. Will resume shortly with this project.</p> <p>Re-established the subcommittee "Caring for refugees"</p> <p>Working on improving articulation with Communication Committee.</p> <p>Trying to re-establish a good time for ongoing monthly committee meetings.</p>

Agenda Topic:	Research Committee (Suja Somanadhan)
	<p>SS last committee meeting SS was unable to attend. The committee noted the wish for a platform for the research committee,</p> <p>Continue with a lot of work, reviews and other committee. SS will add once the minutes once she has them.</p>
Update	SS will provide notes for the next meeting

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	RAC continues their outreach for sponsorship for IFNC16. DZ noted she added the comment, and the committee is working with the Deans and Heads for sponsorship and also the hospitals for sponsorship.

	<p>JH noted she is a member, and the groups are given specific jobs to ask for sponsorship. JH asked to be notified as the outreach for sponsorship occurs. This could be general or specific follow up. DZ noted This only applies mainly for universities which have given before, or USA universities.</p> <p>VS was able to be proactive and speak with her Dean and follow up.</p> <p>DZ said they were asking for a targeted outreach to ensure no overlap of asking for sponsorship. A planned and structured approach ensure a good process and outcome.</p> <p>JH asked for an email for timely follow-up. Also that the university understands which staff are involved in IFNA.</p>
	<p>DZ will ask the process and plan for outreach. Follow up emails to specific persons to enable follow up.</p>

<p>Agenda Topic: 0955 - 1000</p>	<p>Process Meeting: EC noted that the welcome and sharing was very nice and the meeting was very good discussion.</p> <p>What went well?</p> <p>What can we improve upon?</p>
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Next IFNA Board Meeting

December 8, 2022 8:00am – 10:00am EST