

**IFNA Minutes
Board of Directors -
Conference Call
December 8, 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, Lindsay Smith, Petra Brysiewicz, Teresa Gutiérrez-Alemán, Kristen Abbott-Anderson, June Horowitz Staff: Debbie Zaparoni Beth Kassalen
Unable to Attend:	Junko Honda, Elisabeth Coyne, Suja Somanadhan, Veronica Lambert
Guests:	
Minutes compiled by:	Debbie Zaparoni

Agenda Topic: 0805 - 0815	Approval of prior minutes (Veronica Swallow) (Attachment)
Motion to Approve	November Minutes Motion made by Petra Bryswiecz to accept. June Horowitz seconded the motion. Board members approved minutes from November.

Agenda Topic: 0815 - 0820	Financial Report (Debbie Zaparoni) (Attachment)
Motion to Approve	Income for November was \$4,180.00 (Membership Dues and nominal donations). Total expenses were \$6,918.82 (Largely due to Management and Banking Fees, and D&O insurance was renewed). Overall loss of \$2,738.82

Agenda Topic: 0820 - 0825	Agreement from the board regarding BC&A Contract for IFNC16
Discussion	Between the November and December 2022 board meetings, the board via email approved to move forward with the contract with BC&A. BC&A is a VAT recovery company out of France and recommended by Failte Ireland to assist with VAT regulations in Ireland. Additionally, IFNA used this company in 2017 to assist with VAT recovery from the Conference in Denmark in 2015 and to facilitate VAT collection and recovery for the Conference in Pamplona in 2017. Both of which were successful.

	<p>For IFNC16 (2023) this will cost IFNA approximately \$11,000 (pretty close to the Euro conversion).</p> <p>\$5,000 at signing of contract with BC&A (previously BC&A only took 20% of the recovery) \$2,724 – 20% of the estimated VAT recovery potential (\$13,620) \$ 400 – Open / close bank account \$ 500 – to issue official invoices (250 ppl x \$2.00 per) <u>\$2,250</u> – 9 months(estimate) of \$250/mon banking management \$10,874</p> <p>10,896 is the estimated VAT recovery for IFNA</p>
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Agenda Topic: 0825 - 0840	UK and Ireland Chapter Documents for Review / Approval
Discussion	Terms of Reference Strategic Plan
Updates / Action Points from prior minutes	Terms of Reference were reviewed, suggestion made to remove reference of Board Liaison as the Bylaws do not have a reference to BL for Chapters. Strategic Plan and Terms of Reference for the IFNA UK and Ireland Chapter were approved.

Agenda Topic: 0850 - 0900	IFNA Website Maintenance Agreement
Discussion	
Updates / Action Points from prior minutes	Over the past few months communications have ceased between the contracted IFNA Web Master (Damien Stewart). This contract was March 2022 – March 2023 and was paid in advance as a block maintenance agreement which estimated 5 hours per month for 12 months. After extensive discussion with the IFNA President Veronica Swallow, Janice Bell and Joel Anderson (Co-chairs of the IFNA Communications Committee) and Debbie Zaparoni. It was agreed that Damien’s contract would be terminated and funds not fulfilled within this contract would be requested to reimbursed. The IFNA Communications Committee Co-chairs are currently seeking proposals for new website maintenance.

Agenda Topic: 0905 - 0910	Report sent to new Dean Minnesota State University, Mankato (V. Swallow)
Discussion	The report sent to the new Dean at MNSU of the extensive accomplishments and collaborations that have occurred over the past 10 years was included in the materials for this meeting and for board members to review.

Agenda Topic: 0910 - 0915	Update Global Family Nursing Initiatives Update
Discussion	<p>"A Global Shift in Family Nursing Practice" of IFNA Practice Committee</p> <p>The goal of this project is to obtain written narratives from family nurses, IFNA members or not, about their pandemic family nursing practice experiences and how they were impacted. Our aim is to compile an EBook that depicts family nursing and how it was impacted by the pandemic worldwide. As the IFNA Practice Committee has members from all continents we expect narratives written in native language, afterwards translated also in English, and illustrated by a photo of the family nurse in the practice setting.</p> <p>The project is led by Debbie Sheppard-LeMoine and Maria do Céu Barbieri, with the support of 3 nursing students (2 from University of Windsor, Canada Brett Parent and Huda Manfoukh, and 1 from University of Huelva, Spain, Javier Castro). A flyer was developed and disseminated widely to invite nurses to provide their experiences, but we haven't received narratives and a new strategy was developed. Instead of asking the written narratives, the 3</p>

	students and IFNA Practice members are interviewing family nurses, and writing the narratives. We expect to receive 20 narratives until the end of December. Nowadays we have 3 narratives, 1 interview recorded and 5 nurses that volunteered to be interviewed.
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Agenda Topic: 0915-0920	IFN Foundation (Veronica Swallow)
Discussion:	<p>Meeting 6th December</p> <ul style="list-style-type: none"> • Giving Tuesday Activities, usual approach to fundraising by the Foundation is curtailed as it's a Conference year and RAC require priority as fundraisers between Sept 2022 and end June 2023, however Giving Tuesday is in progress so please donate if you can https://internationalfamilynursing.org/ifn-foundation-donation-form/ even small amounts are very welcome and will potentially help the Foundation to support some students to attend IFNC16 • Strategic Plan being updated and revised for 2023/24 • External Grants Options being explored and will feed back to the Foundation Board • Legacy Giving

0920 – 0950 – Chapter, Student Engagement Group and Committee Updates / Reports


Agenda Topic:	Chapter Updates
Discussion	<p>Australia / New Zealand December Newsletter - Go to this Sway</p> <p>Uk&I chapter: Executive committee meeting 24 November</p> <ul style="list-style-type: none"> • December newsletter in development • Several important blogs posted to mark International Day of Disabilities https://ifnaukandireland.org/blog/ • Webinar series continues, Webinar 5th Dec <i>Transitioning from Child to Adult Services</i> https://ifnaukandireland.org/webinar-transitioning-from-child-to-adult-services/ Presenters Dr Imelda Coyne and Dr Kim Mooney-Doyle provided a very product discussion. 65 attendees and many more registered to receive the recording, arranged by Suja Somanadhan, Chaired by Dr Christine English, summing up Dr Veronica Swallow. • Chapter membership continues to grow, a strategy is in development to maximize the contribution from student members <p>Next meeting 9 January 2022</p>

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	The group is meeting next week.

Agenda Topic:	<p>Awards Committee (Veronica Swallow) No meeting this month</p> <ul style="list-style-type: none"> • Timeline agreed: <ul style="list-style-type: none"> ○ Call for Nominations is open ○ February 15th 2023-Nominations close ○ February 28th 2023-Review of nominations complete ○ Early March 2023-Award winners contacted
Update	

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	Committee currently reviewing Bylaws. Comment / recommendations to be sent to Debbie by January 6 th .

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>Discussion about IFNA Twitter account in light of the Elon Musk purchase. Twitter is our main social media platform. Holding steady with our Twitter presence for now.</p> <p>IFNA website: plans to create a new page IFNA Research Sub-Committee (acute care research cluster) Measures/Instruments for Family Nursing</p> <p>IFNA news/new initiatives</p> <ul style="list-style-type: none"> •Promotion of IFNC16, Dublin, Ireland: June 2023 •Promotion of IFNA Awards nominations: Deadline: Feb 15, 2023 •Joel meeting with IFNA Resource Advancement Committee December 6, 2022, to discuss support of IFNC16 •Waiting to receive their revisions/updates from IFNA Practice Committee <p>Quarterly IFNA Newsletter re-launched March 2022.</p> <p>Recruit new members to the IFNA Communications Committee</p>

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	 <ul style="list-style-type: none"> • The CPC co-chairs, Debbie Z., and the local CPC met in November to discuss specific issues related to A/V technical support for the conference, availability of Poster Boards, rental options and ideas for Opening and Closing entertainment. A follow-up meeting is planned for January 17. • The CPC met on Nov. 21 with strong attendance and participation of members. We discussed many issues related to the conference, including the number of poster boards and electronic screens available for poster sessions. The local CPC will confirm availability and cost. We are continuing to explore details regarding technology and support, with costs. At this point, we likely will offer the keynote and expert lectures as live streamed, and concurrent sessions and posters as recorded (for those that presenters upload) and will make available post conference. We are working to keep costs contained while also trying to meet members' preferences to encourage participation. • Abstracts are being slotted by Debbie, and Research Com. Co-Chairs (Kim M-D and Cindy D.) in the draft program. • We will announce a late breaking call for abstracts on Jan. 6 with close on Feb. 6. Please share the information. A call will be coming out. • With CPC and Board support, Debbie Z. has signed the contract for IFNA with the company to manage the VAT. • After reviewing the additional student registration cost required to cover VAT, the CPC reduced the student rate by \$50 to encourage student participation.

	<ul style="list-style-type: none"> • The local CPC is exploring entertainment options for the opening and closing. • Next CPC meeting is Dec. 19.
Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<p>We had the last Education Committee meeting on November 15.</p> <ul style="list-style-type: none"> • Several committee members have agreed to develop and conduct a webinar series on reviews. They hope to complete at least two (one on Systematic reviews and the other on scoping reviews). More details on this development will be coming in the new year. • The education resources subcommittee is working hard to collect and share family nursing resources which will be added to the IFNA website. • Finally, I conveyed to them that IFNA Position Statements (PS) are to be reviewed every three years. Therefore, considering the publication dates, Pre-Licensure and Graduate Education PSs would be pending review. The PS subcommittee is looking into updating both PS. They ask the IFNA BOD if it is possible to wait for the results of the IFNA-PSs Scoping Review before updating the PSs. <p>Lindsay commented that the scoping review would be a part of the review of the Position Statements. The board agreed that we can consider that they PS are in the process for being reviewed and updated.</p> <p>The Practice Committee would like to have a combined meeting at IFNC16 with the Education Committee. They are awaiting confirmation of hold such meeting. Once the program is further developed, the CPC will plan for Ad hoc meetings to be included into the program.</p>
Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	<p>Meeting held 11/28/2022 Jia Guo, chair was unable to attend.</p> <p>Discussion about proposed scholarship form, intent, and use. Aim to have IFNA members with contacts in Low/Middle Income countries reach out to contacts and invite members in those countries to sponsor individuals to apply for complementary memberships with funds provided by the donation from Jyu-Lin Chen. Jyu-Lin also agreed to contribute an additional \$1,000. Total \$2,000 to increase IFNA membership in LMIC. Desire to implement as soon as possible; plan in progress with revision of application form and process for reviewing applications (validation, etc). Form will be reviewed by the membership committee for final approval. There will be wording on the application form inviting new members to join the Membership Committee. Future report to the BOD will include any new members resulting from this scholarship program.</p> <p>Next Meeting TBD.</p>
Action:	Veronica to send email of Thank You to Jyu-Lin Chen for the additional \$1,000 contribution.
Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	<p>No specific work at this time.</p> <p>Board encouraged to start thinking about colleagues that might be interested in a leadership role within IFNA.</p>
Agenda Topic:	Practice Committee (Petra Brysiewicz)

Update	<p>The last meeting of the Practice Committee was held on November 29, 2022.</p> <ul style="list-style-type: none"> • All projects currently underway continue to make good progress. • The Scoping Review is in the data analysis phase, having completed the data extraction phase. • Regarding the need to revise the IFNA PS(s) on Generalist and Advanced practice competencies, the committee asks the IFNA BOD whether this update can take place after the IFNA-PSs Scoping Review, as it is believed that the results may inform this process.
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Agenda Topic:	Research Committee (Suja Somanadhan)
Update	No report provided for this meeting.

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	The RAC continues to reach out for sponsorship. They are about 1/3 of the way to the goal of \$60,000 raised.

Additional items	<p>Teresa recommended that we develop a standard PPT regarding IFNA that as a board have a quick reference that can be inserted into a presentation that is being planned. Debbie will develop and share with the board and the committees.</p> <p>Veronica reminded board members about the bylaws indication of the Board attending at least 50% of the board meetings.</p>
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Agenda Topic: 0945 - 0950	<p>Process Meeting: What went well? What can we improve upon?</p>
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Agenda Topic: 0950 - 1000	Kassalen Meetings & Events Contract 2023 – 2024 (two years)
Discussion	Debbie recused herself from this discussion and left the meeting. After discussion, board members were encouraged to review the contract more closely and pose any questions with all responses/approval or not back to Veronica Swallow by January 4 th and if anyone did not reply by the 4th then we would assume agreement.
Updates / Action Points from prior minutes	Will report outcome at January meeting.

Next IFNA Board Meeting

January 12, 2023 8:00am – 10:00am EST