

**IFNA Minutes
Board of Directors -
Conference Call
February 9, 2023
8:00am – 10:00am EST**

<https://zoom.us/j/94775367617?pwd=c3hFeDB2MDRTWU9Xc1FtcEN2NWtGdz09>

Meeting ID: 947 7536 7617

Passcode: BOARD

One tap mobile

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Meeting ID: 947 7536 7617

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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, Petra Brysiewicz, Elisabeth Coyne, Kristen Abbott-Anderson, Lindsay Smith, Teresa Gutiérrez-Alemán, June Horowitz, Veronica Lambert, Staff: Debbie Zaporoni
Unable to Attend:	Suja Somanadhan, Junko Honda
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0805 - 0815	Approval of prior minutes (Veronica Swallow) (Attachment)
Motion to Approve	Teresa Gutierrez-Aleman made a motion to accept the minutes. Kristen Abbott-Anderson seconded. Board minutes were accepted for January 2023.

Agenda Topic: 0815 - 0820	Financial Report (Debbie Zaporoni) (Attachment)
Motion to Approve	Income \$44,995 (Registrations, Sponsorship and Membership) Expenses were \$18,067. Association Management Fees / VAT Recovery Company. Income of \$26927.06
Updates / Action Points from prior minutes	

Agenda Topic: 0820 - 0825	Global Initiatives Funding
Discussion	There were no submissions during the last call for Global Initiatives funding that was distributed December / January. Another call will be sent in the coming weeks. There are 2 - \$2500.00 that can be distributed.

Agenda Topic: 0825 - 0900	Policy & Procedure Manual
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Discussion	Review / Edit / Approve Page 1 – 15 (Shared OneDrive for review/edit/comment) https://kme18-my.sharepoint.com/:f:/g/personal/debbie_kassalen_org/EtKTrQZY-zZDtjdGgPYcWQMBtFDOopDb9VflbL3UcP2sxw?e=kCldnt
Updates / Action Points from prior minutes	Comments received via One Drive. Board reminded to review and add comments. Debbie thanked for her work. Discussion on the comments by board members LS commented/questioned if the board can approve mission, vision, core values or do the members vote. LS suggested that 'The board approves the process and the words then the membership approves the overall' Needs further review of this comment.
Action	Debbie will move through the document and accept comments and track changes to prepare for next review.

Agenda Topic: 0900 - 0930	Preparation for Strategic Plan (mid-term review) (Shared OneDrive for review/edit/comment)
Discussion	https://kme18-my.sharepoint.com/:f:/g/personal/debbie_kassalen_org/EtKTrQZY-zZDtjdGgPYcWQMBtFDOopDb9VflbL3UcP2sxw?e=kCldnt
Updates / Action Points from prior minutes	Comments received via One Drive. Board reminded to review and add comments. Debbie thanked for her work.
Action	Board to review in preparation for next meeting.

Agenda Topic: 0930 - 0935	Website Maintenance Agreement
Discussion	VS reported that the prior person that IFNA has a website maintenance agreement with has unexpectedly left the role with no further contact. Janice Bell suggested a new company Vigilante Marketing (VM). VM will provide monthly maintenance on the site as well as daily backups. The monthly cost to IFNA will be \$75.00. Requesting Board approval for this important/necessary ongoing expense.
Updates / Action Points from prior minutes	Discussion on company, not able to find any reviews PB made a motion and EC seconded Board approved
Action	DZ to informal Janice Bell of board approval

Agenda Topic: 0935-0940	IFN Foundation
Discussion:	Foundation: <ul style="list-style-type: none"> • Next Foundation Board meeting 7th Feb • Joint meeting RAC and IFNF being arranged
Follow up:	Discussion on the role of each committee RAC are seeking sponsorship via email and at the conference Both fund raising for IFNA. Look to promote both to raise the awareness of donations
Person Responsible:	No further comments

0940 – 0950 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapters
Discussion	Australia New Zealand Chapter – No meeting in January February Newsletter - Go to this Sway UK&I Chapter: <ul style="list-style-type: none"> • No meeting this month, next meeting March 13th 2023

	<ul style="list-style-type: none"> • New webinar series being developed for 2023, starting with Professor Alison Metcalfe, 27 February exploring an aspect of her family focussed work with http://www.Trybs-community.org • Twitter strategy being implemented and led by our new Executive Committee member Jaden Allen • Chapter Terms of Reference and Strategy were approved by the IFNA Board <p>African Chapter:</p> <ul style="list-style-type: none"> • A webinar is scheduled for 28 February 2023 – “what is family nursing and why is it needed in Africa?” • Finalising the African chapter webpage and member details • We have been working on encouraging and assisting members to submit abstracts to the IFNA conference and a student application to the conference. Also been finding new members to apply for the LMIC IFNA membership assistance
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Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	Nada Dahwali is unable to continue as co-chair. Veronica Swallow introduced a PhD student to Wendi Smith and the SEG to get engaged with the group. PB and VS suggested students who may be interested in joining this group and helping with leadership.

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	<ul style="list-style-type: none"> • No meeting this month • Call for Nominations is open • February 15th 2023-Nominations close • February 28th 2023-Review of nominations complete • Early March 2023-Award winners contacted •
	<ul style="list-style-type: none"> • Invite members to share this information • TS Can some one from the awards committee nominate for an award

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	Meeting scheduled for Tuesday 2/7, and should have a verbal update at meeting 2/9 LS presented the meeting had a robust conversation about mission and vision. No resolution and committee will follow up via email. Next meeting should have some ideas for consideration. LS discussed if membership may be asked for comments as a general call on bylaws. Bylaws may not align where IFNA is now so update is needed.

Agenda Topic:	Communications Committee (Junko Honda)
Update	Meeting Mid January DZ will check and add comments or JH will be asked.

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	Call for late-breaking abstract ended 2/6. Overnight accommodations link is now open. Deadline is Tuesday, May 9 th . Registration is at 30. Sent in our first VAT payment. Meeting with A/V staff at DCU to determine feasibility and cost of a virtual options for attendees.

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<p>Education Committee Chair:</p> <ol style="list-style-type: none"> 1. Shelley Spurr and Jill Bally are organizing a panel to conduct a webinar on three different types of reviews (systematic, integrative, and scoping). 2. Norma Krumweide, Teresa Gutiérrez-Alemán, and other IFNA members are developing a scoping review and considering a future webinar on this topic (once the Scoping review is completed). 3. An updated nursing education resource sheet developed by Tammy Neiman and updated with a few new resources by Sandy Alguire has been sent for review to Janice Bell and Joel Anderson. A new section of the nursing education website for webinars has been requested. 4. IFNA Position Statement Item: the review process for the scoping review of the practice committee is ongoing. The scoping review will be part of the position statements review process. The review team is currently planning to update both the practice and education Position Statements with joint meetings to ensure the documents complement each other. This meeting is being organized for the IFNC16 2023 conference.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	KA has had no contact or follow meetings
Action:	

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	Meeting 10 th Feb New positions will be called for

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	<p>Meeting held 23 January 2023 – difficulties with members attending</p> <p>IFNA Global Family Nursing Initiatives Project: A global shift in understanding family nursing practice – working on collecting the stories continues.</p> <p>Position Statements Dissemination Project – working on the scoping review with committee members. Busy with data abstraction.</p> <p>Working on "Caring for refugees"</p> <p>Working on improving articulation with Communication Committee.</p> <p>All reminded re IFNA awards</p>

Agenda Topic:	Research Committee (Suja Somanadhan)
Update	Ethics Sub-committee (and Global Initiatives Funding project) is facilitating a webinar, Tuesday, March 7 th 10am – 2:00pm EDT

Agenda Topic:	Resource Advancement Committee (RAC) (Debbie Zaparoni)
Discussion:	The RAC continue their work to raise funds to support IFNC16. The Pot of Gold challenge will be kicked off in the next week. The RAC encourages board contributions to the initial campaign to raise the challenge amount.
	Debbie will send the link and invitation to Board members again.

Additional items	Discussion about a statement re the earthquake in Turkey. Need to check the statement and seek advice before a statement is developed.
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Agenda Topic: 0945 - 0950	Process Meeting: What went well? TS said working in the one drive has been good What can we improve upon?
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Next IFNA Board Meeting

March 9, 2023 8:00am – 10:00am EST