

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

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

Meeting ID: 947 7536 7617

Passcode: **BOARD**

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

Agenda Topic: 0805 - 0810	Approval of prior minutes (Veronica Swallow) (Attachment)
Motion to Approve	Motion to accept by June, seconded by Elisabeth, agreed by all

Agenda Topic: 0810 - 0815	Financial Report (Veronica Lambert) (Attachment)
Motion to Approve	Income for February \$38,412.00, from Membership Dues, IFNC16 Registrations and Conference Sponsorship. Expenses were \$7,961.10 from Management Fees and credit card fees. Net income of \$30,450.90
Updates / Action Points from prior minutes	

Agenda Topic: 0815 - 0845	Policy & Procedure Manual
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	

Agenda Topic: 0845 - 0915	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	The group discussed comments and need for evidence to be added. DZ added comments to the document. The document had a few comments and formatting from 2 strange names, discussion to make the document as a email link only for safer sharing of the document. No evidence of compromise was evident. VS noted once we start talking about progress and engagement a lot of evidence of the family nursing benefits is visible. A lot of discussion about each goal and the evidence.

Agenda Topic: 0915 - 0920	IFNC17 Venue 2025
Discussion	DZ discussed options for next conference. Document can be sent out for EOI for conference. JH noted the time for planning and need for commitment. EC noted Australia may be interested in hosting conference.
Updates / Action Points from prior minutes	Further review and discussion next meeting

Agenda Topic: 0920 - 0925	Equipment Purchase for IFNC16
Discussion	The conference planning committee has been meeting with the A/V folks at Dublin City University (DCU). Wanting to provide a virtual option for attendees, DCU folks sourced an outside company to support this for IFNC16. Original quote from the outside company was approximately \$15,000 USD. DCU staff indicated that they could support the labor of this work, but did not have all the equipment necessary. After further review, DCU proposed purchasing the equipment which would be far less than the labor and rental from the external company. Requesting board approval to purchase approximately \$8,500 USD in equipment for the conference which could then be “gifted” to DCU.
Updates / Action Points from prior minutes	JH presented the information and answered questions. Discussion re equipment LS noted the gifting back a nice way to thank the uni. Motion proposed by VS approved by LS and agreed by all

Agenda Topic: 0925-0930	IFN Foundation
Discussion:	Wrapping up and reconciling the Japan Foundation Grant. Next Foundation Board meeting 4 th April.
Follow up:	
Person Responsible:	

Agenda Topic:	Chapters
Discussion	<p>UK & Ireland Chapter:</p> <ul style="list-style-type: none"> No meeting Feb 2023, next meeting March 13th, 2023 Webinar Monday 27 February 2023, 12.30pm – 2pm (UK/Ireland time): <i>Mental Health Care for the Rare Disease Community</i>, with Dr Suja Somandhan, Professor Alison Metcalfe, Professor Amy Jayne McKnight, Anne Lawlor, and Lora Ruth Twitter strategy being implemented and led by our new Executive Committee member Jaden Allen Inaugural Chapter admin coordinator role and Executive Committee member Melissa Kinch from University College Dublin commenced, meeting with Chapter co-Chairs and webmaster 10th March to plan role and develop a strategy for the role. <p>Australia New Zealand Chapter March Newsletter https://internationalfamilynursing.org/wordpress/wp-content/uploads/2023/03/March-newsletter-AUSNZ-IFNA-chapter-4.pdf</p> <p>African Chapter Webinar held on the 28 February 2023 (13h00 to 14h00 SAST) - “<i>what is family nursing and why is it needed in Africa?</i>” – successful with lots of questions about family nursing and IFNA. Participants from Ghana, Namibia, South Africa – unsure re others (14 participants) but Nigeria and Zimbabwe also represented. Lots of interest and very willing to have more webinars etc. Planning for the next one is currently underway. Chapter meeting scheduled for March 2023.</p>

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	Wendi, Karen Rose and Lindsay Smith are going to meet to try to brainstorm ways to promote SEG and improve meeting attendance. We are working on a mutual date.

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	Meeting 1 st March to discuss nominations. The committee were impressed with the number and calibre of nominations. 13 nominations received, with eight member countries represented. Nominations were considered in all four award categories. Rankings were received from members and collated ahead of the committee meeting. The committee reviewed the rankings and engaged in robust discussion. Outcomes will be notified in March.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	<p>BOD Bylaws Committee Update for 3/9/2023</p> <p>Review work continues of current Bylaws. A call for review of the Bylaws was sent to membership and officially closed Feb 28th. The RAC requested an extension as they have a meeting scheduled for March 7th and would like to provide feedback as a committee; the extension was granted.</p> <p>Comments received to date and those added by the bylaws committee are currently under review. A few questions arose that the Bylaws Committee would like to bring to the BOD for discussion:</p> <p>Article VII Standing Committees: Question: Should the statement below regarding ethics review be framed in greater context to provide clarity?</p>

	<p><i>Standing Committees are permanent committees created by the Board of Directors and are charged with performing necessary functions of the Association in a particular area. (included this for context in this section of the Bylaws)</i></p> <p>Any human subjects research funded by IFNA must provide evidence of Institutional Review Board (Ethics Review Board) approval to the BOD in advance of data collection.</p> <p>General: Question: If there is a suggestion to move content from one area of the Bylaws to another what process is necessary for approval? Is this something the BOD can undertake or is it something about which the membership should be asked to vote? Next Meeting: March 9/10, 2023, with aim to review comments received from the RAC and to complete review of all comments received.</p>
	<p>Question from KA and LS on the points JH noted that the comments relate to the fact that any funded project must have IRB approval prior to release of funding. DZ added context that there were previous comments some years ago that IFNA doesn't do research but the members may be funded via IFNA and evidence of ethics approval be obtained from the researchers own organization must be shared with IFNA and recognized prior to funding being released.</p> <p>VS asked if the committee can review and bring this back to the board when the comment re ethics has been added with the context of the need for ethics.</p> <p>KA asked about the moving of bylaws content to different areas within the document and if this can be done. DZ noted this can be done but then the final vote and review will need context to any changes.</p>
	KA and LS will continue to update with the committee and bring changes for approval

Agenda Topic:	Communications Committee (Junko Honda) February 16, 2023
Update	<ol style="list-style-type: none"> 1. Welcome Peter Singh-Vigilante, new web IFNA master Overview of monthly maintenance and security of the IFNA website Needed updates and backups for the website have been completed Looking for ways to update efficiency/functionality of the website; send requests to Peter's team Update on analytics from website: traffic to site up 45% from over a year ago Administrator access of the analytics is currently unavailable; trying to identify the administrator. Will lose historical data if we cannot regain administrator access Cleaning up administrator access to the website; may need to consider two-factor authentication in the future if security is an issue Peter's team will see what can be done to improve responsive design for mobile devices/tablets 2. Promotion of IFNC16 3. Promotion of IFNA International Seminar 4. IFNA Research Sub-Committee (Acute Care Research Cluster) : Continuing to add more information to their page on the IFNA website, including headshots of their members. 5. New page on the IFNA website re: Measures/Instruments for Family Nursing 6. IFNA African Chapter : Janice working with Petra to develop IFNA News Posts about chapter members to promote chapter 7. Joel and Janice met with IFNA Practice Committee co-chairs: September 21, 2022 to discuss their planned updates to the IFNA website.

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	The CPC met on Feb. 20, 2023 with ongoing good member engagement. Key issues were:

- Ongoing planning with DCU technical staff re: options for streaming for virtual conference options. DCU is providing in-kind support via having technical staff help at the conference with any streaming and with face-to-face technical support needs. We are planning for costs for equipment and extra support staff. Motion to follow.
- In coordination with our Local Planning Sub-Committee, we are planning for our banquet option. We are planning the banquet for either Wed., June 21 or Thursday, June 22 depending on our venue selection. We are considering cost per person, what is included, limits (minimum needed and/or maximum possible), and location with transportation in our decision-making.
 - We anticipate posting a virtual registration cost within approx. 2 weeks.
- We are receiving requests for the “final” program. The co-chairs and Debbie are being responsive so people can plan their travel; we expect to publish the final program schedule within approximately 2 weeks. “Late breaking” abstracts are being slotted currently. For your own arrangements, please plan on Tuesday, June 21 as Pre-conference day; Wed, June 22 and Thursday, June 23- all day, and Friday as ending early to mid-afternoon. Please note that Wed-Friday include daily keynote presentations.
- The room accommodation site at DCU is accepting reservations.
- The CPC met with Donna Curry who described the process for offering Continuing Educational Units (CEU) that many U.S. nurses need. Nurses outside the U.S. also could receive CEU certificates to document attendance. She offered to manage the application process and we will engage a CPC member or two to assist if needed to minimize burden on Debbie.
- The CPC also met with Janice Bell, Co-Chair of the Communications Com., to discuss continued marketing of IFNC16 and to thank the Communications Com. for its efforts. Janice requested getting updated conference information to share. We indicated that information about the virtual registration option will be the next news to share soon.
- Informational to the Board: Shamrock logo with flags issue: A member from China raised a concern that including the Taiwan flag in this logo contradicts the “one China policy” of her country. We have used this logo for almost 4 years and this is the first time that an issue was raised.
 - Nonetheless, Veronica S., Sarah Neill (CPC-Co-Chair), Debbie, and I discussed the issue at length. In consultation with the CPC, we decided to change the logo to a green shamrock going forward and acknowledged that the original logo on existing materials could/would not be changed.
 - We recognize that this is a sensitive issue for members from China and Taiwan. It also has ramifications in various other countries, notably the U.S.A. We have no intent to take political positions about borders or country identity anywhere. We also respect individual members’ rights to identify their own country/territory/homeland during our conference flag ceremony.
 - The CPC received a positive message back from the member from China who raised the concern. However, we bring this to you as the Board for your information as we recognize that this issue could surface again re: China and Taiwan or other places globally.
- The next CPC meeting is set for March 20, 2023.

VS noted that the awards committee wanted time for the awards- DZ noted this is scheduled and the chair of awards committee will be emailed to attend the conference planning committee.

JH brought to the committee re flags and concerns from different countries. This will be discussed and a logo with no flags. The normal flag ceremony at the conference will take place.

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	No meeting

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	BOD Membership Committee Update for 3/9/2023 No meeting held but work has continued with review of applications for scholarships to nurses and midwives living in low and middle income countries. To date 28 have applied and will be invited to become members of IFNA. There is additional capacity for 12 more applicants and these will be extended to Africa and China. Next membership committee meeting is planned for March 20, 2023.
Action:	

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	Attended Nominating committee, plan developed for nominations for the specific roles. Call sent out.

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	IFNA Global Family Nursing Initiatives Project: A global shift in understanding family nursing practice – working on collecting the stories continues and great progress has been made. Great response and students (research assistants) working hard to document stories. Encouraged further participation from countries not/under represented. Committee members assisting with this. Position Statements Dissemination Project – working on the scoping review with committee members – including members from Education Committee. Discussion regarding submitting this as an application for a Global Initiatives project. Working on "Caring for refugees" and thanks for the board's response to request to assist earthquake victims.

Agenda Topic:	Research Committee (Suja Somanadhan)
Update	No report VS will follow up with SS

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	

Additional items	TG asked about a round table for all members to attend to understand different committees. JH to take this point to the conference planning committee PB discussed the option of information about committees added to slides for encouragement to attend.
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Agenda Topic: 0955 - 1000	Process Meeting: What went well? All good VS thanked everyone for their input What can we improve upon?
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Next IFNA Board Meeting

April 13, 2023 8:00am – 10:00am EST