

**IFNA Minutes
Board of Directors -
Conference Call
April 13, 2023
8:00am – 10:00am EST**

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

Meeting ID: 947 7536 7617
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 +13126266799,,94775367617#,,,,*042156# US (Chicago)
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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, Suja Somanadhan, Teresa Gutiérrez-Alemán, Kristen Abbott-Anderson, June Horowitz, Lindsay Smith, Junko Honda, Veronica Lambert Staff: Debbie Zaparoni
Unable to Attend:	Elisabeth Coyne
Guests:	Pat Beierwaltes (Nominating Committee Chair)
Minutes compiled by:	Debbie Zaparoni

Agenda Topic: 0805 - 0810	Approval of prior minutes (Veronica Swallow) (Attachment)
Motion to Approve	Motion made by June Horowitz Second motion made by Teresa Gutiérrez-Alemán Board members approved March minutes, Petra abstained.

Agenda Topic: 0810 - 0815	Financial Report (Veronica Lambert) (Attachment)
Motion to Approve	Income for March was \$45,520.00 (Registration, Sponsorship and Memberships). Expenses were \$17,167 (Management fees and Conference Expenses). Overall income \$28,352.87.
Updates / Action	

Agenda Topic: 0815 - 0820	Policy and Procedure Manual / Mid-Year review of Strategic Plan
Discussion	Delayed, review / work on these two things will resume after the conference.
Updates / Action Points from prior minutes	

Agenda Topic: 0820 - 0830	IFNC17 Venue
Discussion	After discussion between June, Veronica Swallow and Debbie, it is recommended that we

	<p>defer a call for venue/location options for IFNC17 until after the conference.</p> <p>There was no addition questions or discussion about this and we will defer until after the conference.</p>
Updates / Action Points from prior minutes	

Agenda Topic: 0830 - 0840	Board and Nominating Committee Election Candidates
Discussion	<p>Patricia Beierwaltes, Nominating Committee Chair, joined this meeting to present the candidates for Board and Nominating Committee elections.</p> <p>Below is the list of nominations/candidates received. One person is not a member and thus does not meet the criteria and will be notified of the same. All others will be notified that they will be on the ballot. The election ballot will be distributed to eligible voting members in the coming weeks.</p> <p>President-Elect (1) Petra Brysiewicz Cynthia Danford</p> <p>Treasurer (1) Veronica Lambert</p> <p>Director (3) Kristen Abbott-Anderson Intima Alrimawi Lindsay Smith Karyn Roberts Linda Young</p> <p>Nominating Committee (2) Mary Heitschmidt Mirinda Tyo Nicola Evans (not a member) Mandi Jane Foster Neil Peterson</p>
Updates / Action Points from prior minutes	There was no further discussion from the board about this candidates list.

Agenda Topic: 0840 - 0900	Bylaws Review
Discussion	
Updates / Action Points from prior minutes	<p>Bylaws Committee Update for April 13, 2023: Recommendations from the Bylaws committee members, individual IFNA general members, the RAC members sent a joint submission were received. The Bylaws document has been reviewed line by line. Questions were addressed to the BOD last meeting and reported to the committee.</p> <p>The Chair of the Bylaws Committee is currently completing the task of bringing together the outcomes of the committee's deliberations with the intention of circulating a final draft of what will be presented to the IFNA Board to the Bylaws committee for consideration prior to submitting the outcomes to the IFNA Board.</p> <p>For BOD Consideration: In the interim, the Board may commence considering their position on the relationship between the International Family Nursing Foundation Bylaws and the IFNA Bylaws. The IFNF have separate Bylaws (https://internationalfamilynursing.org/ifn-foundation/). It is perceived in the submissions received that the two separate bylaws overlap</p>

	<p>in the area of the IFNA Bylaws Section 9 Resource Advancement Committee.</p> <p>Lindsay indicated that although precedence has been set to present proposed changes of the IFNA bylaws at the IFNA Business Meeting, it is not necessary to have all suggested changes completed for presentation. Lindsay recommended that status of bylaws be presented at the conference, but noted that this may not be the complete list of recommended changes, particularly the role and relationship between the IFN Foundation and the RAC. IFNA Members vote on all recommended Bylaw changes after the conference.</p>
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Agenda Topic: 0900 - 0920	IFN Foundation (IFNF) / Resource Advancement Committee (RAC)
Discussion	<p>Based on discussions at the IFNF meeting in early April, Veronica Swallow, Board Liaison to the IFN Foundation, was asked to bring forth a request to the IFNA BOD that would allow IFNF to have communication with and solicit monetary support from IFNA members and attendees at IFNC16.</p> <p>Prior meetings have occurred between the IFNF and the RAC. Both groups fundraise to support IFNA. At the most recent meeting between the two, IFNF agreed to not actively fundraise leading up to and at IFNC16, as RAC's efforts/work is primarily focused around conference sponsorship and support. However, the IFNF feels strongly that they need to have communicate with, and actively solicit monetary support from IFNA members and attendees at the conference. This would also raise the level of awareness of the IFN Foundation.</p> <p>The RAC will have a poster at the conference to show/promote their many years of work. They will continue to promote the Pot of Gold Challenge leading up to and at the conference.</p> <p>The IFNA Board agreed that the IFNF are allowed to communicate with attendees, and make solicit donations/pledges from. IFNF will have a table at the conference.</p> <p>Petra suggested that the conference time is a "happy time", should be neutral.</p> <p>Both the IFN Foundation and Resource Advancement Committee are valued and supported by the IFNA Board. The work of RAC significantly contributes to the sustainability of IFNA. We appreciate that this is a gray area, and appreciate all efforts to support IFNA.</p> <p>Suja, indicated and acknowledged a need to ultimately strategically align these two group together.</p>
Updates / Action Points from prior minutes	Veronica Swallow will communicate with both the RAC and the IFN Foundation.

Agenda Topic: 0920 - 0925	Request for IFNA to promote event / use IFNA logo.
Discussion	
Updates / Action Points from prior minutes	<p><i>Via Email</i> Sponsorship of a one day scientific symposium that we are hosting on 19. January 2024 on the topic of «Improving research impact for families experiencing acute-critical illness» in Zurich, Switzerland</p> <p><i>The aim of the symposium is to enable an interdisciplinary dialogue around how to improve care and services for families through a diversity of research methodologies. We would like to bring together researchers from different fields and career stages who are interested in family health intervention and implementation research to foster a network within Switzerland, Europe, and beyond.</i></p> <p><i>I was wondering if the IFNA would be interested and willing to sponsor the event? We are looking primarily for non-financial support, such as promoting the event on the website, disseminating it via the listserve, and / or permission to use the logo of the IFNA on event website or flyers.</i></p> <p><i>We would very much appreciate such a sponsorship by IFNA</i></p>

	For more information, please see the attached flyer and information on our website: https://www.ifis.uzh.ch/de/Events/Nursing-Science-Symposium.html
Follow-up	Per bylaws, unable to use IFNA logo on promotional materials. Debbie will provide information and the option to promote the Symposium via the IFNA Listserv, and post on the IFNA website.

Agenda Topic: 0925 - 0930	IFN Foundation
Discussion:	<p>Foundation:</p> <ul style="list-style-type: none"> • Foundation Board meeting held 4th April • Plans for Foundation Activities at IFNC-16 were discussed • New Foundation Board Members: Joining June, 2023 for Board approval: <ul style="list-style-type: none"> ○ Dr. Christine English, Northumbria University - School of Health, Community and Education Studies, Newcastle upon Tyne, UK, Chair, Board of Trustees, St Oswald's Hospice ○ Dr. Helene Moriarty, PhD RN, FAAN. Villanova University, Pennsylvania, Professor, Diane L. & Robert F. Moritz Jr. Endowed Chair in Nursing Research, Nurse Scientist; Co-Program Director of VA Interprofessional Fellowship in Patient Safety Chair, VA Office of Nursing Service, Nursing Research Field Advisory Committee ○ Very likely but not confirmed yet: Dr. Mary Heitschmidt, PhD, APRN, CCRN-K Director of Clinical Research Associate Professor, Department of Women, Children and Family Nursing, College of Nursing, Rush University, Chicago, IL <p>Members continue to search for External Grants, one option being followed up.</p> <p>Teresa asked if there is a process in place to recognize outgoing board members.</p>
Follow up:	A motion was made by Veronica Swallow to accept new members of the IFN Foundation Board of Trustees The motion was seconded by June Horowitz Board approval was unanimous. There were no abstentions.
Person Responsible:	Veronica Swallow will inform Kit Chesla of the approval of the proposed new members. Veronica will provide the suggestion/recommendation to consider recognizing outgoing board members for their service.

0930 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapters
Discussion	<p>UK&I Chapter:</p> <ul style="list-style-type: none"> • Next meeting 27th April • Volunteer coordinator/intern commenced to work part time • Easter newsletter in preparation • ECR Webinar being organised 22nd May

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	<p>Meeting with Wendi Smith Chair of the SEG 6th April 2023. The following points were discussed:</p> <ol style="list-style-type: none"> 1. recently SEG monthly meeting have not been well attended and a different schedule is being considered. As there are a number of graduates since the SEG formed, the possibility of recent graduates remaining connected to the SEG through a joint Community of Interest as early career researchers is being considered 2. Communication Committee have reached out to the SEG to assist with reviewing the

	<p>IFNA SEG webpage. Updates progressing well.</p> <p>3. Education Committee webinar Conducting Literature Reviews has been promoted and a reminder to register will be sent to SEG members</p> <p>4. The need to find a co-Chair continues and a role for a SEG member to focus on communications is being considered</p> <p>5. SEG Chair will attend IFNC16: - the SEG have requested a SEG meeting time during the conference. - It is also requested that a separate opportunity within the conference to promote the SEG is made available. Wendi is available to talk about the SEG to the conference attendees if possible. - The SEG are planning a social event e.g. dinner together in Dublin.</p>
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Agenda Topic:	Awards Committee (Veronica Swallow)
Update	<p>Successful awardees and nominators in the categories: <i>Excellence in family nursing</i>, <i>Innovative Contribution to Family Nursing</i> and <i>Rising Star</i> have been notified.</p> <p>Time allocated on the IFNC16 programme during the Opening Ceremony for presentation of the 2023 awards and recognition of the 2021 awards that could not be presented in person because the conference was virtual</p> <p>Janice Bell and Joel Anderson are preparing 2023 IFNA Awardee pages for the IFNA website and newsletter.</p> <p>Excellence in family nursing June Andrews Horowitz Janice M. Bell Maria do Ceu Aguiar Barbieri de Figueiredo</p> <p>Innovative Contribution to Family Nursing Rahel Naef Suja Somanadhan</p> <p>Rising Star Camille Brown Teresa Gutiérrez-Alemán</p> <p>Distinguished Partner in Family Health Care Award No award made. Two nominations were received however the committee were not able to make an award in this category.</p>

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	Reported above.

Agenda Topic:	Communications Committee (Junko Honda)
Update	No update at this time.

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	<ul style="list-style-type: none"> The CPC met March 20 and will meet next on April 17. CPC meetings are

	<p>supplemented by additional small group meetings with the Local Planning Com. (LPC) and DCU staff, as well as Co-Chairs' regular consultation, including ongoing communications with Debbie.</p> <ul style="list-style-type: none"> • The plans for a virtual conference option have moved ahead. Equipment has been delivered to DCU and testing is in process. • The CPC co-chairs and Debbie met with the LPC and DCU technical staff on 4/11. The LPC has developed options for our conference banquet and entertainment. Selection from choices is in process now to be finalized asap. • Cost for the virtual attendance option is being finalized and will be communicated via the Communication Com. and, website, and email. VAT requirements have complicated and delayed this announcement. • To date, approximately 160 people have registered. We have strong international representation. • Communication has gone out to presenters. An update will follow based on needs at DCU. • Please note the early bird registration (May 1st) and hotel (May 9th) deadlines, and plan accordingly.
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Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<ul style="list-style-type: none"> • Drs. Bally and Spurr will present a webinar to IFNA members on April 27th titled Conducting Literature Reviews to Advance the State of Family Nursing Knowledge: Uses Benefits and Outcomes. • Drs. Bally and Spurr recently published a scoping review in the Journal of Family Nursing, which they will share with members of the education and communication committees. • The Family Nursing Education Resources subcommittee has been active with regular meetings held. The subcommittee is actively seeking out participation in family resource development. Tammy Neiman has created a document with the current resources and links to the IFNA website. Sandra Alguire and Tammy Neiman (co-leaders) await hearing from Janice Bell, who will add the new resources to the IFNA website when ready. Tammy and Sandra plan to continue sending messages to request resources for the IFNA website. • The subcommittee also plans to request resources at the IFNA conference program so that educators know they can submit new resources to this committee. They plan to use the screens at the Dublin city university to announce the call for new family education resources to educators. • The position statement work continues. Teresa is working with Norma and members of the Practice Committee on a scoping review. They have requested a meeting between the Education and Practice Committees to discuss the results. Scoping review progress: data extraction is complete. The process of data analysis has started, and manuscript development has begun. A report of results on the influence of the IFNA Position Statements on education, practice, policy, and research will be presented at the conference. • The plan is to have an Education Committee meeting at the IFNA conference.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	<p>Membership Committee Update for April 13, 2023</p> <p>Met on March 20th New member Sherryn from Australia focus on Peds/Family Nursing and is nearly done with her PhD! Exploring options for use at conference to highlight the Membership Committee for recruitment purposes. Considering a video, but with time constraints, creating a slide for inclusion in pre-session content may more feasible. The committee hopes that Debbie could</p>

	<p>help coordinate this effort.</p> <p>Discussion about encouraging Chapter Leaders to join the Membership Committee or be invited to attend a Membership Committee meeting quarterly. Goal for this would be to share tips for enhancing IFNA membership.</p> <p>Discussion about idea for bridging member engagement in off-conference years such as the potential for organizing a mini-conference (virtual or in person); having a virtual poster session, etc.</p> <p>We had enough funding to support 9-10 additional members from LMIC countries and planned a targeted outreach to those areas where no one or few have responded/been contacted.</p> <p>Questions for the BOD:</p> <p>For clarification/Confirmation: Will conference registration be reduced for attendees from LMIC countries? If not, are there avenues for supporting attendees from these countries/regions?</p> <p>Would like to explore possibility for a Special Issue for JFN based on IFNC16 content. Have spoken with Janice, she supported the idea and she suggested bringing it to the BOD for consideration.</p> <p>Next Meeting: May 22, 2023</p>
Follow-up	IFNA does not offer a reduced conference registration rate for LMIC. The Board will need to review and potentially consider an LMIC discount for future conferences.

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	Election candidates were presented above.

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	Scoping Review is progressing.

Agenda Topic:	Research Committee (Suja Somanadhan)
Update	Suja to send report via email.

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
Discussion:	The RAC has exceeded their target sponsorship but continue to raise funds / follow-up with additional opportunities for sponsorship.

Additional items	Teresa emphasized and encouraged prioritizing LMIC support specifically for student scholarships. Petra added perhaps a consideration for more support for each with fewer scholarships offered.
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Next IFNA Board Meeting

May 11, 2023 8:00am – 10:00am EST