

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

Agenda Topic: 0800-0805	<b>Welcome / Introduction of incoming Board Member</b> Karyn Roberts, newly elected Director on the IFNA Board provided a brief introduction.
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Agenda Topic: 0805 - 0810	<b>Approval of prior minutes (Veronica Swallow) (Attachment)</b>
Motion to Approve	June Horowitz approved Petra Brysiewicz seconded. Minutes were approved/accepted as written.

Agenda Topic: 0810 - 0820	<b>Financial Report (Veronica Lambert) (Attachment)</b>
Motion to Approve	Reviewed the April financial report. May financial report was not finalized at the time of this meeting.
Updates / Action Points from prior minutes	

Agenda Topic: 0820 - 0825	<b>Election Results</b>
Discussion	President-Elect – Petra Brysiewicz Treasurer – Veronica Lambert (re-elected)

	<p>Director – Kristen Abbott-Anderson (re-elected)          Director – Karyn Roberts          Director – Lindsay Smith (re-elected)</p> <p>Nominating Committee – Mandie Jane Foster (co-chair 2023-2024, chair 2024 – 2025)          Nominating Committee – Mirinda Tyo</p>
<p>Updates / Action Points from prior minutes</p>	<p>Lindsay Smith noted Mandie Foster is from New Zealand          Junko Honda the election voting is low and to try to increase the voting numbers by more information. Suggestion to use the conference to provide information and encourage higher voting numbers.          Voting numbers 165 is consistent. 36% of IFNA members voted.          KR asked what is the % of voting and was this similar to other organisations. Maybe a photo would help. The voting is often lost in emails.          VS noted a return email to notify the voter may increase the voting.          Debbie indicated that voting is done via Survey Monkey. Reminder are sent via survey monkey and emails are also sent manually via the Wild Apricot system to the membership to raise awareness that election voting is in process.          Junko Honda suggested there could be an opportunity (webinar or something) for the candidates to present themselves to the membership.          Elisabeth Coyne agreed with other points photo and the return email, also that the chapters help encourage voting.          Lindsay Smith commented that the webinar is a good idea, ensuring equitable across all countries ensuring access to media.          Veronica Swallow asked if Debbie reports the % she indicates the number but not the %. Could this be possible if a % was added.          Lindsay Smith just being aware that a % may reduce the feel of the voting, number always those who know the overall numbers to see that this is ok but low. Encourage board to be optimistic re number.          VS- discussed the % was ok and that this will need to be discussed before next voting.</p>

<p>Agenda Topic: 0825 - 0835</p>	<p><b>IFN Foundation</b></p>
<p>Discussion:</p>	<ul style="list-style-type: none"> <li>- Meeting June 6<sup>th</sup> 2023</li> <li>- New Board members were welcomed: Dr Christine English; Dr Helene Moriarty; Dr Mary Heidschmit</li> <li>- Discussion with IFNA RAC and BoD</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>V. Swallow spoke about her discussion with RAC. Historical activities of two groups—IFNF &amp; RAC—was discussed. The overlapping fundraising activities were described and the perception that one group may prevent the other group from fundraising during certain times. Overall, there was an understanding of the two groups’ activities and progress has been made in dovetailing both groups’ valuable activities. RAC appreciated learning about IFNF activities from V. Swallow. V. Swallow was thanked for her diplomacy in connecting the two groups.</p> </div> <ul style="list-style-type: none"> <li>-Follow up plans for IFNF activities at IFNC16 were discussed:             <ul style="list-style-type: none"> <li>- IFN Board meeting tba at IFNC16</li> <li>- Report of IFNF Activities/Accomplishments at IFNA Business meeting.</li> <li>- Table at Poster sessions</li> <li>- Buttons: Ask me about 15%;</li> <li>- IFNF Introductions at Key IFNA Committee meetings. (All Board members)</li> </ul> </li> <li>- Pledges to Foundation at the Conference—Versus – Sign up to support Foundation Board Decision needed</li> </ul>

	<p>For pledges at conference: Donors will be directed to landing page for the conference <b>if they want to pledge at the conference</b>. This will be a different landing page than the Legacy Giving “donations” page. This will be a straightforward page with information collected on donors for us to follow-up. If people want to give money at conference, they are linked to the donations QR code, or we can take the cash at the venue. We will draw the free IFNA registration much later in the year—Perhaps December. Two will be given away for those who donate.</p>
	Landing page <b>for conference pledges</b> to be created.
Follow up:	
Person Responsible:	

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

Agenda Topic:	<b>Chapters</b>
Discussion	<p><b>Australia / New Zealand</b> – June Newsletter <a href="#">Go to this Sway</a></p> <p><b>UK&amp;I Chapter:</b>          No meeting this month          Next meeting at IFNC16 (combined in person and remote)</p> <hr/> <p><b>New blog posted 5<sup>th</sup> June 2023</b> <a href="https://ifnaukandireland.org/blog/">https://ifnaukandireland.org/blog/</a> Rare disease: Gestational Trophoblastic Disease. Dr Kamaljit Singh</p> <hr/> <p>Webinar: 22<sup>nd</sup> May - "Early Career Researcher Forum", six ECRs presented their ongoing or completed PhD research and there was some fascinating discussion</p> <p><b>African Chapter</b> - Nothing new to report</p>

Agenda Topic:	<b>Student Engagement Group Update (Lindsay Smith)</b>
Discussion:	Nothing to report

Agenda Topic:	<b>Awards Committee (Veronica Swallow)</b>
Update	No meeting

Agenda Topic:	<b>Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)</b>
Update	<p>Late update from Lindsay Smith - not having too much information from the bylaws at the conference / Business Meeting. The committee noted the tension from RAC and foundation and BOD and that a shared understanding is building. Then the bylaws will be able to go through with positive feedback. Before the conference check slide update and have the circulation of the bylaws after the conference. Veronica Swallow noted that there has been no discussion with the RAC and Foundation together about the issue. LS noted that those committees had a lot of feedback for the bylaws.</p> <p>Best way to go forward- Lindsay Smith will send the information to Kristen Abbott-Anderson and Veronica Swallow as the liaison for review and Foundation and Veronica Lambert, the liaison for the RAC. Update the respect committees about the progress of the bylaws committee to ensure clear communication of the process.</p>

Agenda Topic:	<b>Communications Committee (Junko Honda)</b>
Update	No meeting

Agenda Topic:	<b>Conference Planning Committee (June Horowitz)</b>
Update	<p>The CPC met on May 15 and June 5, 2023. Our final pre-conference meeting is scheduled for June 12.</p> <ul style="list-style-type: none"> <li>• Efforts have been underway to reach presenters who have not registered. At this point, presentations are being withdrawn for those who have missed deadlines and failed to respond. The final conference program should be available shortly.</li> <li>• Presenters are reminded to upload their presentations by next week.</li> <li>• The CPC Co-chairs and Debbie have had regular meetings with the Local Planning Committee (LPC) and DCU staff to work on various logistics and technical issues. At this meeting on June 7, many details were reviewed and finalized.</li> <li>• Registration for in-person attendance stands at approximately 325. Virtual registration is approximately 30.</li> <li>• Banquet reservations have been robust at approximately 210. Transportation R/T the venue is planned.</li> <li>• The poster awards are in progress with volunteer judges.</li> <li>• Post-conference, we will send out an evaluation and invite applications to host IFNC17.</li> <li>• Great thanks to the CPC, LPC, Debbie and Kassalen staff, DCU staff, and country coordinators/liaisons for their dedication and hard work.</li> </ul> <p>Hope to see you in Dublin!</p> <p>Veronica Swallow congratulated the committee on a great conference with is face to face and hybrid. Very good numbers 325</p> <p>Petra Brysiewicz added everyone is very excited and congrats on the great job</p>

Agenda Topic:	<b>Education Committee (Teresa Gutiérrez-Alemán)</b>
Update	No report

Agenda Topic:	<b>Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)</b>
Update	<p>May 22, 2023</p> <p>Created a slide to include in the Business meeting: working on specifics for those with intention to have submitted these by the 6/6/23 deadline.</p> <p>Considering options for a smaller virtual poster conference on non-conference years in effort to retain membership.</p> <p>Jyu-Lin is planning continued donations; the committee is proposing 3 scholarships to nurses in each region (unclear if this is 3 for each region or 3 overall). Application will be by invitation from committee members.</p> <p>Beginning to review Terms of Reference: included in meeting materials but not noted on agenda.</p> <p>Plan is for committee to meet every other month with any urgent issues addressed via email between meetings. No meeting scheduled beyond the conference at this time.</p> <p>*Kristen and Suja were unable to attend the meeting. Update based on agenda and included items. No minutes received to date.</p>

	KA explained they were positive and had a plan moving forward
Action:	
Agenda Topic:	<b>Nominating Committee (Elisabeth Coyne)</b>
Update	No meeting. Election results were reported.
Agenda Topic:	<b>Practice Committee (Petra Brysiewicz)</b>
Update	<p>Meeting held 22 May 2023  Updates and sharing from committee members.  Discussion regarding the Practice Committee Meeting &amp; report to IFNA Business Meeting at IFNC16.  Position Statements Dissemination Project and scoping review – working on the scoping review with committee members – including members from Education Committee. This project is going extremely well. Discussion regarding writing up two different articles.  IFNA Global Family Nursing Initiatives Project: A global shift in understanding family nursing practice – up date given and almost completed collecting stories.  "Care for refugees" – no current progress to report. Will resume soon.  Reminder regarding the need to elect new Chairs of IFNA Practice Committee. Both current chairs and very committed to support and mentorship of new chairs as needed. All committee members reminded re this and encouraged to consider this important role.</p> <p>DZ added this committee are looking for a new chair  PB identified that there had been discussion and a plan was to discuss with members at the conference and then mentor members for leadership. Please send anyone who is interested in this committee.</p>
Agenda Topic:	<b>Research Committee (Suja Somanadhan)</b>
Update	No meeting
Agenda Topic:	<b>Resource Advancement Committee (Veronica Lambert)</b>
Discussion:	Junko Honda meeting was yesterday she is a member. Discussed about activity in the conference and poster to promote Pot of Gold. Board members to promote this initiative. To add online in the Pot of Gold. RAC raised \$64000 included money from Pot of Gold. Veronica Swallow noted this was excellent any amount of money helpful.
Additional items	<p><b>Suggestions from Janet Deatrick member of RAC for board discussion.</b>  Ideas for IFNA – can the nominating committee report the % of members voting.  Can we explore the idea that committee co-chairs become ad hoc board members.  JD is suggesting this as Liaison may not attend the meeting, and it would give more exposure to committee chairs who often do a lot of work unnoticed by the board. Veronica Swallow responded that BOD Liaisons gives a report at each meeting by either their attendance or via email communication and that the IFNA BOD and committee chairs meet twice yearly.</p> <p>June Horowitz discussed that it is worth thinking about but the cochairs and board meeting gives voice to the committees. Invite Janet to a board meeting to share her points. The liaison person may miss a meeting which does make it difficult to understand what is happening in the committee.</p>

	<p>Lindsay Smith noted that the BOD is not closed board, but visitors can attend but not vote. If the co-chairs would like to attend that would potentially improve the connection. Good time to review the changes with the BOD and co-chairs to check on how this is going.</p> <p>Veronica Swallow noted that this could be discussed at the next BOD – Committee Co-chair meeting in September 2023. June Horowitz indicated that this would be a good way forward and positive response to Janet Deatrick and thank her for her ideas and say the BOD are exploring ideas. Veronica Swallow will email back saying we are taking this seriously and will bring this up for the co-chairs meeting in Sept.</p> <p>Debbie Zaparoni noted there are mainly 2 co-chairs for each committee perhaps they provide their own updates for their committees. This would also reduce the extra layer when committees need a response from the board to the committee.</p> <p>Junko Honda reminded that due to the time difference, she is unable to attend some committee meetings, but I try to keep communication open, such as BOD meeting reporting via e-mail. For example, if you could send committee meeting minutes or summaries to the liaison director immediately after the meeting, I think I could fulfill my role as a liaison even if I cannot attend all the meetings. Then we can also take advantage of the opportunity to have meetings with the committee chairs and board members. I think it would also be simple for the chairperson to report directly to the board.</p> <p>Lindsay Smith, how do the Bylaws relate, and would any changes need to be made.</p> <p>Karyn Roberts asked if the subcommittees need 'official' minutes that are approved by attendees? June Horowitz discussed that minutes are suggested but not actually mandatory. The committees do a lot of work and we are all volunteers. Subcommittees could feed bullet point to the chair and recorded meeting are good to review the conversations.</p> <p>General comments <b>re storage dropbox</b> was suggested. Lindsay Smith noted that these may not be secure. Debbie Zaparoni noted that Hightail is a paid space that she uses for IFNA documents mostly related to webinars and conferences Petra Brysiewicz asked about storage of minutes within the IFNA board for minutes but this is open access so not a safe space. Debbie Zaparoni added, there is inconsistency of receiving, saving, and posting committee minutes on the website</p> <p>Debbie Zaparoni asked if the time still works for everyone or if another time would be more suitable. What is the consensus for the meeting time, or do we wait for the July meeting. June Horowitz noted that July allows time for people to return from the conference and they will have that time set in calendar. At July meeting a time and day can be confirmed.</p>
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<p>Agenda Topic: 0955 - 1000</p>	<p><b>Process Meeting:</b> What went well? Petra Brysiewicz noted looking forward to the conference and seeing people and touring Ireland. Several are arriving in Ireland early for the conference. Safe travels to all. June Horowitz Congratulated those on being elected and those stepping up to new roles. What can we improve upon?</p>
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**Next IFNA Board Meeting**  
July 13, 2023 8:00am – 10:00am EST