

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

<https://zoom.us/j/94775367617?pwd=c3hFeDB2MDRTWU9Xc1FtcEN2NWtGdz09>
 Meeting ID: 947 7536 7617
Passcode: BOARD
 One tap mobile
 +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:	June Horowitz, Teresa Gutiérrez-Alemán, Elisabeth Coyne, Lindsay Smith, Karyn Roberts, Veronica Swallow, Kristen Abbott-Anderson, Petra Brysiewicz Staff: Debbie Zaparoni
Unable to Attend:	Suja Somanadhan Junko Honda Veronica Lambert
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0805 - 0810	Remarks New President – June Horowitz – thanked the board for working with her. Encouraged open communication between board members, either good or any concerns. Encouraged committee chairs to communicate via the board liaisons to ensure committee has a voice/link to the board. Board is there to help and support. Board helps chairs move into other leadership roles. June indicating a need to rely on the executive committee for when quick meetings or concerns need to be discussed. Last point is to have fun as being part of the board, we are all volunteers and your efforts are appreciated. Lindsay Smith thanked June for friendship and support from the board. Teresa Gutiérrez-Alemán agreed with Lindsay Smith and thanked for the friendship and support, looking forward to new members on the board.
Motion to Approve	

Agenda Topic: 0810 - 0813	Welcome / Intros to re-elected and newly elected
	Petra Brysiewicz – President-Elect Veronica Lambert – Treasurer (<i>re-elected</i>) Kristen Abbott-Anderson (<i>re-elected</i>) Lindsay Smith (<i>re-elected</i>) Karyn Roberts

Agenda Topic: 0813 - 0815	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	June 8, 2023 Minutes- Debbie Zaparoni asked if full names can be used in the minutes, and acronym of AGM changed to business meeting Petra Brysiewicz moved to approve the minutes. Veronica Swallow seconded.

Agenda Topic: 0815 - 0820	Financial Report (Veronica Lambert) (Attachment)
	June and July Reports Debbie Zaparoni presented the financial report, noting the conference expenses, this is ongoing and may take months. June Horowitz asked about the VAT Recovery Debbie Zaparoni explained that the VAT recovery will be on VAT paid on expenses. Debbie Zaparoni explained the Class report for the Conference summarizing the total income and expenses. The preliminary report shows significant income from the conference. This is due to the efforts of the Resource Advancement Committee (RAC) raised a significant amount of sponsorship support. Additionally we have more attendees than originally budgeted for. June Horowitz noted this was very good to ensure the IFNA stays in good financial shape. June Horowitz thanked Debbie Zaparoni for presenting and working with Veronica Lambert. Petra Brysiewicz asked about reporting and thanking the RAC. June Horowitz and Debbie Zaparoni noted that a thank you letter has been organized to thank the RAC. June Horowitz noted it is a lot of hard work for 2 years, attracting sponsorship. Sponsorship and funding typically comes from Universities, Colleges and colleagues, not publishers and drug companies. RAC has done a good job on raising awareness and sponsorship.
Updates / Action Points from prior minutes	

Agenda Topic: 0820 - 0835	Board Liaison Roles
Discussion	Per suggestion and prior email from RAC, Do we want to consider a non-voting role of the IFNA Committee Co-chairs on the board? Lindsay Smith this is sort of what we have been discussing and the idea of an open board, do not want a formalized role so no pressure. But asked if needed but not feel pressured to have to attend. The chairs and co-chairs have a lot of work already and may not want to add to this obligation. Petra Brysiewicz - Timing of the board meeting and time zones to consider will be challenging. Also, expanding the number of participants on board calls would be cumbersome Teresa Gutiérrez-Alemán agrees as well. From her experience the support is needed to motivate and support the committee. June Horowitz - thinks that the sentiment is that they want more input into the board, compromise may be to allow to listen and present if needed. The extra numbers would be more work and maybe not efficient. June Horowitz noted that at a co-chair meeting this may allow for sharing. Petra Brysiewicz liked the idea of an open seat at the board meeting, with prior notification to Debbie Zaparoni. Veronica Swallow agrees that an increase in the co-chair meetings would be good and the open chair at the board meeting.

Kristen Abbott-Anderson noted and agreed to Veronica Swallow, the ability to attend a board meeting provided an open and transparent board, to enable a role as either observer or bringing an item for review/discussion/approval.

Teresa Gutiérrez-Alemán what if the board addresses sensitive matters would the open seat still apply.

June Horowitz agreed that if sensitive items needed to be discussed then this would need to be organized.

Karyn Roberts liked the compromise of chair meetings and open chair but also with a role highlighted before. The board liaison person is a good person to have within each committee and this role may need explaining and the expectations. Understand we are all volunteers, and the relationship is a key to open communication.

June Horowitz been on the board and conference organizing committee so a good connection, but on other committees there was not as good communication and updating from the board. The board liaison should be able to bring updates from the committees to ensure a clear voice.

Karyn Roberts asked for clarification of how a committee person needed a response to a concern how is this addressed? An email? is there a mechanism for questions,

June Horowitz noted that it should go to liaison and then the executive committee to address the concern. Or if needed an email to board can be organized to ensure a planned response. This has happened before so there does need to be communicated with the board liaison. Committee co-chairs need to be communicating.

Teresa Gutiérrez-Alemán bring to discuss if the chairs can bring discussion to the board liaison, especially the larger committees, could we ask committees to do a brief update on what is happening. This may only need to be done with some committees who are more complex. The written report to board would be useful.

June Horowitz clarified that Teresa Gutiérrez-Alemán wanted a committee report for the board.

Teresa Gutiérrez-Alemán this is to ensure no activities are lost between committees and board. To ensure certain information reaches the chairs before meetings.

Petra Brysiewicz sharing her experience as practice committee to meet to get to know each other and decide on a way to work, asking for an email update and open communication. This helped to establish a relationship with the committee chairs. So when there are times that she can not be there then an update is sent.

June Horowitz thanked Petra Brysiewicz for her concrete suggestion as a recommendation to establish communication channels and trust with the board and chairs. This ensures a follow up on information. The next co-chairs meeting will be late Sept and then the board can share these ideas to the chair and allow for open and transparent communication.

Debbie Zaporoni current assignment does not include Karyn Roberts.

Debbie Zaporoni noted that nominating committee liaison needs to be someone who is not being nominated.

June Horowitz noted that Veronica Swallow may be able to go to nominating and move from awards.

Lindsay Smith noted that he is the chair of the bylaws not the liaison. So, he is not actually on a committee. He could be moved to the liaison for nominating. Lindsay will continue as chair of the bylaws committee.

Petra Brysiewicz wondering if the reflection of Lindsay Smith work with the student engagement.

June Horowitz said student engagement did not want to be a committee but happy to be a link and voice.

Teresa Gutiérrez-Alemán suggested to support the student engagement to join other committees and be involved.

June Horowitz thought that adding student engagement to the list highlights this group.

Debbie Zaporoni clarifies that a letter to be sent to the chairs and co-chairs to clarify continuing position, and will include liaison with that email.

After the significant discussion, the board agreed to have a board liaison assigned to each committee.

The Board Liaison role / responsibilities were reviewed:

	<ol style="list-style-type: none"> 1. Attending the meetings of the Committee. If unable to attend, communicate directly with the Committee Chair/Co-Chairs regarding Committee activities and communicate messages and feedback from the Board of Directors. Committees are looking for feedback from the Board of Directors regarding their work. 2. Creating a monthly report to the Board of Directors regarding Committee activities, including any questions or concerns raised during Committee meetings. All Liaisons are expected to submit a written report for each Board of Directors meeting at the time of the call for agenda items. 3. Informing the Board of Directors when Committees are developing products that may need Board of Directors approval or endorsement prior to official dissemination to the broad IFNA membership. The role of the Liaison is to guide the Committee about consultation with the Board of Directors whenever there are questions regarding the need for Board of Directors approval or endorsement of a product. 4. Routine Committee specific activities, such as minutes of meetings, can be submitted to Debbie Zaporoni for posting on the IFNA website without board. <p>New Board Liaison Assignments Awards – Veronica Swallow Bylaws – Lindsay Smith (chair) and Kristen Abbott Anderson (Liaison) Communications – Junko Honda Conference Planning – Petra Brysiewicz Education – Teresa Gutiérrez-Alemán Membership – Kristen Abbott-Anderson Nominating – Elisabeth Coyne Practice - Petra Brysiewicz and Karyn Roberts Research –Suja Somanadhan and Karyn Roberts Resource Advancement – Veronica Lambert IFN Foundation – Veronica Swallow (remain for the next year)</p>
Updates / Action Points from prior minutes	

Agenda Topic: 0835 - 0840	IFNC17 Call for Proposals / Time Frame
Discussion	Call for Proposals has been distributed, deadline is Thursday, August 31 st .
Updates / Action Points from prior minutes	Debbie Zaporoni noted the Call for Proposals has been sent with reminders. Nothing submitted as yet. June Horowitz asked if anyone is putting a proposal. Petra Brysiewicz noted that they were talking about it in South Africa June Horowitz good to think ahead South Africa had positive feedback for the conference. Teresa Gutiérrez-Alemán noted that the Nordic countries were top of the list for having the conference. June Horowitz noted that there had been a proposal from Finland in the past.

Agenda Topic: 0840 - 0915	Mid-term review of Strategic Plan
Discussion	Debbie Zaporoni indicated that this was organized for a detailed discussion at this meeting. Due to necessary and extended discussion on other items, this will be deferred to the September meeting. Teresa Gutierrez-Aleman reminded that people had made notes on the shared document previously and suggested recirculating it so that additions/comments can be made on one document. Debbie Zaporoni can send out the live document again. June Horowitz suggested that the document can be viewed with a follow up in Sept meeting. The group briefly reviewed the document, and made several comments. Debbie documented within the Strategic Plan Mid-term review document and will recirculate the OneDrive link for review and additions before the September board meeting.

Updates / Action Points from prior minutes	
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Agenda Topic: 0915 - 0920	IFN Foundation
Discussion:	<p>Meeting August 1st</p> <ul style="list-style-type: none"> • Veronica Swallow and Debbie Zaparoni will discuss with June Horowitz, President about possibility of inviting IFNF's Chair Kit Chesla to the board to speak about IFNF's mandate and how different from RAC (invitation to be shared by next meeting). • Kit Chesla will reach out to Regina Syzlit from Brazil re recommendation for possible participation on IFNF from someone in Brazil (by next meeting). • Kit Chesla will follow up with Janice Bell regarding whether SAGE may donate to IFNF (by next meeting). • Marilyn Swan & Rhonda Lanning will develop prospectus for IFNF donors. • IFNF will continue with external grants program, approaching endowed chairs, and developing prospectus for IFNF. • Key is to reach new people, not overlap with RAC (to degree possible). • Debbie Zaparoni examined whether we met our goal of 15% of IFNA members donating. Currently we are around 500 members and ~75 members would be our target. Considerably less than 75 IFNA members have donated to the IFN Foundation. • Next meeting Oct 3rd
Follow up:	<p>Debbie Zaparoni shared that there needs to be a plan in place to ensure transparency of these groups and the groups can work together smoothly with a specific plan by the board. Lindsay Smith agreed with Debbie Zaparoni, the points can be included for the next board meeting.</p> <p>June Horowitz suggested a side meeting to go over the ideas for these groups.</p>
Person Responsible:	

0920 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapters
Discussion	UK&IRELAND IFNA CHAPTER – no meeting this month, latest Newsletter about to be posted. Next meeting 21st September

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	No update at this time.

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	No meeting held post IFNC16.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	Need plan and schedule to move Bylaws review/edits forward to vote

Agenda Topic:	Communications Committee (Junko Honda)
Update	No meeting held post IFNC16

Agenda Topic:	Conference Planning Committee (June Horowitz)
Update	<p>IFNC16 was hugely successful. We had 327 registered, 317 attended from more than 30 countries. We had 30 registered for virtual, approximately 15 joined, difficult to determine, as early in the conference we had to eliminate the authentication to join to allow Chinese participants.</p> <p>Conference Evaluation attached. Evaluations were mostly positive and negative feedback was mostly related to “creature comforts” that the CPC could not anticipate or control but will consider for planning IFNC17. Overall, we are thrilled with the attendance numbers and the financial success.</p> <p>June Horowitz new chairs and co-chairs for the conference planning committee.</p>

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	No update at this time.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	No meeting in July, anticipating meeting every other month, reached out to Jia Guo, chair.
Action:	

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	No activity for this committee at this time.

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	No meeting post IFNC16

Agenda Topic:	Research Committee (Suja Somanadhan)
Update	There was a substantial engagement by the research committee at the IFNA Conference. For example, the Sub-collaborative committee facilitated a Preconference workshop, "Incubating Family Nurse Scientists Across the Globe", led by Dr Karyn Roberts, Dr Cindy Danford and Debbie Sheppard-Lemoine. There was great interest and engagement across early-career, mid-career, and later-career family nursing researchers to collaborate globally.

Agenda Topic:	Resource Advancement Committee (Veronica Lambert)
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Discussion:	Barbara Giambra coming in as co-chair.
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Agenda Topic:	Future Meetings
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Discussion:	<p>Confirm / Determine Future Meetings</p> <p>June Horowitz discussed maybe changing meeting times doesn't meet all time zones. Happy to shift early in US. Maybe a change every 3months. June Horowitz and Debbie Zaparoni will look to see what time zones and meeting times may work.</p> <p>Teresa Gutiérrez-Alemán shared a good platform for checking time zones. Debbie Zaparoni does use a platform. Maybe consider moving back 1 hr.</p>
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Additional items	
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Agenda Topic: 0955 - 1000	<p>Process Meeting: June Horowitz meeting rang out of time to go over reports due to conversation over committees.</p> <p>What went well?</p> <p>What can we improve upon?</p>
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Next IFNA Board Meeting Sept
 Confirm / Determine Future Meetings