

**IFNA Minutes
Board of Directors -
Conference Call
September 14, 2023
8:00am – 10:00am EDT**

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

Agenda Topic: 0805 - 0810	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	August Minutes Kristen Abbott-Anderson accepted minutes Veronica Swallow seconded minutes, accepted by board.

Agenda Topic: 0810 - 0815	Financial Report (Debbie Zaparoni) (Attachment)
	August Report Presented by Debbie Zaparoni conference detail discussed healthy balance from conference, thank you to the RAC fund raising. Suja Somanadhan asked what the role of the treasurer and who makes the balance sheet. Noted it was good to know the process. Debbie Zaparoni explained that the IFNA administrative office (Kassalen), facilitates and monitors all aspects of the finances for IFNA and the Kassalen accountants create the financial. Kassalen has processes in place to maintain the integrity of the IFNA finances. Debbie also reviewed and explained each of the financial report in detail. Veronica Swallow thanked Debbie for the clear presentation. June Horowitz explained it is good to see the listing of details around the conference. Suja Somanadhan asked how often a financial audit is completed. Debbie Zaparoni indicated that IFNA is not required to have a financial audit, and that the board has not requested one in the past. Debbie indicated that an audit can be completed, and an external audit would cost thousands of dollars. There may be less expensive options available and Debbie will review those options with accounting and provide an overview at the next meeting. Several board members indicated that annual audits are required in their country.

	Veronica Swallow noted that as an international organisation an audit may be useful. A stepped approach being an internal audit. June Horowitz explained it would be good to think about an audit as the new treasurer comes in.
Updates / Action Points from prior minutes	Income for August \$5,040.00 from Sponsorship, Registration and Dues. Expenses \$11,708.77 from Management Fees, Speaker Travel Reimbursement. For a loss of -\$6,668.77.
Action	Debbie Zaparoni will review the options for an audit, the process and the costs for the next meeting.

Agenda Topic: 0815 - 0825	Resignation of Veronica Lambert (Treasurer)
Discussion	<p>June Horowitz informed the board that IFNA Treasurer, Veronica Lambert has resigned her position effective immediately. June shared the bylaws language regarding a vacancy and discussed how to move forward. Debbie Zaparoni indicated one option would be to have a person who was not elected during the previous election cycle be appointed or a board member move into the role.</p> <p>The board discussed these two options. It was agreed that June will send a message to the whole board inviting any current member of the board to put their name forth if they wanted to be considered for the Treasurer's role. Additionally a message will be sent to the 3 people that were on the ballot during the last election cycle for Officer/Director positions, asking if they would like to be considered for the appointment to Treasurer.</p> <p><i>Bylaws</i> <i>Article IV</i> <i>Section 4.3 A vacancy in another Officer or Director position shall be filled by temporary appointment of the BOD until the next regularly scheduled election cycle.</i></p> <p>Eligibility <i>Section 2.1 The Secretary, Treasurer and Directors shall have served at least two years on IFNA committees, task forces, interest groups.</i></p>
Updates / Action Points from prior minutes	June Horowitz suggested that it be sent out this month for decision at the next board meeting. An email will be developed by June H for sending to the board and 3 external not elected members. The email will be sent at the same time to enable the position to be filled. A two-week notice will be given and then a vote at the next meeting.

Agenda Topic: 0825 - 0830	Committee Co-chairs
Discussion	<p>Thank You / Continuation Emails have been sent to Committee Co-chairs.</p> <p>Changes / Board to approve. RAC – Susan Sullivan-Bolyai has resigned her position as co-chair. RAC has recommended Barbara (Barbie) Giambra.</p> <p>Awards – Norma has resigned her position as co-chair. Dr. Henrietta Trip has agreed to be the co-chair of this committee.</p> <p>Practice Committee – Both co-chairs wish to stepdown from the co-chair role. Donna Marvicsin has agreed to be a co-chair for this committee thus far.</p> <p>Veronica Swallow expressed some concern with both co-chairs stepping-down at the same time.</p>

	June Horowitz explained that the chairs are there to support them. Petra Brysiewicz and Teresa Gutiérrez-Alemán assured that the current chairs will be supportive to the new co-chairs and remain engaged in the Practice Committee.
Updates / Action Points from prior minutes	Veronica Swallow approved and Teresa Gutiérrez-Alemán seconded the new chairs all voted and the motion was approved.

Agenda Topic: 0830 - 0835	IFNC17 Call for Proposals / Time Frame
Discussion	Received 2 Proposals – Perth, Australia and Porto Portugal Debbie Zaparoni presented that two proposals submitted and a summary generated and shared with June Horowitz and the co-chairs of the conference planning committee. The details looked good from both proposals but very different locations. Perth proposals very extensive with details about costing and details. This was not asked for in the submission. Further details and discussion will be needed. Karyn Roberts asked if the time of year was asked. Debbie Zaparoni explained the dates were Perth June to Oct. Portugal July June Horowitz explained that the member survey responses indicated June as the preferred month.
Updates / Action Points from prior minutes	The review will be completed and discussion presented for the next board meeting.

Agenda Topic: 0835 - 0905	Mid-term review of Strategic Plan
Discussion	The board reviewed and created the mid-term review of the Strategic Plan based on discussion at this meeting and the prior edits made to the shared document.
Updates / Action Points from prior minutes	Debbie Zaparoni will clean up the document from the edits and track changes to present for final approval at the next meeting.

Agenda Topic: 0905 - 0910	Language Friend (helper) for committee members (P. Brysiewicz / J. Honda)
Discussion	This item was deferred due to the extended discussion of other agenda items.
Updates / Action Points from prior minutes	

Agenda Topic: 0910 - 0915	IFN Foundation
Discussion:	From Kit Chesla, Chair IFN Foundation -I am forwarding a thank you note from the conference chairs regarding our support for students at the recent IFNA conference. -Also, I wanted to let you all know that Debbie argued for a simple donations call from the Foundation rather than the pledge + donations call. I thought her rationale made sense (less back and forth communications required.) Therefore, all donations before December 31 will be considered for the drawing for free membership unless the donor asks not to be included. -We can discuss whether Giving Tuesday donations should also be included in the drawing in our October meeting. I hope you saw the email about this from Debbie in your emails this

	Monday. We kept the look, and a lot of the text that Marilyn had put together for the on-site solicitations for pledges. Next meeting 3 rd October
Follow up:	June Horowitz noted that Veronica Lambert was the board liaison and a new person will need to be linked to this group.
Person Responsible:	

0915 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapters
Discussion	UK&IRELAND IFNA CHAPTER – A new series of family relevant blogs is being created. Next Chapter Executive meeting 21 st September AusNZ chapter September Newsletter

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	No Update

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	From Lisa Whitehead -thanks everyone involved in supporting the awards ceremony at IFNC16 to run so smoothly, it was a fantastic celebration and recognition of the awardees. -I would like to invite any feedback from the Board for consideration for the next round. For the 2023 awards we reviewed and revised the award criteria and also brought the date forward for the nominations. -At the ceremony I acknowledged the leadership and contribution that Norma Krumwiede has made to the committee, a long time member and co-chair and signalled Norma's resignation from the role of co-chair. -I put out a call to the current committee for the role of co-chair and delighted to share that Dr Henrietta Trip has indicated her interest to step into this role. -We will be working to secure further members to join the committee with a focus on representation from countries with emerging membership and potential growth.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	No update

Agenda Topic:	Communications Committee (Junko Honda)
Update	No meeting since IFN16.

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
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Update	Initial meetings are set for the third Thursday of the month 9 – 10am EDT.
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Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
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Update	No meeting since IFNC16. The next meeting is September 19 th .
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Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
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Update	No Update
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Action:	
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Agenda Topic:	Nominating Committee (Elisabeth Coyne)
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Update	No meeting
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Agenda Topic:	Practice Committee (Petra Brysiewicz)
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Update	Next meeting scheduled for Monday, September 18th
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Agenda Topic:	Research Committee (Suja Somanadhan)
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Update	No update at this time.
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Agenda Topic:	Resource Advancement Committee (<u>Vacant</u>)
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Discussion:	<p>Several new members joined the committee at IFNC16.</p> <p>Discussed the importance of the board liaison role and of a monthly written report that is shared with the Board. Discussed the importance of knowing what has been reported and also that those reports be substantive. May develop a template for board reporting for consistency.</p> <p>Reviewed timeline for IFNC17.</p> <p>All monies have not yet been collected for IFNC16, approx. \$6 – 8,000. Debbie continues to work to collect the monies. Issue receiving funds has been related to logistics on the university side, ie, online vendor forms and staffing changes. Application to Failte Ireland submitted by Veronica Lambert for the Program Enhancement Support based on the number of attendees outside of Ireland.</p>
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Agenda Topic:	Future Meetings
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Discussion:	This item was deferred until the meeting in October.
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Additional items	Highlighted the next BOD and committee chairs meeting in Sept 26 th Petra will lead the board meeting in Oct as June on leave.
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Agenda Topic: 0955 - 1000	Process Meeting: What went well? What can we improve upon? Finished over time but lots of discussion on the strategic goals.
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Next IFNA Board Meeting

Confirm / Determine Future Meetings