

**IFNA Minutes
Board of Directors -
Conference Call
November 9, 2023
7:00am – 9:00am EDT**

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

Meeting ID: 947 7536 7617
Passcode: BOARD
 One tap mobile
 +13126266799,,94775367617#,,,,*042156# US (Chicago)
 +19292056099,,94775367617#,,,,*042156# US (New York)

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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.

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| Attendees: (Board Members n-10, Quorum n-6) | Teresa Gutiérrez-Alemán, Elisabeth Coyne, Karyn Roberts, Kristen Abbott-Anderson, Junko Honda, June Horowitz Staff: Debbie Zaparoni |
| Unable to Attend: | Lindsay Smith, Petra Brysiewicz, Suja Somanadhan, Veronica Swallow |
| Guests: | Sarah Neill, Cindy Danford (IFNC17 Co-chairs) |
| Minutes compiled by: | Elisabeth Coyne |

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| Agenda Topic: 0800-0805 | Announcements (June Horowitz) Please remember to accept the online invite. June Horowitz highlighted the difficulties across the world and acknowledged this may be difficult for some members. Thanked Debbie Zaparoni and Petra Brysiewicz and Veronica Swallow for crafting a response to the crisis in the Middle East. |
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| Agenda Topic: 0805 - 0810 | Approval of prior minutes (June Horowitz) (Attachment) |
| Motion to Approve | October Minutes Motion made by Junko Honda and seconded by Teresa Gutiérrez-Alemán. Board voted to accept the minutes. |

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| Agenda Topic: 0810 - 0815 | Financial Report (Debbie Zaparoni) (Attachment) |
| | Total income for October \$2,320. Primarily from Membership Dues. Expenses were \$7989.36. Primarily Management Service at \$6,666. In October, the Directors and Officers insurance was renewed at \$843.00. For an overall loss in October of (\$5,669.36). |
| Updates / Action Points from prior minutes | Karyn Roberts asked for more detail about the D&O insurance. D&O insurance is a typical expense for board run associations, and is liability coverage for the Board of Directors. Should a need arise it removes individual liability from members of the board. |

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| Agenda Topic: 0815 - 0835 | Financial Audit / 5 Year Profit and Loss Report |
| Discussion | Attachments Comparison of Outside Financial Reporting |

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| | Profit and Loss 5 Year Comparison |
| Updates / Action Points from prior minutes | Per request at a prior board meeting, Debbie Zaparoni provided details about audit options for the association. Debbie Zaparoni showed four levels of outside reporting for an association. Financial statement preparation, compilation, review, audit are the different levels. Debbie Zaparoni added they Kassalen manages several groups and only 2 have audits. These two organizations have high levels of financial business. June Horowitz shared that as long as the financial statement is clear she was happy with the current situation. Those on the call agreed. June Horowitz noted that the final decision would be when there are more board members to discuss and agree. |
| Action point | Treasurer position appointment/vacancy to be decided via online poll Discussion and agreement about audit will be included for next meeting. |

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| Agenda Topic: 0835 - 0900 | Update on IFNC17 |
| Discussion | Attachments |
| Updates / Action Points from prior minutes | <p>IFNC17 Co-chairs Cindy Danford and Sarah Neill joined this call to present the recommendation of location to host IFNC17.</p> <p>They presented the two proposals received (Perth Australia and Porto Portugal). Both proposals were compelling and reviewed in detail by the co-chairs, June Horowitz and Debbie Zaparoni.</p> <p>Perth has the conference venue and hotel accommodations in one location, near city center. The complex has three major hotels, several restaurants, as well as self-care opportunities for attendees. Consideration was also given for accessibility for those with disabilities or needing assistance, and mobility devices can be available for rental. Additionally, Perth can offer considerable financial support for the conference. Additionally, IFNCs have not been held in this region of the world prior.</p> <p>Comparatively, Porto was not able to provide similar financial support.</p> <p>It is important for IFNA to generate revenue from the conferences, and based on budgetary estimates and financial support available, Perth is the recommended option.</p> <p>Debbie Zaparoni reminded that this is confidential information until notification to the submitting parties and an announcement to the IFNA membership.</p> <p>Cindy Danford explained that a major factor was the financial aspect for the decision making. Teresa Gutiérrez-Alemán thanked Cindy and Sarah for their work. And asked about the dates. Debbie Zaparoni explained that the actual proposal is for late June.</p> <p>Sarah Neill noted that the date is based on feedback from members, the conference in Australia would help build Asian and Australian members.</p> <p>June Horowitz asked, can the board approve this based on the presentation and discussion. Debbie Zaparoni asked if there were any concerns from board members. One point is an equity of cost issue but this is shared as members travel. Karyn Roberts shared that most presenters have some funds to assist the cost of travel.</p> <p>June Horowitz noted that all board members will be included for final vote/approval.</p> <p>June Horowitz and Debbie Zaparoni noted that a letter of thank you would be needed to for Portugal and a contract from Australia.</p> <p>June Horowitz thanked Cindy and Sarah for their work on the conference. Cindy and Sarah thanked Debbie Zaparoni for her guidance and wisdom when working through the details.</p> |
| Approval | Moved for survey and approval to whole board to be completed urgently to allow conference committee to have the approval. |

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| Agenda Topic: 0900 - 0910 | Strategic Plan Mid-Term Review (Final Approval) |
| Discussion | June Horowitz noted that the document reads well and provides a good overview. Teresa Gutiérrez-Alemán agreed. |
| Updates / Action Points from prior minutes | Moved by Elisabeth Coyne seconded by Junko Honda Coordinated approach to achieve goals. Elisabeth Coyne suggested that a timeline for the follow up to insure goals are met. |

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| | <p>Teresa Gutiérrez-Alemán suggested time frames for goals, suggested to put people in charge of the goals and follow up.</p> <p>Karyn Roberts suggested that one area may be the website and ensuring it allows access and invites use.</p> <p>Debbie Zaparoni shared that she invited the webmaster to this meeting, he was unable to attend this meeting due to time zone differences. Janice Bell has also engaged in discussions about potential website changes, so will look for her direction as the chair of the Communications Committee.</p> <p>Teresa Gutiérrez-Alemán noted the importance of mentorship for nurses.</p> <p>Elisabeth Coyne shared the chapter are actively mentoring their members and other groups as well.</p> <p>Karyn Roberts suggested that a discussion with the original person who suggested the mentor program be approached for future discussion, maybe with the chairs of key committees.</p> <p>June Horowitz noted the committees needed to nurture the next generation of nurses and this needs to be priority, over the next 6 months. The Liaisons of the board need to work with the committees to enable the goals to be developed and moved forward.</p> |
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| Agenda Topic: 0910 - 0915 | NINR Request for Information: Advancing Nursing Research in Climate and Health (J. Horowitz) |
| Discussion | View as a webpage / Share |
| Updates / Action Points from prior minutes | <p>Karyn Roberts suggested Paula Nersesian to see if they wanted.</p> <p>June Horowitz suggested liaisons ask their committees if they were working on anything which could be submitted. Karyn Roberts said she would check if any points to be included in the organisation for submission.</p> <p>Debbie Zaparoni asked, is the board looking for ideas from the committees and then the board will draft a response.</p> <p>Elisabeth Coyne suggested an email to the selected committees research, practice and education.</p> <p>Looking for a response from committees by November 17th for collation and articulation of the comments submitted. Then the board will articulate a response to be sent in to NINR. Deadline for response to NINR is December 1st.</p> |

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| Agenda Topic: 0915 - 0925 | Global Initiatives – Family Ethics Grant Final Report |
| Discussion | (Attachment) |
| Updates / Action Points from prior minutes | <p>June Horowitz noted a very detailed report and impressed with their outcomes and moves for dissemination. June Horowitz noted could this be published on the website or wait for publications. Debbie Zaparoni noted that they had recordings of the webinar and these are to be posted on IFNA YouTube channel in the coming weeks</p> <p>Teresa Gutiérrez-Alemán noted that could a summary be prepared and sent to membership. Debbie Zaparoni agreed that a summary could be sent around to membership.</p> |

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| Agenda Topic: 0925 - 0930 | IFN Foundation |
| Discussion: | <p>IFN Foundation Board https://internationalfamilynursing.org/ifn-foundation/:</p> <ul style="list-style-type: none"> • Foundation Board met October 3rd. • IFN Foundation – Model Grants Program - https://spaces.hightail.com/space/fhibmU6T0b • The IFN Foundation is participating in Giving Tuesday, November 28th. Please consider making a donation to the IFN Foundation. <p>Next meeting 5th December Debbie Zaparoni explained the webinar and the funding opportunity' The funding is to help small groups to submit for the funding.</p> |

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| | <p>Debbie Zaparoni also noted that she attends the RAC meeting, the cochairs met with the leadership from the IFN Foundation. The continues to be a concern related to the roles and responsibilities of each of these groups. The two groups were trying to independently solve concerns. The groups asked if the bylaws committee could be approached. Debbie Zaparoni noted that the two groups need to work with the board and report to the board. There was a suggestion of combining the two groups which was not met well by the RAC. Debbie Zaparoni suggests that the board needs to be closely involved, engage the leadership of these groups and work towards the best outcome for the association. June Horowitz indicated that the groups need the attention of the board as they do have a key part in financial support to the association. June Horowitz suggested the chairs need to be invited to the board.</p> <p>June Horowitz suggested, "if they two groups were combined what would this look like". Debbie Zaparoni noted if the groups combined yet had the same purpose for each group to be upheld. June Horowitz asked would the tax concerns be different with repercussions. There have been past meetings between the leadership of both groups. Some facilitated by the board, some independently. With agreements of scope at the time, however ambiguity of each role exists</p> <p>Kristen Abbott-Anderson shared that what is the different roles between the groups. RAC does mainly the sponsorship for the conference and the Foundation the organisation support. Debbie Zaparoni noted that RAC had completed a large amount of gathering support for the IFNC16.</p> <p>Debbie Zaparoni asked if Junko had any comments, no addition from Junko.</p> <p>Kristen Abbott-Anderson noted that the discussion needs to be continued and maybe a separate meeting with board liaison members.</p> <p>Debbie Zaparoni what would be helpful to improve understanding. Debbie Zaparoni will articulate a summary of past history and the information surrounding the two groups.</p> <p>Elisabeth Coyne noted that Lindsay and Veronica need to be consulted in view of their prior work on the Bylaws (Lindsay) and Veronica as Past-President and liaison to the IFN Foundation.</p> <p>June Horowitz thanked Debbie Zaparoni for her work.</p> |
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0930 – 0955 – Chapter, Student Engagement Group and Committee Updates / Reports

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| Agenda Topic: | Chapters |
| Discussion | <p>UK&Ireland Chapter https://ifnaukandireland.org/ :</p> <ul style="list-style-type: none"> • Next Chapter Executive meeting 6th November • Webinar "Digital Innovations in Family Nursing," scheduled for the 20th of November 2023, from 12:30 to 2:00 PM (UK TIME), PLEASE SAVE THE DATE. <p>Panel - Dr Joel Anderson, Associate Professor, University of Tennessee, and (new Chapter Executive member) <i>Dr Rachel Flynn, Lecturer University College Cork, Ireland</i></p> <p>IFNA African Chapter report: October 2023 Been developing the African Chapter Newsletter – being distributed. Planning a chapter meeting to plan another webinar. Encouraging nurses to join the chapter.</p> <p>Australia New Zealand Chapter Newsletter Go to this Sway</p> |

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

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

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| Agenda Topic: | Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson) |
| Update | Deferred until December. |
| Agenda Topic: | Communications Committee (Junko Honda) |
| Update | <p>Updates from web manager: Peter Vigilante: Debbie contacted Peter for a simplified proposal for revamping/restructuring website SNS About "X" At present, since it is free and continues to be used by major organizations such as Johns Hopkins, we will see how it goes. If X becomes a paid service, we will consider whether to continue using it. Facebook tends to have older users, but it is certainly used by a large number of people; LinkedIn also has a large number of professional users; Instagram has a smaller age range, but the amount of information is limited because it is photo-based; The above suggests that it is necessary to consider the type of SNS depending on the type of information to be provided to the target population. Next meeting November 16, 2023 at 5:00pm Eastern</p> |
| Agenda Topic: | Conference Planning Committee (Petra Brysiewicz) |
| Update | Details for IFNC17 discussed above. |
| Agenda Topic: | Education Committee (Teresa Gutiérrez-Alemán) |
| Update | No update since last meeting. |
| Agenda Topic: | Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan) |
| Update | No Update |
| Action: | |
| Agenda Topic: | Nominating Committee (Elisabeth Coyne) |
| Update | No work at this time. |
| Agenda Topic: | Practice Committee (Petra Brysiewicz) |
| Update | <p>Meeting held 23 October 2023 Updates and sharing from committee members. Welcome to some new committee members. Many thanks to the new committee leadership and big thanks to the outgoing committee chairs Discussion of the work with the Education Committee to update Position Statements</p> |

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| | <p>Position Statements Dissemination Project and scoping review – update on the progress and the way forward.</p> <p>IFNA Global Family Nursing Initiatives Project: A global shift in understanding family nursing practice – up date given and almost completed collecting stories. Project almost complete</p> <p>"Caring for refugees" – no current progress to report. Will resume soon.</p> |
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| Agenda Topic: | Research Committee (Suja Somanadhan) |
| Update | No Update |

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| Agenda Topic: | Resource Advancement Committee (<u>J. Horowitz-interim</u>) |
| Discussion: | <p>Met, November 7th. Updated the Terms of Reference.</p> <p>RAC co-chairs met with Chair and Treasurer of the IFN Foundation, continuing to work to define / clarify the roles of each.</p> <p>Debbie Zaparoni commented that there needs to be significant input and decision-making by the IFNA Board regarding the IFNA RAC and the IFN Foundation.</p> |

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| Additional items | Karyn Roberts asked about treasurer position/vote. Debbie Zaparoni will update as soon as the vote is finalized. |
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| Agenda Topic: 0955 - 1000 | <p>Process Meeting:</p> <p>What went well? Every one noted a good meeting and timely.</p> <p>What can we improve upon?</p> |
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Next IFNA Board Meeting
December 14, 2023 7:00am – 9:00am EST