

**IFNA Minutes
Board of Directors -
Conference Call
December 14, 2023
7:00am – 9:00am EST**

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: (Board Members n-11, Quorum n-6)	Teresa Gutiérrez-Alemán, Elisabeth Coyne, Karyn Roberts, Kristen Abbott-Anderson, Junko Honda, June Horowitz, Lindsay Smith, Suja Somanadhan, Veronica Swallow Staff: Debbie Zaparoni
Unable to Attend:	Petra Brysiewicz
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0703-0705	Acknowledge Suja Somanadhan as the new IFNA Treasurer. Welcome Linda Young as a new board member.
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Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	November Minutes corrections suggested by June Horowitz related to writing of motion to approve. Motion to approve minutes by Kristen Abbott-Anderson and seconded by Teresa Gutiérrez-Alemán Action voted to accept the minutes and accepted by all.

Agenda Topic: 0710 - 0715	Financial Report (Debbie Zaparoni) (Attachment)
	Total income for November \$2110.00. Primarily from Membership Dues. Expenses were \$7162.80. Primarily Management Service at \$6,666. For an overall loss in November of (\$5,052.80).

Agenda Topic: 0715 - 0730	Financial Audit / 5 Year Profit and Loss Report
Discussion	Debbie Zaparoni provided the information about the audit and different types of financial review. Debbie Zaparoni explained that a random audit of a few transactions to check that they are all correct could be done. Suja Somanadhan discussed that a mini random audit would be useful. Linda Young asked if there was a requirement for an audit internationally.

	<p>Lindsay Smith presented that the purpose needs to be identified to enable a clear understanding of the audit.</p> <p>Karyn Roberts questioned if a family member or external person could do at a reduced cost. Veronica Swallow asked if the requirement is to have an external person complete an audit as our financial company is external.</p> <p>Elisabeth Coyne shared that in Australia a board of directors need to submit an audit as the treasurer is not separate from the organization.</p> <p>Suja Somanadhan also agreed and clarified about the need for an external audit.</p> <p>Linda Young highlighted if IFNA obtains larger donations that an external audit provides clear information.</p> <p>Debbie Zaparoni explained that the accountant works with external persons and there is a level of detail with each financial statement.</p> <p>Lindsay Smith agreed with Linda Young regarding the need for clarity with external sponsors. Karyn Roberts asked Linda Young to clarify if donors would like to see a level of audit or are they wanting a higher level of audit.</p> <p>Linda Young explained that donors had a good level of trust with IFNA but then an outside evaluation of finances provides a higher level of confidence.</p> <p>June Horowitz summed up the consensus of continuing with our current process/review of monthly financial reports and that an audit is not needed at this time.</p> <p>Lindsay Smith explained that another option may be an external IFNA person not board member to review the finances.</p>
Updates / Action Points from prior minutes	<p>Lindsay Smith suggested to continue to think about the idea of an audit.</p> <p>No motion or vote just general agreement to continue with the current process of reviewing monthly financial reports/statements.</p>

Agenda Topic: 0740 - 0745	Update on IFNC17
Discussion	<p>Based on the recommendation of the IFNC17 co-chairs and the presentation provided at the November meeting. The board agreed and voted to host IFNC17 in Perth Australia. A contract has been requested from the Crown Perth for June of 2025.</p>
Updates / Action Points from prior minutes	<p>Debbie Zaparoni updated the board on the contract being progressed with the Crown Perth complex, and that IFNA wanted it finalized before Christmas. June Horowitz highlighted the details, meetings and engagement that the conference committee and Debbie Zaparoni have been doing to ensure a good conference.</p> <p>June Horowitz noted that this is still confidential and not to share until contract signed.</p>

Agenda Topic: 0745 - 0750	Language Friend (helper) for committee members (P. Brysiewicz / J. Honda)
Discussion	<p>Attachments. Junko Honda and Petra Brysiewicz have put together a document / process to help engage members where English is not their first language, "language helper" and asked for suggestions from the board. Junko Honda suggested it would be good if the person was member of the committee to which they were helping. Veronica Swallow agreed and said this was a very good point.</p> <p>Karyn Roberts shared that it is a very good point and would be very helpful for persons to be feel more confident in both attending but also having a friend during the meeting with a language need.</p> <p>Junko Honda would like to use this to raise the awareness of English second language persons and that we should take care of them.</p> <p>Teresa Gutierrez-Aleman agreed a very good idea and suggested two persons to ensure someone in attendance and have this documented. This would also encourage those who are hesitant due to language barriers.</p> <p>Linda Young thanked Junk Honda for her work.</p> <p>June Horowitz said that with the differences in size of the committees that the committees can decide how they want to implement this idea.</p> <p>Veronica Swallow thanked Junko Honda for the quality of the document and suggested she and Petra add their names to the document. The point related to subtitles and Zoom, the</p>

	IFNA Zoom account currently have does not have this option. Teresa Gutiérrez-Alemán explained she has a personal license which allows captions and transcribe. Debbie Zaparoni explained that most committees use personal or university online meeting platforms which may allow the different options. June Horowitz asked did the board want a motion.
Updates / Action Points from prior minutes	Motion made by Karyn Roberts and seconded by Veronica Swallow Action voted to accept this suggestion and incorporate into committee structure. This information would be sent to the communication committee and other committees and chapters. The final implementation will be left to the committee and chairs.

Agenda Topic: 0750 - 0800	Committee Terms of Reference (TOR) for Board Review/Approval
Discussion	<u>Conference Planning Committee</u> ; No major changes Kristen Abbott-Anderson moved to approve and Teresa Gutiérrez-Alemán, action voted to accept. <u>Practice Committee</u> Teresa Gutiérrez-Alemán asked if this was the final TOR, Debbie Zaparoni said they were sent to her as final. Action voted to accept <u>Resource Advancement Committee</u> Motion to approve Veronica Swallow Second Teresa Gutiérrez-Alemán Action voted to accept
Updates / Action Points from prior minutes	The board approved the Terms of Reference for the Conference Planning Committee, Practice Committee and Resource Advancement Committee.

Agenda Topic: 0800 - 0810	NINR RFI - Advancing Nursing Research in Climate and Health (Attachment)
Discussion	June Horowitz explained that a response was drafted and submitted. Teresa Gutiérrez-Alemán suggested that a thank you be sent.
Updates / Action Points from prior minutes	

Agenda Topic: 0840 - 0845	Board Liaison Assignments (June Horowitz)
Discussion:	Resource Advancement Committee needs a new board liaison June Horowitz suggested that this could be Suja Somanadhan and Linda Young, both agreed this would be good. Nominating Committee Debbie Zaparoni explained that Elisabeth Coyne should not serve as the nominating committee liaison as she also needs to nominate for her position again. Veronica Swallow said she could assist but then moves from board in 6 months. Kristen Abbott-Anderson said she could be liaison for nominating and Elisabeth Coyne will take on the Bylaws committee.
Follow up:	Debbie Zaparoni will update Kristen Abbott-Anderson and send her the meeting invites and emails.

Agenda Topic: 0845 - 0850	IFN Foundation
Discussion:	<ul style="list-style-type: none"> • Participated in Giving Tuesday November 28th. • Model Grants Program – A Google Group was created although the activity has been minimal. The Hillman Foundation deadline is anticipated for mid-January. Additional communications will be sent to IFNA members.

	<ul style="list-style-type: none"> • IFN Foundation is developing a prospectus to have a “visual” ask for fundraising efforts. • Foundation is looking for direction from the Board regarding the Resource Advancement Committee.
Follow up:	Veronica Swallow attended the last meeting. Summary presented above, webinar created related to the Hillman Foundation Grants and online for members to view.
Person Responsible:	

0850 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapters
Discussion	<p>UK&I Chapter:</p> <ul style="list-style-type: none"> • Chapter Executive meeting 6th November • Very successful Chapter Webinar: REVOLUTIONIZING CARE: NAVIGATING DIGITAL INNOVATIONS IN FAMILY NURSING 20 November <p>Australia New Zealand Chapter December 2023 Newsletter</p>

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	No update, need co-chair to help keep group moving.

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

Agenda Topic:	Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)
Update	No Update- connection of RAC and foundation discussed to ensure they are both within the bylaws.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>The Communication Committee met at its regularly scheduled time (third Tuesday of the month, 5-6p Eastern) and addressed the following agenda items.</p> <p>Updates from web manager: Peter Vigilante:</p> <ul style="list-style-type: none"> • Need further discussion/information or a separate meeting with the IFNA Board about proposal for IFNA Website. • Need for surveying of users to understand how they use the website and point to avenues for improvement • Debbie contacted Peter for a simplified proposal for revamping/restructuring website <p>Discussion of IFNA’s social media given current state of X</p> <ul style="list-style-type: none"> • Possibility of migrating to LinkedIn • Surveying the membership would help us make a data-informed decision • Could combine with web-use survey • Peter will explore drafting some survey questions <p>Family measurement project</p> <ul style="list-style-type: none"> • Information from Marcia Van Riper and measurement sub-committee for the family measurement project has been posted on the website • Janice Bell working with Marcia Van Riper to develop blog post to highlight this new resource

	<p>Research Committee liaison</p> <ul style="list-style-type: none"> Paula retiring and working with Research Committee co-chairs to find a replacement as liaison <p>Website updates</p> <ul style="list-style-type: none"> Janice Bell working on updating IFNA awards information from IFNC16, new member profiles, and citations to the position statements <p>Next meeting January 18, 2024 at 5:00pm Eastern</p>
	<p>June Horowitz discussed did Web manager Peter Vigilante need to be invited to a board meeting but the time zones different. Debbie Zaparoni added this related to the enhancing the website maintenance to enable IFNA to come visible in searches.</p> <p>Peter Vigilante offered to come to a meeting, but time zones a problem. June Horowitz asked did we need a smaller meeting with him and suggested that a board member at the communication meeting would be helpful. Teresa Gutiérrez-Alemán offered to attend the next meeting as the board member.</p>

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	<p>Conference Theme - Promoting Family Strengths Globally in Challenging Times</p> <p>Conference Objectives (IFNC17)</p> <p>At the end of the conference, attendees should be able to:</p> <ul style="list-style-type: none"> Education: Promote Family Strengths globally through family nursing education for students and professionals. Practice: Advance family health practice and models of care to promote family strengths during challenging times. Research: Examine the body of research evidence and advance emerging methodologies to enhance family strengths during challenging times. Policy/Leadership: Enhance leadership of family nurses to promote family health policy globally. <p>Working on strategies to more effectively engage the country liaisons.</p> <p>Early discussion about presenters and program structure.</p>
	Invite board members to suggest potential speakers possibly from that country area.

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<p>1. Informatics and Technology Subcommittee:</p> <ul style="list-style-type: none"> Collaboration with Debbie Zaparoni to identify individuals for sending and compiling free educational resources into a spreadsheet for posting on the IFNA website. Stacey Van Gelderen volunteered to create a graphical representation of the International Nursing Association of Clinical Simulation and Learning (INACSL) standards. Objective: After reapproval of all IFNA Position Standards (PSs), plans to align them with INACSL standards. Planned discussions between the Education and Practice Committees to share resources. <p>1. Terms of Reference Review:</p>

	<ul style="list-style-type: none"> ○ Ongoing review and update of the terms of reference. Significant progress was made, with the remaining work to be completed in an online document. Committee members will collaborate on this in the coming weeks. <p>1. Requests from the Education Committee to the Board:</p> <ul style="list-style-type: none"> ○ Inquiry about the appropriate contact within the Conference Committee for developing educational content for IFNC17. ○ Proposal for simplified access to educational resources on the IFNA website post-update, and promotion of these resources to inform members of their availability. ○ Queries regarding Corporate Sponsorship at key meetings: Guidance sought on promoting IFNA at conferences or similar events, including options for networking, distributing IFNA PSs, and establishing a system for IFNA promotion. Suggestions for facilitating IFNA representation at other conferences and inviting other associations to IFNA events are also requested. <p>Teresa Gutiérrez-Alemán asked if the education committee was represented on the conference committee. Debbie Zaparoni indicated that Pim LeSeure represents the education committee on the conference planning committee. Simplified access to the website and an ability to promote resources. Development of corporate powerpoint.</p>
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Agenda Topic:	Membership Committee (Kristen Abbott-Anderson / Suja Somanadhan)
Update	No update. Debbie Zaparoni has been diligently trying to help the committee to find a time to meet but we have not yet been successful. Suja Somanadhan asking to come off this liaison as she has other commitments.
Action:	

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	Liaison for Nominating committee: Meeting held Wed 6 th Dec, good discussion between group about ideas for preparing candidates. A plan of who was going to contact the different groups developed and timeline for meetings agreed.

Agenda Topic:	Practice Committee (Petra Brysiewicz)
Update	Karyn Roberts asked did Teresa Gutiérrez-Alemán want to be the liason for this committee as she is an active members. Teresa Gutiérrez-Alemán agreed she could be the co-liason with Petra for this committee.

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	Highlights from the Research Committee meeting today (11.28.2023): Discussed more details for the IFN Foundation grant collaboration with Hillman. (This is also in the October minutes and reminded members to contact Kit Chesla). The Family Measurements have been posted on the website: https://internationalfamilynursing.org/resources-for-family-nursing/research/measurement-resources/ . Thanks to Marcia Van Riper for leading her team to complete this endeavor. Still seeking new leadership for the strategic dissemination committee and dyadic research committee. Reviewed the terms of reference for the research committee. Kim and I are incorporating suggestions for the goals and action plan before submitting to the Board.

	Began discussion on proceeding with the development of a position statement on family nursing research. We have interest and will continue planning at the next meeting in January.
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Agenda Topic:	Resource Advancement Committee (from <u>J. Horowitz-interim</u>)
Discussion:	<p>RAC draft report to the IFNA Board 12/8/23 Prepared by June Horowitz, Interim Liaison to RAC</p> <p>The RAC met on 12/5/23. The next meeting is scheduled for 1/2/24.</p> <p>The following topics were discussed:</p> <ul style="list-style-type: none"> • Membership update <ul style="list-style-type: none"> ○ Jane Lassetter is stepping off RAC. ○ Debbie Z. reached out to people who signed up at the conference RE; Interest in serving on RAC. Names of those who do not respond will be removed from the membership list. ○ The idea of having associate members who may help with specific activities was discussed. The ideas will be considered in the future. • The RAC's Terms of Reference were reviewed and updated, and sent to Debbie Z. <ul style="list-style-type: none"> ○ RAC's timeline is under ongoing review, • RAC and Foundation interface <ul style="list-style-type: none"> ○ The co-chairs met to discuss overlapping and separate goals/activities ○ RAC seeks guidance/clarification going forward from the Board. • RAC is developing a repository of materials, documents, and products to be stored in a central place, such as IFNA's online platform, to be determined. • Beginning plans to reach out to nursing schools particularly in the U.S. to seek support for IFNC17. Plans include contacting international program offices and Associate/Assistant Deans as appropriate.

	Junko Honda shared how the AusNz chapter and JAPAN nurses are having a joint webinar in February 20 th via teams.
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Next IFNA Board Meeting
January 11, 2024 7:00am – 9:00am