

**IFNA Minutes
Board of Directors -
Conference Call
January 11, 2024
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, June Horowitz, Lindsay Smith, Veronica Swallow, Linda Young, Junko Honda, Suja Somanadhan, Petra Brysiewicz, Staff: Debbie Zaparoni
Unable to Attend:	
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	December Minutes Motion to approve minutes by Teresa Gutiérrez-Alemán Seconded by Karyn Roberts Action voted to accept and accepted by all.

Agenda Topic: 0710 - 0725	Financial Report (Suja Somanadhan) (Attachment)
	Income for December was \$13,572.77. \$11,837.77 was outstanding IFNC17 sponsorship monies received. Expenses were \$7,288.81. Overall income for the month was \$6,283.96. As of December 31, 2023, IFNA maintains a robust financial status; see Debbie Zaparoni report for further details. Total expenses amounted to \$210,279.89, significantly influenced by the Biennial Conference, a key event demanding considerable travel, catering, and hosting investment. The period from June to August saw increased expenditures, aligning with expected conference season trends. Despite these outflows, IFNA's financial health is strong, evidenced by a net income of \$94,615.01. This underscores effective management and a positive future outlook. However, ongoing vigilance and strategic planning are imperative to sustain this financial well-being amidst substantial event-related costs. June Horowitz shared how the board needs to be aware of finances and strategies to keep membership and finance positive.

Agenda Topic:	Update on IFNC17
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0725 - 0730	
Discussion	Contract signed for IFNC17 (2025) at the Crown Perth in Perth Australia June 17 – 20, 2025
Updates / Action Points from prior minutes	Debbie Zaparoni explained the final aspects of the contract for IFNC17 in 2025. Questions could be asked. Teresa Gutiérrez-Alemán asked was this now an official announcement and Debbie Zaparoni shared that yes this had been sent to all members.

Agenda Topic: 0730 - 0745	Committee Terms of Reference (TOR) for Board Review/Approval
Discussion	<p>Communications Committee Comments: Teresa Gutiérrez-Alemán noted that the goals section had a number of next to the IFNA position statements and this was removed to be just position statements. Teresa noted the Research Committee is anticipating work on a Research Position Statement. She also noted Twitter needs to change to X Motion to approve the Communications Committee TOR by Kristen Abbott-Anderson, Seconded by Lindsay Smith Action voted to accept and accepted by all.</p> <p>Membership Committee Comments: Teresa Gutiérrez-Alemán suggested the goals be rewritten to be action orientated. By consensus sent back to the committee for updating.</p> <p>Awards Committee Comments: June Horowitz asked for clarification of IFNA office to be IFNA administrative office. Lindsay Smith questions about the duties statement where the ‘establish and follow policies and procedures for honoring outstanding colleagues and what this actually means. Debbie Zaparoni noted that this comes directly from the Bylaws. It was decided to leave this for now, as the bylaws will be reviewed in the near future. June Horowitz asked if this was an editorial aspect to go back to the bylaws and then for review and updating across all the TOR. This was agreed by board. Motion to approve the Awards Committee Terms of Reference by Teresa Gutiérrez-Alemán Seconded by Lindsay Smith Action voted to accept and accepted by all.</p>
Updates / Action Points from prior minutes	Bylaws committee to review language within the bylaws document. Lindsay Smith will follow this up.

Agenda Topic: 0745 - 0750	IFN Foundation
Discussion:	<p>Anticipate accepting/assisting with the Hillman Foundation grant applications. Debbie Zaparoni explained that an email will be sent with the invite for the Hillman Foundation Grant, the deadline is short.</p> <p>June Horowitz asked Debbie Zaparoni to schedule a meeting with the IFN Foundation and RAC leadership in the coming weeks. Veronica Swallow suggested that Lindsay Smith be invited to the meeting. June Horowitz said this is a good idea and the main concern is the time zones. June Horowitz shared that Debbie Zaparoni has been checking with the accountant regarding if any change of structure of Foundation or Association is required.</p>
Follow up:	Lindsay Smith will be invited to the meeting between the IFN Foundation and the IFNA Resource Advancement Committee.
Person Responsible:	Debbie Zaparoni will send invite for Lindsay Smith and check time zones.

Agenda Topic:	Chapters
Discussion	<p>AusNZ Chapter and JARFN are preparing for a joint webinar, Tuesday, February 20th.</p> <p>UK&I chapter meeting in Jan Africa newsletter in December A member from Saudia Arabia has asked Petra to be a resource for them to develop an IFNA chapter in the Middle East.</p> <p>Elisabeth Coyne asked if TOR should be reviewed by the board. June Horowitz noted that this should be completed. Debbie Zaparoni said that she would send out to chapters for an update.</p>

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Discussion:	No meeting Lindsay reached out to Wendi Smith but no response as yet.

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	No specific work at this time.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	Deferred no meeting

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>No meeting in December, next meeting January 18th.</p> <p>June Horowitz asked if the meeting with Peter Vigilante (web master) had been held. Peter was unable to attend an IFNA Board meeting due to time zone differences. Teresa Gutiérrez-Alemán will attend the January Communications Committee meeting.</p>

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	<p>The Conference Planning Committee did not meet in December. Next meeting is January 18th.</p> <p>Junko Honda asked if a poster / flyer would be developed as she would like to share at a family conference in Hong Kong in March 2024. June Horowitz said this would be suitable for others to share at regional conferences.</p> <p>Teresa Gutiérrez-Alemán suggested a small signature to be used for board members and others as an easy way to advertise the conference.</p> <p>June Horowitz asked if board members could think of speakers especially in the area closer to Australia.</p>
Person Responsible:	Debbie is working with the graphic designer on a cover design and will ask for a small banner that people can add to the email signature line.

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
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Update	<p><i>From the December board meeting</i></p> <p>Requests from the Education Committee to the Board:</p> <ul style="list-style-type: none"> ○ 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 Position Statements, 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>June Horowitz asked did they mean a flyer to share. Petra Brysiewicz shared that she had used one which Junko Honda had shared with her. Debbie Zaparoni explained that this was developed for the RAC to be shared as a promotion. Linda Young explained that this was developed to ensure stakeholders had a handout when they were reaching out for sponsors. The infographic had information about family nursing, countries with IFNA members and resources. Petra Brysiewicz discussed that this could be reviewed by the board each year and sent to committees. June Horowitz suggested this be developed by the communication committee and reviewed and then the board. Debbie Zaparoni explained that the RAC had developed this and Linda Young explained it was developed with a focus on sponsorship. Linda Young suggested the flyer be reviewed by the communication committee and the final aspect sit with the RAC. Elisabeth Coyne noted that timelines would be important. Debbie Zaparoni explained if the logos of chapters be removed and then names of the committees and chapter and Save the Date for the conference could be added. June Horowitz noted that this can be reviewed by the communication committee and then RAC and be returned to the board within a month.</p>
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Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	<p>No meeting, Kristen Abbott-Anderson has emailed the co-chairs to provide a board update but has not yet had a response. June Horowitz and the board discussed how this committee needs to develop a higher engagement level as it is a very important committee. Further emails will be sent to see if a response can be obtained from the chair.</p>
Action:	

Agenda Topic:	Nominating Committee (Kristen Abbott-Anderson)
Update	<p>Meeting held Tuesday, January 9th. A formal Call for Nominations will be sent soon, and webinars will be used to encourage nominations. This helps members understand what is involved in the committees. Board members will be invited to attend to share their experience of being a member of the IFNA Board.</p>

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	<ul style="list-style-type: none"> • Terms of Reference completed • Work of updating Position statements will start in January • Will develop survey for members and will share with IFNA Executive committee • Teresa will check with executive committee about the creation IFNA dropbox for practice committee for long-term sharing of minutes and documents. <p>Teresa Gutiérrez-Alemán asked if a folder be created by Debbie Zaparoni and the chairs have access and manage folder.</p>

	<p>June Horowitz noted the RAC also wanted a similar storage opportunity. Lindsay Smith agreed this was a good idea and noted that access is important for resources for saving documents. This also allows transparency of documents. Debbie Zaparoni asked for conversation about access for the options. IFNA does have a platform 'Hightail' but it is not an international platform but questioned the access of this style folders.</p> <p>Petra Brysiewicz asked if there had been any further discussion about a member only access point within the IFNA website. Debbie Zaparoni explained a repository is not an active file storage. Teresa Gutiérrez-Alemán noted that there could be two folders a working document and a final folder.</p> <p>June Horowitz noted could this be taken to the committee and understand their needs. Debbie Zaparoni will also check the formats which IFNA has access to.</p>
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Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	No meeting held in December

Agenda Topic:	Resource Advancement Committee (Linda Young / Suja Somanadhan)
Discussion:	<ol style="list-style-type: none"> 1. We discussed and finalized the structure of the file repository for RAC materials as well as next steps. The purpose of the repository was discussed, addressing whether it be an historical or functional repository. The committee decided that its purpose would be functional and that a file could be created for historical documents in the future. 2. A discussion of broadening the organization's visibility as well as the visibility of family science by having a greater presence at national/international conferences took place. It was decided that this will be a RAC budget item for the next two years. Deb reviewed what funding is already committed by Australian organizations to our conference and identified a few that could be potential sponsors/supporters. A local planning committee member(s) will be invited to be part of RAC. The template for the new prospectus will be developed from the one used for IFNC16. Janet and Deb are meeting to discuss the new version. 3. A RAC executive meeting will be held to create the role description for Associate Membership in RAC as well as the budget request. Both documents will be reviewed at our next meeting in February and the budget request will then be sent to June and Deb. 4. RAC is requesting the names of the members of the Australian/New Zealand chapter and African chapter with the purpose of working with them and their organizations for sponsorship. 5. The 'Author's Nook' will be added to the options for sponsorship on the prospectus for IFNC17 as the pot of gold fundraiser will not be taking place.

Next IFNA Board Meeting
February 8, 2024 7:00am – 9:00am