

**IFNA Minutes
Board of Directors -
Conference Call
February 8, 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)	June Horowitz, Teresa Gutiérrez-Alemán, Karyn Roberts, Kristen Abbott-Anderson, Junko Honda, Petra Brysiewicz, Lindsay Smith, Suja Somanadhan, Linda Young Staff: Debbie Zaporoni
Unable to Attend:	Elisabeth Coyne, Veronica Swallow
Guests:	
Minutes compiled by:	Debbie Zaporoni

Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	A few slight edits were made during the meeting to the minutes. Linda Young made a motion to accept the minutes. Motion was seconded by Suja Somanadhan. Board voted, minutes were accepted. There were no abstentions.

Agenda Topic: 0710 - 0715	Financial Report (Suja Somanadhan) (Attachment)
	January financial statements were not completed at the time of the meeting and will be deferred until March. A two-year budget for 2024 and 2025 has been drafted and currently being reviewed by Suja Somanadhan and June Horowitz. A 7-year comparison report was also prepared by the accountant. Debbie will distribute the budget to the Board via email for review and approval within the next week.

Agenda Topic: 0715 - 0730	Resource Advancement Committee (RAC) Linda Young
Discussion	(Attachment) Request for allotment of money in the IFNA budget. Linda Young reviewed the document related to having an Associate Member of the RAC and a budget proposal to support the RAC action plan in their Terms of Reference. <ol style="list-style-type: none"> 1) Associate Members of the RAC are IFNA members that support the work of RAC, have specific expertise and consulted as needed. Associate Members may include country liaisons, local planning committee, students, or those with significant leadership/experience within IFNA. 2) The RAC is seeking approval for monetary support from IFNA to facilitate their work. <ol style="list-style-type: none"> a. They provided a list of conferences that IFNA may want to consider exhibiting. Costs over 2 years could exceed \$25,000.00 USD. After discussion the board agreed that the American Association of Colleges of Nursing (AACN) and

	<p>Japanese Association for Research in Family Nursing (JARFN) would be the best options to consider. JARFN is \$1,000 and occurs in September 2024. Junko and her committee would be able to staff the table/booth. AACN has a conference in October 2024, the exhibit fee is \$3750 and would need a person identified to be available to accommodate the exhibit times to staff the booth/table. Karyn Roberts lives in the area and is willing to commit to this with advanced notice.</p> <p>b. The RAC is seeking \$3,000 to cover a reception at IFNC17 for Sponsors. This would be a reception for Sponsors, RAC members, and Board.</p> <p>c. AACN/CCNE Contact list. At this time there is no cost, but there may be in the future.</p> <p>d. Website enhancements to create a smooth/efficient conference sponsorship process. The potential cost of this is to be determined.</p> <p>The IFNA Board had extensive discussion about exhibiting. IFNA is unable to support exhibiting at all the suggested conferences, but is willing to commit to two.</p>
Outcome / Follow-up	<p>The board had no objection to the addition of an Associate Member to the structure of their committee.</p> <p>The consensus was to target two conferences that will be the most effective for IFNA to exhibit. The group agreed to JARFN and AACN (either April/May or October). The board agreed to commit \$6,000.00 to exhibit at these two conferences.</p> <p>Facilitate the exhibit application to JARFN.</p> <p>Facilitate the exhibit application for AACN/CCNE, and determine associated costs for hotel, travel.</p> <p>The board agreed a Sponsor Reception would be a reasonable expense to have at the conference and \$3,000 should be included in the budget.</p>
Person(s) Responsible	<p>Debbie will work with RAC, Junko and Karyn.</p> <p>Debbie will be sure to include the reception in the proposed budget.</p>

Agenda Topic: 0730 - 0750	Committee Terms of Reference (TOR) for Board Review/Approval
Discussion	<p>The Research Committee TOR were reviewed. Based on the known work that the committee is doing, it was identified/commented that "Policy" was missing, and suggested a revision to include Policy.</p> <p>The Membership Committee (Revised) TOR were reviewed, and approved by the IFNA Board.</p> <p>The Education Committee TOR were reviewed. It was suggested that the committee include "Liaise with the Practice Committee" based on the collaborative work they are doing together around the Position Statements. Under the Action Plan, bullet number 2 is not an "action", it is a list of their sub-committees. Suggested formulating this to be more actionable.</p>
Action / Follow-up	<p>Debbie Zaporoni to request the TOR from the Chapters.</p> <p>Debbie Zaporoni will notify Membership Committee of approval and will post the new TOR on the IFNA website.</p> <p>Karyn Roberts to take back comment/suggestions to the Research Committee for consideration.</p> <p>Teresa Gutiérrez-Alemán to take comment/suggestions back to the Education committee for consideration.</p>

Agenda Topic: 0750 - 0810	IFN Foundation and RAC (June Horowitz)
Discussion:	<p>Linda Young, as co-chair of the RAC, recused herself from this discussion and vote. She left the meeting.</p> <p>The IFNA Board of Directors recognizes the crucial roles played by the Resource Advancement Committee (RAC) and the International Family Nursing Foundation (IFNF). Our goal is to guide RAC and IFNF going forward. To that end, the Executive Committee</p>

	<p>proposes the following recommendations to the IFNA Board of Directors:</p> <ul style="list-style-type: none"> • Further Clarification of Focus for RAC: We recommend that RAC’s activities focus exclusively on generating funds associated with conference <i>sponsorships, exhibits, and advertising</i> as reflected in the prospectus RAC develops for each conference. RAC will continue to accept <i>sponsorships</i> from individuals (e.g., sponsorship of an expert lecture) <i>but will no longer seek conference-related individual donations</i> (e.g., Pot-of-Gold). RAC will adjust its sponsorship goals to reflect this change. • Further Clarification of Focus for IFNF: We recommend that IFNF’s activities focus on <i>fundraising from donations, gifts, and grants</i>. Efforts may overlap with conference timing and fundraising, e.g., “Pot-of-Gold” or its equivalent and Honor a Family Nurse/Family to support student conference scholarships. Solicitation may be made to IFNA members and outside individuals and entities. General fundraising efforts for IFNA also will belong to IFNF’s portfolio, i.e., submitting grant applications, soliciting grant funding, and launching legacy giving or other campaigns. Timing of fundraising activities will not be restricted. If an issue arises regarding overlap with RAC activities at a critical time, the IFNA Board of Directors should be consulted for direction and a timely resolution. <p>Currently, we do not recommend creating a new structure, as proposed by IFNF, that would combine RAC and IFNF under an overarching committee or board of some type. Such a solution would be disruptive and time-consuming when plans for IFNC17 are underway. A new structure also would require a by-laws’ change and likely would immobilize many critical activities necessary to garner support for IFNC17 via sponsorships, exhibits, and advertising. Furthermore, such a revamping of our structure may threaten IFNF’s tax exempt status in the U.S. where IFNA is situated.</p> <ul style="list-style-type: none"> • Name Change: RAC also has suggested a name change to reflect its purpose more accurately. RAC recommends changing its name from Resource Advancement Committee to Conference Sponsorship Committee. This name change also may decrease confusion among IFNA members about the difference between RAC and IFNF. This would also necessitate a by-laws’ change so we suggest it for the upcoming round of by-law review and voting. Until that time, RAC should retain its current title. • Last, we recommend evaluating the results of implementing these recommendations and adjusting as needed. This recommendation is a best practice within the framework of continuous quality improvement. <p>Lindsay Smith suggested that future IFN Foundation communications more clearly state the US tax status of the Foundation and being specific to the US members.</p> <p>Petra Brysiewicz suggested being more conscientious of culture differences in communications. Terminology used in communications is typically very US centric.</p> <p>After discussion, the group agreed these recommendations help to clarify the role of each and allow a path to move forward.</p>
Outcome/Decision/ Follow-up	<p>Suja Somanadhan made a motion to accept the recommendations of the IFNA Executive Committee as indicated above related to the work of the RAC and the IFN Foundation, and the recommendation to change the name of the Resource Advancement Committee to the Conference Sponsorship Committee. Kristen Abbott-Anderson seconded. The board voted and approved the recommendations.</p> <p>Both the IFNA Bylaws and the IFN Foundation Bylaws will need to be reviewed/amended for accuracy related to this board decision.</p>
Person	June will communicate outcome to the IFN Foundation and RAC leadership.

Responsible:	Debbie Zaparoni and Lindsay Smith will recommence the IFNA Bylaws review to make recommendations to the board and ultimately complete the Bylaws review through a IFNA Member vote to approve the recommended changes.
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Agenda Topic: 0810 - 0815	IFN Foundation (Veronica Swallow)
Discussion:	<ul style="list-style-type: none"> Meeting held on 26th January 2024 between the IFNA Resource Advancement Committee and the IFN Foundation Leadership, their board liaisons and June as President to discuss the work of these two groups. While there was active dialogue on the meeting, there was no resolution or solution that came out of the meeting. It was suggested that the IFNA Executive Committee meet to review in greater detail and propose a resolution, The IFNA Executive Committee 2nd Feb to discuss the situation, we are generating some recommendations to go to the February IFNA Board meeting for discussion and will feed back to the Foundation Board when the IFNA Board have had time to consider the recommendations <p>Next meeting of IFNF Board 6th Feb</p>

0815 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Agenda Topic:	Chapters
Discussion	<p>African Chapter</p> <ul style="list-style-type: none"> Been distributing the IFNA “About us” pamphlet – new members joined from Nigeria, Kenya and Ghana Planning to host another webinar: “getting started with family nursing research” – a number of the members are conducting research. Encouraged members to attend the IFNA Joint Webinar AUSNZ Chapter and JARFN Continuing to encourage nurses to join the chapter. <p>AusNZ Chapter and JARFN are preparing for a joint webinar, Tuesday, February 20th.</p> <p>UK&Ireland Chapter</p> <ul style="list-style-type: none"> Melissa Kinch, Chapter Coordinator will join the IFNA Communication Committee to help liaise about IFNC17 Next Chapter Webinar 19 February 2024 12:00-13:30. Details tbc by Suja Next Chapter Executive meeting 18th March 11-12

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

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	No meeting has occurred, no specific work at this time.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	The Bylaws Committee have completed the review of the Bylaws and drafted the recommended alterations to the Bylaws based on the feedback from the IFNA members. Currently, the IFNA Bylaws does not mention the IFNF, however, the Foundation Bylaws recognises the IFNA specifically and solely.

	<p>All members of the IFNA Bylaws reconfirmed via email communication during February 2024 their recommendation that the IFNF could be recognised in the IFNA bylaws. The Bylaws Committee recommend that the IFNF could be referenced in the IFNA bylaws alongside the RAC in Section 9.</p> <p>The recognition of the IFNF in the Bylaws does not hinder the current considerations of the relationship between the IFNF and RAC.</p> <p>The Bylaws Committee recommend that the Board review the Bylaws Committee's proposed alterations to the IFNA Bylaws at the March Board meeting. The subsequent IFNA membership vote may or may not include matters related to the Foundation this year.</p>
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Agenda Topic:	Communications Committee (Junko Honda)
Update	<p><i>Junko sent this email following the Communications meeting January 18th</i></p> <p><i>Peter and CC suggested that the first step in updating the website is to solicit input from the membership. The website needs to be easy to use and meet the needs of the members. However, the response rate to a member survey is not very high. A suggestion was made that each committee should compile opinions on what kind of website they want, what kind of information they want to post, etc., and make a proposal to the CC.</i></p> <p><i>As for the discussion with Peter, since the time doesn't work with the Board, how about June and Debbie setting up a meeting at a time that works with Peter, with the other Board members participating to the extent possible?</i></p> <p><i>Because of the scheduling issue with Peter, I did not wait until the February board meeting to notify you by email.</i></p> <p><i>On another note, the CC is in urgent need of two or three more members, as we also need to promote IFNC17.</i></p> <p><i>It would also be wonderful if each chapter could send one member to the CC. It will be mutually beneficial to both chapters as they can easily promote their respective chapters through IFNA's main channel. Especially, AusNz Chapter should have one member in CC because of the promotion of IFNC17.</i></p> <p><i>Elizabeth, Lindsay> Please consider.</i></p> <p><i>From Joel - I've also created the survey outlined in the minutes for review by the BOD. Many thanks to Peter for the questions. You can find the survey at this link:</i></p> <p>https://forms.gle/4i5ER4JkewjenmaJ8</p>

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	<p>The following discussion points:</p> <ul style="list-style-type: none"> • Discussion was held regarding how the decision to hold conference in Australia was reached – in-depth analysis of all considerations was done • Information flyer to be sent out soon – currently being planned • Invited speakers – group were brainstorming ideas. Ideas from board were passed on. All to consider speakers from that particular part of the world. Speaker suggested from Japan. • Conference structure was discussed – workshops to be included in the program • Country liaisons to play an important part in spreading the word re the conference • Exploring asynchronous ideas re the conference <p>Received notification of additional sponsorship support from Business Events Australia (\$50,000 AU\$ / 32,400 USD). Business Events Perth, (\$50,000 AU\$ / 32,400 USD) and and Crown Perth (\$30,00 AU\$ / \$19,000USD) had previously committed. These monies are all based on performance/attendance. This totals approximately \$80,000.00 USD</p>

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<p>The Terms of Reference for the IFNA Education committee were discussed and revised in the November 2023 and January 2024 meeting. They were submitted to the Board in January 2024 by the co-chairs (Shelley Spurr and Jill Bally) for review and approval. We are pleased with our committee work and are happy to address any questions, comments, or concerns from the IFNA Board members.</p> <p>Our committee will collaborate with the IFNA Communication Committee to develop a new webinar: Rosemary Eustace is interested in sharing a webinar – she has done a presentation to the Association of Community Health Educators about teaching strategies in family nursing education and would like to work with us to adapt this important and informative work for IFNA members.</p> <p>The collaborative work on the scoping review (IFNA Position Statements) between the Practice and Education committees continues. Once completed, a webinar will be planned in collaboration with the Practice and Communications committee.</p>

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	<p>Met February 1, 2024 TOR revised based on BOD feedback</p> <p>Plan to continue to offer membership scholarships to low/middle income countries and emphasize inclusion of students. The committee values ideas for how to better engage students in becoming members of IFNA. The members divided tasks to follow-up on, including reaching out to students and reaching out to those who received the membership scholarships to encourage their membership on an IFNA committee.</p> <p>The challenge for this committee remains having a limited number of members and finding a mutually agreeable time to meet.</p> <p>Discussion about how best to facilitate an off-conference year event to encourage new and retained membership.</p> <p>Question for BOD discussion:</p> <p>How can IFNA best engage in organizing such an off-conference year event? The Membership committee recognizes that they are limited in their capacity to organize such an event. They also recognize the challenges other committees face in capacity to take this work on. The committee wondered if there could be a new committee that would focus on this effort. They also asked what additional support might be available to assist with marketing or supporting this kind of expanded work.</p> <p>Next Meeting TBD</p>
Action:	

Agenda Topic:	Nominating Committee (Kristen Abbott-Anderson)
Update	<p>No meeting since last month Call for nominations open until March 21, 2024 Informational webinar scheduled for February 21, 2024 from 4-5pm CT Next Meeting TBD</p>

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	<ul style="list-style-type: none"> • Updates and sharing from committee members. Welcome to some new committee members. • Will alternate committee times to accommodate all members in different time zones –

	<p>some unable to join meeting due to time</p> <ul style="list-style-type: none"> • Explanation of the “language helper” – to share document • Discussion of the work with the Education Committee to update Position Statements and how to work together to refine/revise position statements and additional "Caring for refugees" and “planetary health” • 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 • Discussion regarding survey for IFNA members – committee members volunteered to assist. Need a little more clarity re the survey.
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Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	No meeting held in January.

Agenda Topic:	Resource Advancement Committee (Linda Young / Suja Somanadhan)
Discussion:	<ul style="list-style-type: none"> • Three handouts were provided to RAC members prior to the meeting and included the agenda, minutes of the 1/2/2024 meeting and the RAC response that was sent to the BOD regarding the BOD, Foundation and RAC meeting. • The RAC budget was discussed. The priority conferences for the 1FNC17 conference were identified as JARFN and Sigma Theta Tau International-Singapore. Junko and her staff will man the booth at JARFN. The cost for the booth is \$1000.00. The cost of the booth at Sigma is 2000.00 plus the cost of sending someone to the conference. It is recommended that someone from RAC attend the Sigma Singapore conference. It was communicated that the budget had been submitted to Deb and June. • An update was provided to the group on the meeting with the IFNA BOD execs, Foundation and RAC. RAC unanimously voted to support the response of RAC to the committee. • The file repository is being built by Kathy Knaf • The subcommittee for the Dean/Directors – an updated list of Deans in the US with their contact information was downloaded by LY in January 2024. This list will need to be updated next fall before reaching out to deans/directors in the US. We are working on finding out if a list of deans from Canada, UK, South Africa and Australia/New Zealand exists. • No updates from the Healthcare organization subgroup <p>Janet and Deb were unable to attend this meeting so will give us updates on the prospectus, marketing at the next meeting</p>

Next IFNA Board Meeting

March 7, 2024 7:00am – 9:00am

Daylight savings BEGINS March 10th (US)
March 31st (UK / Europe)

Daylight savings ENDS April 7th in Australia