

**IFNA Minutes
Board of Directors -
Conference Call
March 14, 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, Lindsay Smith, Linda Young, Elisabeth Coyne, Veronica Swallow, Kristen Abbott-Anderson, Teresa Gutiérrez-Alemán, Suja Somanadhan, Junko Honda (late), Petra Brysiewicz (late) Staff: Debbie Zaparoni
Unable to Attend:	Karyn Roberts
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	February Minutes reviewed and no changes. Linda Young made a motion to accept the minutes. Motion was seconded by Lindsay Smith. Board voted; minutes were accepted. Two abstentions who were not present at the meeting.

Agenda Topic: 0710 - 0715	Financial Report (Suja Somanadhan) (Attachment)
	<p>January and February Financials</p> <p>January - Net ordinary income \$3985.00 (Contributions and Membership) Expenses were \$6506.90 Association Management Fees /Bank Fees/PayPal Fees/Website, operations - with a net loss of -\$2521.90.</p> <p>February - Net ordinary income \$4235.00 (Contributions and Membership) Expenses were \$9118.88 (Association Management Fees /Bank Fees/PayPal Fees/Website, operations) - with a net loss of -\$4883.88.</p> <p>Suja highlighted with no conference this does reduce the contributions and the board needs to be mindful of this.</p> <p>Financial report presented by Suja Somanadhan with final comment that IFNA finances are stable and healthy.</p>

Agenda Topic: 0715 - 0740	IFNA Budget (two-year) 2024 & 2025
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Discussion	<p>Debbie Zaparoni presented the IFNA budget 2024 & 2025 as sections within the budget, then the board discussed each section as needed.</p> <p>Elisabeth Coyne noted the webinar budget was lower than previous years, Debbie Zaparoni explained that the webinars are free for members and only a small budget was included.</p> <p>Linda Young explained the RAC sponsorship budget/goal and where the main sponsors have come from. Most are USA academic institutions, and this may not be maintained with an Australian conference.</p> <p>No questions asked after the 2024 budget presented by Debbie Zaparoni</p> <p>Question from Linda Young re foundation giving, is there a line item in the budget? Debbie reported, in the past the IFN Foundation has not given a lump sum of money directly to the IFNA. However, the Foundation has supported student participation in conferences in the past which has ultimately supported the Association.</p> <p>Question from Linda Young re do the IFNA chapters provide any money to the Association? Veronica Swallow noted that the chapters do not collect any money or have a budget that they work with.</p> <p>Lindsay Smith noted that the budget is balanced and there is opportunity to grow in some areas. June Horowitz thanked Debbie Zaparoni and Suja Somanadhan.</p> <p>June noted that with the budget linked to the conference it is important to achieve the 350 attendance.</p>
Web development budget	<p>The web development proposal was presented to the board after a meeting with Peter Vigilante, with Vigilante Marketing. Debbie Zaparoni, June Horowitz and Teresa Gutierrez-Aleman attended the meeting with the Vigilante marketing group. This meeting provided information about ideas for updating and ensuring the website is efficient and safe. This cost will need to be considered within the budget. Projected Cost of web development US\$6500.</p> <p>Debbie Zaparoni explained what Peter had to offer, the review of previous costs of web management were presented.</p> <p>Short discussion within the board about the value of updating the website. Ease of finding information is important if IFNA is to keep good international visibility. Translation capability will be improved with the update. Content management would be maintained by the company. IFNA member and committee members will need to form part of the committee or group that works with Vigilante Marketing to update the IFNA website.</p> <p>Veronica Swallow made a motion to accept the web development proposal and budget. Motion was seconded by Kristen Abbott-Anderson. Board voted to accept web development proposal and budget. No abstentions.</p> <p>Debbie Zaparoni added web development as a new budget cost to the two-year budget projection.</p>
Two-year budget	<p>Linda Young made a motion to accept the two-year budget.</p> <p>Motion was seconded by Elisabeth Coyne. Board voted and the budget two-year projection was accepted. No abstentions.</p>
Updates / Action Points from prior minutes	

Agenda Topic: 0740 - 0800	Mentorship Plan and Initiative (June Horowitz)
Discussion:	<p>Suja Somanadhan explained mentorship is a vital part of growing an organisation. Suggesting this could be developed as a certificate in mentorship.</p> <p>Teresa Gutiérrez-Alemán shared her work in the area of mentoring and the need for mentors for personal growth. Suggested a group be formed to develop guidelines. Linda Young added about different areas of leadership, roles or succession planning.</p> <p>June Horowitz suggested a committee be formed to develop guidelines and a baseline of expectation for the project be approved by the board.</p> <p>Suja Somanadhan noted that the original idea came from the research committee and maybe go back to them and ask how they envision this. The board decided step one was to ask the research committee to formulate how this group might look.</p>

Follow up:	Suja Somanadhan and Karyn Roberts to follow-up with the research committee and their input on how to implement this idea. Invitations to practice and education committees
Person Responsible:	Suja Somanadhan to follow this up and bring back to the board.

Agenda Topic: 0800 - 0805	Time of future board meetings Keep meetings at 7:00 – 9:00am or revert back to 8:00 – 10am Eastern US						
Discussion:		Central US	East US	Brisbane/ Sydney	Japan	South Africa	UK /Ireland /Spain
	Thursday, April 11, 2024	6:00am*	7:00 am *	9:00 pm	8:00 pm	1:00 pm	12:00 noon *
		7:00am*	8:00 am *	10:00 pm	9:00 pm	2:00 pm	1:00 pm *
		8:00am*	9:00 am *	11:00 pm	10:00 pm	3:00 pm	2:00 pm *
		9:00am*	10:00am *	12Midnight	11:00pm	4:00pm	3:00 pm*
Follow up:	Short discussion re hours and USA participants happy with the earlier start. Australian members happy with the earlier time. June Horowitz proposed keep the time the same and all agreed.						
Person Responsible:							

Agenda Topic:	Committee Terms of Reference (TOR) for Board Review/Approval
Discussion:	Practice committee TOR were reviewed by the board, the new action points were noted and accepted. Lindsay Smith made a motion to accept the TOR for the practice committee. Motion was seconded by Teresa Gutiérrez-Alemán. Board voted to accept TOR and action plan for the practice committee. No abstentions.
Follow up:	
Person Responsible:	

Agenda Topic: 0805 - 0810	Infographic 2024
Discussion:	Discussion about ideas and potential changes. <u>Important points</u> International representation important, translatable resources, resources list could be improved with direction to the website via QR codes. Representing the diversity of nursing around the world. Foundation support needs to be added in. Four components of advanced practice nursing could be represented in the resources: education, research, clinical and leadership.
Follow up:	Debbie Zaporoni will review the feedback and develop a new draft.
Person Responsible:	Debbie Zaporoni

Agenda Topic: 0810 - 0815	IFN Foundation
Discussion:	No meeting held in March, next meeting April 2 nd 1 proposal submitted for the Hillman Grant.
Follow up:	

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

Agenda Topic:	<p>Chapters Australia New Zealand Go to this Sway -February Newsletter</p> <p>Aus NZ and JARFN webinar Feb 20th 2024: Forty-one people attended. Japanese teams worked hard and reported their daily team activities. The small size of the meeting allowed for a lively exchange of questions and opinions. Subtitles and chat functions were very effective to overcome the language barrier.</p> <p>UK and Ireland UK&I Chapter: next meeting March 18th; ToR being updated and will send to Board meeting in April</p>
Discussion	<p>Teresa explained that there has been planning to develop a Iberoamerican chapter. https://www.segib.org/en/paises/</p>

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

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

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	Report from last month still being worked on.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>No meeting in February From Joel:</p> <ul style="list-style-type: none"> Updated portions of the resources page for the IFNA Education Committee: https://internationalfamilynursing.org/resources-for-family-nursing/education/education-resources/ Posted information about upcoming webinars and Language Friend campaign to the IFNA Twitter account Updated IFNA Blog: IFNA Acute Care Cluster Cross-Cultural Visit: https://internationalfamilynursing.org/2024/02/29/ifna-acute-care-cluster-cross-cultural-visit/ <p>From Janice:</p> <ul style="list-style-type: none"> Finished developing a new page of the IFNA 2023 Award recipients. Developed and posted some new IFNA News Posts featuring IFNA member biographical paragraphs.

	<ul style="list-style-type: none"> Updating the dissemination of the IFNA Position Statements: https://internationalfamilynursing.org/2018/07/27/dissemination-of-ifna-position-statements/ Co-developed a tribute to the history of family nursing in Japan with Lorraine Wright <p>Next meeting March 21, 2024 at 5:00pm Eastern</p>
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Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	<p>Members from Australia and New Zealand are engaged on the CPC, representing the Education Committee and also Local Planning committee.</p> <p>Cover design finalized. Debbie Zaparoni sent out several files to the IFNA Board and Committee co-chairs to use to promote IFNC17.</p> <p>Compiling a list of recommended speakers.</p> <p>As follow-up to the country liaison coordinators' recommendation that the CPC consider hybrid options, Kathy Knafl completed an analysis of registrants to last three conferences (document distributed to CPC members). The intent of the analysis was to provide data that could inform decision making about sustaining registrants across conferences (both first time attendees to IFNC16 and registrants to past conferences). Kathy Knafl summarized results of the analysis.</p> <p>755 individuals had attended one or more of the past 3. Conferences, with 72% attending only one conference and 10% attending all 3 conferences. The only conference attended by 20% of the registrants across conferences was IFNC15, the virtual conference. As might be expected given the location of the past two in-person conferences, the majority of attendees over time have been from Europe and the US.</p>

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	No meeting

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	<p>No meeting since the last BOD meeting. Kristen Abbott-Anderson did send the committee the follow-up comments from the BOD and received acknowledgement from Cheryl Corbett- Co-Chair.</p> <p>The Membership Committee had a question for the BOD that we did not have an opportunity to discuss: What are the Board's thoughts about establishing another committee or sub-committee that could be tasked with planning a virtual event in off-conference years? The thought was that this task may be too big for an existing committee to take on. There also may be an opportunity for membership to include representatives from existing committees.</p>
Action:	

Agenda Topic:	Nominating Committee (Kristen Abbott-Anderson)
Update	<p>The Informational Webinar was held on February 21st. Approximately 6 participants joined the meeting along with representatives from the BOD and from the Nominations Committee. There was good discussion about roles and information about how to submit applications. No committee meeting has been held since prior to the webinar. Nominations remain open until March 21st and the vote will be held in April.</p>

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	A survey is being developed and other committees may like to add questions. June Horowitz noted that any surveys for distribution should be shown to the board and then accepted before sent out.

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	

Agenda Topic:	Resource Advancement Committee (Linda Young)
Discussion:	<ol style="list-style-type: none"> 1. An update was provided to the committee regarding the IFNA BOD meeting and decision related to the Foundation and RAC. We will be using the new name, Conference Sponsorship Committee, internally as a soft launch before the bylaws are approved with the change. 2. A report was provided regarding the last conference planning committee meeting inclusive of the identification of speakers which was going well. 3. Barbie and Linda will be meeting with Elisabeth Coyne and Madie Foster as new members of RAC to help with outreach/sponsorship in Australian/New Zealand. 4. A budget update was provided, including the approval of \$6000.00 for JARFN and AACN Deans meeting booth/tables. \$3000.00 was also approved for a reception for IFNC17 sponsors. 5. After a long discussion looking at past conference sponsorships, and other variables, a tentative goal of \$30,000.00 was agreed upon by the committee. A decision regarding whether there will be a hybrid offering is needed as this will impact sponsors, especially in the USA.

Agenda Topic: 0855 - 0900	Process Meeting: Meeting concluded at 0900 hrs What went well? No time for discussion What can we improve upon?
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Next IFNA Board Meeting

April 11, 2024

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

Daylight savings ENDS April 7th in Australia