

**IFNA Minutes
Board of Directors -
Conference Call
April 11, 2024
7:00am – 9:00am EDT**

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, Kristen Abbott-Anderson, Junko Honda, Petra Brysiewicz, Lindsay Smith, Linda Young, Elisabeth Coyne, Veronica Swallow, Karyn Roberts, Suja Somanadhan 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	March Minutes reviewed. Correction of financial report by June Horowitz Kristen Abbott-Anderson made a motion to accept the minutes. Motion was seconded by Petra Brysiewicz. Board voted; minutes were accepted as corrected.

Agenda Topic: 0710 - 0715	Financial Report (Suja Somanadhan) (Attachment)
	March Financials Income \$2,200 from mostly Membership Dues. Expenses were \$9,229, primarily Management fee, deposit for website redesign and exhibiting at JARFN. Overall loss of -\$7029. Financial report presented by Debbie Zaparoni
Discussion	

Agenda Topic: 0715 - 0720	Combined Board and Co-chairs meeting (June Horowitz)
Discussion	Distributed the meeting minutes from the 3/26 meeting. Encourage folks that were not able to attend to review those minutes. Good meeting and attendance and concise presentations.
Person Responsible	

Agenda Topic: 0720 - 0730	Mentorship (Suja Somanadhan)
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Discussion	Dr Somanadhan informed the research committee about the board's recent discussion as a follow-up plan from the research committee regarding the mentorship plan initiative, prompting debate on its structure and implementation. The committee recognized mentorship as a broad concept and deliberated on its potential as a pilot program for early career researchers. Further decisions are needed regarding its adaptation for IFNA.
Person Responsible	Suja will invite the Research Committee co-chairs to join an upcoming board meeting for further discussion.

Agenda Topic: 0730 - 0740	Distribution of Board Meeting Minutes
Discussion	The Resource Advancement Committee requested that the IFNA Board minutes be distributed to them in preparation for their meetings. The approved minutes are available on the IFNA website. Minutes are approved at the following board meeting and thus there is a delay getting approved minutes posted on the website. Board meeting updates can be given by the board liaison if a particular answer was needed before minutes are approved. The board meeting does have confidential information discussed and board members need to remember this when providing updates.
Person Responsible	Debbie will post approved minutes as soon as possible after they are approved.

Agenda Topic: 0740 - 0750	Committee/Chapter Terms of Reference (TOR) for Board Review/Approval
Discussion	African Chapter- Motion to approve TOR by Elisabeth Coyne, Seconded by Teresa Gutiérrez-Alemán Action voted to accept and accepted by all. Australia New Zealand Chapter Motion to approve TOR by Petra Brysiewicz, Seconded by Kristen Abbott-Anderson Action voted to accept and accepted by all. UK and Ireland Chapter TOR presented but in a different format, Veronica Swallow will go back to the chapter to replicate the simpler version of the TOR including an action plan. Research Committee (revised) Motion to approve TOR by Karyn Roberts, Seconded by Linda Young Action voted to accept and accepted by all.
Person Responsible	Debbie to update the website with the approved documents.

Agenda Topic: 0750 - 0755	Infographic (Updated)
Discussion:	Debbie Zapanoni presented the second draft of the Infographic. Discussion about the sentence related to the board of directors. This line will be revised as per board comments. Very positive feedback from the board.
Follow up:	
Person Responsible:	

Agenda Topic: 0755 - 0805	Question from the Membership Committee
Discussion:	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.

	<p>There also may be an opportunity for membership to include representatives from existing committees.</p> <p>June Horowitz and Elisabeth Coyne asked if the membership committee discussed about possibly bundling the webinars for the off year.</p> <p>Karyn Roberts asked about the reason why this came up. Kristen Abbott-Anderson explained the idea was thought to improve/sustain membership.</p> <p>Lindsay Smith agreed that the dip in membership is a problem and suggested that a proposal be prepared to enable a good understanding of the idea and ensure not too much work and taking away from current webinars.</p> <p>Teresa Gutiérrez-Alemán suggested this may be beneficial for students to encourage continued membership. Virtual posters and presentations across time zones.</p> <p>Suja Somanadhan highlighted that every committee should have a focus to build members and membership is key to the organisation.</p> <p>June Horowitz suggested that members from research, education and practice could join the membership committee. This committee is needed as they focus on membership.</p> <p>Petra Brysiewicz highlighted that this committee doesn't have strong reason to join, like the research and education committees. Linking the committees to build strength in the membership may be useful.</p> <p>Karyn Roberts discussed the idea of mentorship within this committee to make it more interesting to join.</p>
Ideas shared	<p>Comment from Karyn</p> <p>Maybe a half day virtual seminar for as someone stated, 2-3 different regions that focused on mentorship, i.e. that provided info/training for both mentees and mentors, as there may be people who could be mentors, but don't see themselves as such. They only need to be a step ahead of their mentee. This could be done in combination with the membership committee and support across committees. To reduce workload it could be similar to what Karyn and Cindy Danford did in the workshop at IFNC16. Have someone who has mentored share the key components of that and responsibilities. Have a mentee share their experiences and what worked and didn't and lessons learned. And then have a time for breakouts that would be a place for mentors/mentees to engage and/or like a speed dating.</p>
Person Responsible:	No specific decision or action required to move forward. It is too late in the year for 2024, by could be an opportunity to be considered for 2026.

Agenda Topic: 0805 - 0815	IFN Foundation (V. Swallow)
Discussion:	<p>Suggested creating a board policy re: detailing the specific responsibilities of RAC / IFN Foundation.</p> <p>-Members were grateful to Dr Horowitz for sharing the results of the IFNA Executive and the IFNA Board discussions and decision on recommendations for functioning of RAC and IFNF, and their relationship going forward. However, there was still a concern within the Foundation Board about ongoing confusion about individual fundraising, members highlighted a need for a fundraising policy to codify the board decision and seek board approval. The members recognized that there may in time be a ByLaws change but thought that a policy document may be useful to outline fund-raising responsibilities at a high level, that codifies the decision. So as Board Liaison VS was asked to bring this to the IFNA Board to ask for guidance about whether a bylaw change is sufficient or if a new brief policy document will need to/could be created. Foundation Board members suggested creating a policy that codifies the IFNA Board decision and that could be shared with both RAC and IFNF.</p> <p>- Model Grants Program; Four quality expression of interest applications were submitted to the Foundation Board who selected the one that 'fit' the grant requirements for Hillman Foundation. The Foundation Model Grants Program sub-group provided feedback to the applicant after her brief application and again after a draft LOI to Hillman. The tight timelines set by funder were a challenge. The Board discussed why they are promoting and supporting this type of initiative and were reminded that the Foundation can cost for a portion of funds from any successful application to Hillman, in lieu of the time given by the sub-group in</p>

	<p>advising applicants, any funds secured in this process would be used to support IFNF's activities. Decisions on LOIs are due at the end of April. These awards are offered annually.</p> <p>Discussion within board. The question of what the foundation is asking needs to be clarified with the Foundation as they have their own bylaws. The name change to the RAC will also allow a good transparency between the two committees. The IFNA Board also responded to the IFN Foundation and provided a policy guideline which provides what we think they are asking.</p>
Follow up:	Veronica Swallow will follow up with the foundation to ensure clarity of the two areas.

Agenda Topic: 0815 - 0830	Nominating Committee (Mari Ikeda, Chair) (Candidates for Election)
Discussion	<p>^R – Candidate for re-election</p> <p>Secretary Elisabeth Coyne – unopposed (Australia) ^R</p> <p>Directors (3) Teresa Gutiérrez-Alemán (Spain) ^R Jyu-Lin Chen (USA) Naohiro Hohashi (Japan) Junko Honda (Japan) ^R Debbie Sheppard-LeMoine (Canada)</p> <p>Nominating Committee (3) Beth Cosgrove (USA) ^R Anne Ersig (USA) ^R Stacee Lerret (USA) Valerie Toly (USA)</p> <p>There was one other candidate for the Nominating Committee, Mary Butler. However she is a new member to IFNA, September 2023, does not meet the criteria of 2-year membership prior to running. The Nominating Committee all agreed that she does not meet the criteria and thus she should not be on the ballot. There are sufficient candidates for the open positions for the Nominating Committee.</p>
Person Responsible	Debbie will facilitate the ballot preparation for distribution to the IFNA Membership, April 22 nd – May 17 th (4 weeks).

0830 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Update	<p>Chapters</p> <p>African Chapter Worked on the TOR for the chapter – submitted to IFNA board for review Updating members of the chapter and recruiting (ongoing activity) Planning our chapter idea re carrying out a scoping/systematic review as a group on a suggested area of family focused nursing in Africa. We will be using our monthly webinar to work through learning about such reviews and undertaking one as a group. The completed review will be submitted for publication. This has sparked great interest in our members and two review ideas been suggested regarding dementia and family caregiving in Africa and hypertension. Calendar currently being planned re these activities.</p> <p>Australia New Zealand April Newsletter Go to this Sway</p> <ul style="list-style-type: none"> • Chapter working closely with Prof Whitehead to support conference preparation • members have flyers and will encourage colleagues to conference
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	<ul style="list-style-type: none"> • webinars to promote chapter and conference <p>UK and Ireland</p> <p>-Draft revised ToR sent to Debbie for review at this April IFNA Board meeting</p> <p>-We are exploring new ways to grow and sustain the membership</p> <p>-The Chapter's upcoming webinar on May 20th from 12:30 to 14:00, is focused on early career researchers and their contributions to family nursing research. As we continue to foster knowledge exchange and academic collaboration, Suja would like your assistance in identifying potential candidates for presentation during this event. The webinar aims to spotlight emerging scholars' innovative work and fresh perspectives in the field. We seek enthusiastic individuals eager to share their projects or findings, particularly those pursuing projects or completing their PhD studies in family nursing.</p> <p>Suja would greatly appreciate your cooperation in this matter; your input will enrich the caliber of presentations we can offer. Please feel free to contact Suja suja.somanadhan@ucd.ie directly with any suggestions or questions.</p>
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Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Update	Not heard back from committee and they have not met. Lindsay Smith will follow this up. Discussion about the need for a new chair and sub chair to allow the current chair to move from this role. Karyn Roberts offered to connect with a current student who has been involved in IFNA.

Agenda Topic:	Awards Committee (Veronica Swallow)
Update	No specific work currently.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	<p>Lindsay Smith update name change for the RAC and bylaws to mention foundation. Board needs to review the bylaws document.</p> <p>Report from Bylaws Committee Chair All members of the IFNA Bylaws reconfirmed via email communication during February 2024 their recommendation that the IFNF could be recognized 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. IFNF and RAC merge wasn't approved.</p> <ul style="list-style-type: none"> - Currently, the IFNA Bylaws does not mention the IFNF, however, the Foundation Bylaws recognises the IFNA specifically and solely. - The Bylaws Committee recommend that the IFNF could be referenced in the IFNA bylaws alongside the RAC in Section 9. - Recommend change of name for RAC as discussed. - Review of proposed changes to be circulated for May meeting confirmation or editing

Agenda Topic:	Communications Committee (Junko Honda)
Update	No meeting, Joel updated the BOD CoChairs meeting and updated board. Meeting with webmaster next week.

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	<p>The following discussion points:</p> <p><u>Invited speaker ideas</u> Presented very detailed table of the potential speaker list compiled from all the suggested speakers received from all which included name, country, areas of interest etc details. Speakers were grouped according to geographical spread (starting with all speakers from Australia) – to ensure speakers represent the global variations. ORCID IDs included in order to see publications etc. Tried to provide details in order to make informed choices. Table also include people to be considered as panel member possibilities. Very comprehensive and varied list.</p> <p>Additional speakers added by Lisa (Lynore Geia from Australia and Malawi Address Malata). Suja added an additional speaker – Lemuel Pelentsov (Australian father and nurse academic).</p> <p>Much discussion regarding various potential speakers by the committee members. Need to think about geographic spread, not too focused on paediatrics. Tried to show good variety of countries and content/speciality areas. Many different ideas suggested and discussed.</p> <p>Needed to decide how to choose 3 speakers from the table full of great potential speakers. Clustered according to regions, content/speciality area. Started with choosing Australian speaker – discussion and consensus reached by the committee on the following who are all professors of nursing & midwifery:</p> <ol style="list-style-type: none"> 1. Lynore Geia or Roianne West (Australia) – cultural safety from a first nations perspective. Lisa to reach out to Lynore. 2. Sakiko Kanbara (Japan) – disaster management, technology and informatics. Junko to reach out to Sakiko. 3. Minette Coetzee (South Africa) advancing clinical practice. Petra to reach out to Minette <p>Additional speakers chosen should people be unavailable to attend – able to then go straight ahead and invite another speaker.</p> <p>Panel discussion: Much discussion regarding the panel and whether to link to the keynote presentation or not – would need more professional panel to be better able to respond to keynote. Discussions decided on local family/participants consumer panel (across the life span) - Lemuel Pelentsov (father and professor from Australia) would be great to include. Patient family members “what I wish healthcare providers knew” – allow families to tell us how to promote family strengths. Exploring further.</p> <p><u>Hybrid conference</u> Whether or not to have a hybrid conference is the next meeting priority issue for discussion (Kathy raised from country liaisons). Costing from venue etc re hybrid options. Concern re the costs – need to think about asynchronous (cheaper and more do-able – June). Debbie in contact with conference venue – awaiting a quote.</p> <p><u>Discussion points for next meeting</u></p> <ul style="list-style-type: none"> • How to highlight the posters – possibly highlight some afterwards via webinars and the Research Committee (Cindy and Sarah) • Dates for abstract submissions needs to be decided (June) • Registration costs • Timetable <p>Next meeting is April 18 2024</p>

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
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Update	<ol style="list-style-type: none"> 1. We are planning on hosting two-three webinars- Scoping review related to the IFNA Position Statements, Teaching Strategies in Family Nursing Education, and Cultural Safety in Family Nursing Practice 2. Our resource subcommittee is working hard with the Communication Committee and has developed some new resources for posting to the IFNA website. 3. The Position Statement Subcommittee has collaborated with the Practice Committee and together they have almost completed the literature review related to the IFNA Position Statements – this work will support the revision of the IFNA position statements.
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Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	No meeting held and none scheduled; no update

Agenda Topic:	Nominating Committee (Kristen Abbott-Anderson)
Update	Chair, Mari Ikeda presented earlier in agenda. Vetting candidate list. Vote to begin April 22nd. No meeting held and none scheduled.

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	Meeting on the 25 March however there were difficulties with other members joining so only 3 members were present. We just had a quick check in with each other so no report to write. Another meeting will be scheduled.

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	Anne Ersig was appointed as the new chair of the Strategic Dissemination Subcommittee, succeeding Paula Nersesian. Updates on the upcoming conference were provided, including sharing visually appealing presentation poster templates.

Agenda Topic:	Resource Advancement Committee (Conference Sponsorship Committee) (Linda Young / Suja Somanadhan)
Discussion:	<p>The RAC requested IFNA Board minutes be sent to them.</p> <ol style="list-style-type: none"> 1. Reports of the CPC and the All-Committee Chairs meetings were provided. 2. The RAC co-chairs shared the information from the first RAC Oceana meeting. Many ideas for regional sponsorship were shared. 3. Deb provided an update on local funding and the hybrid discussion 4. Communication to and from the BOD was discussed. Deb will be pursuing the request for BOD minutes to be shared with RAC. 5. Junko reported that advertising IFNC17 at JARFN is set with a table/booth secured and staffing of the table covered. 6. No reports were provided from the dean/director subgroup or the healthcare leadership subgroup. Marketing work is continuing with a need to finalize the prospectus. Interviewing refocus is up for discussion at our next meeting.

Next IFNA Board Meeting

May 9, 2024 7:00am – 9:00am