

**IFNA Minutes
Board of Directors -
Conference Call
May 9, 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, Kristen Abbott-Anderson, Lindsay Smith, Suja Somanadhan, Linda Young, Elisabeth Coyne, Veronica Swallow, Karyn Roberts, Petra Brysiewicz Staff: Debbie Zaparoni
Unable to Attend:	Junko Honda
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	April Minutes reviewed. Correction to foundation section and a last line added to sum up the board's response- by June Horowitz Linda Young made a motion to accept the minutes. Motion was seconded by Veronica Swallow. Board voted; minutes were accepted as corrected.

Agenda Topic: 0710 - 0715	Financial Report (Suja Somanadhan) (Attachment)
	April Financials Income \$2485 Membership dues Expenses \$8506.04 Management Fees and Website Redesign Overall Loss of -\$6,021.04 Despite the anticipated monthly losses during the non-conference year. The IFNA bank balance remains healthy.
Discussion	Debbie indicated that within the IFNA membership application or renewal, there is an option to add an additional amount. Since IFNA is not identified as a charitable organization in the US tax code and to be consistent with the recent clarification of the roles of the IFN Foundation and the Resource Advancement Committee, monies received will be transferred to the IFN Foundation on a monthly basis, if received.

Agenda Topic: 0715 - 0730	Global Initiatives Call for Applications
Discussion	Debbie reported monies remain in the MNSU – Global Initiatives Fund \$25,000.00 Received in 2020 \$ -9,741.46 Distributed to date \$15,258.54 Balance \$ -1,250.00 additional to be distributed for 1 outstanding project.

	<p>\$ -5,000.00 20% Overhead to IFNA</p> <p>Recommendation to have another call for applications. \$9,008.54 Remaining, could offer 3 - \$3000.00 grants.</p> <p>Debbie explained how MNSU provided money for grants and there is still remaining grant money. Should a call be made to distribute the final amount. Discussion within board members about the size of the grants and what can be achieved, and also the overhead cost. Discussion on how to present the amount of money for grants.</p> <p>Karyn Roberts put forward a motion to have a call for interest for grants to a total of \$12000 of the remaining money and to maintain 10% \$2500.</p> <p>Veronica Swallow seconded the motion.</p> <p>Board voted; motion passed as accepted.</p>
Person Responsible	Debbie and June will develop and put out a Call for Interest to distribute the remaining funds.

Agenda Topic: 0730 - 0740	Committee/Chapter Terms of Reference (TOR) for Board Review/Approval
Discussion	UK and Ireland Chapter (revised) Motion to approve TOR by Kristen Abbott-Anderson Seconded by Elisabeth Coyne Action voted to accept and accepted. Abstentions by Veronica Swallow and Suja Somanadhan, as members of the UK and Ireland Chapter
Person Responsible	Veronica Swallow will take back to the chapter.

Agenda Topic: 0740 - 0755	Ibero-American Chapter Application
Discussion:	Explanation by Teresa Gutiérrez-Alemán about development of this chapter which encompasses Latin American and 3 countries in Europe. Mainly Spanish speaking to be inclusive and provide an opportunity for persons to be involved with IFNA. Comment from June Horowitz within the application about chapter conferences. Teresa Gutiérrez-Alemán explained this had been discussed across the chapter. Petra Brysiewicz asked about how they were going to provide the mentorship and grants and would this be a conflict for IFNA. The discussion highlighted the need for this to be closely linked to the IFNA organisation and the need for clarity in the chapter application to ensure the language doesn't suggest aspects competing with IFNA.
Follow up:	Teresa Gutiérrez-Alemán to follow up with the wording in the chapter.
Person Responsible:	Teresa Gutiérrez-Alemán will take back to the chapter.

0755 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Update	African Chapter – no update currently
Discussion	
	Australian New Zealand Chapter
	Chapter working with Lisa Whitehead to assist with conference and increasing visibility of IFNA. Waiting for further information prospective to share with potential sponsors. Newsletter link. Newsletter
	UK Ireland Chapter
	TOR submitted no update

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Update	Meeting with Wendy organized, she has been working on her PhD and will have time now to connect.

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

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	Lindsay Smith checking if the final copy of the bylaws is correct, including the name changes to the RAC and the role of the IFN Foundation. Debbie and Lindsay will meet separately to go through the document. Debbie Zaparoni reviewed other International Association Bylaws that have a Foundation associated. There was no reference of a Foundation in the several bylaws received.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>Website redesign:</p> <ul style="list-style-type: none"> • Janice, Joel, & Debbie to liaise with Peter and his group • Standing committees will need to review content on current site prior to build • Website analytics: <ul style="list-style-type: none"> • Drop in past month (36%); 47% down from this time last year. (Difference from last year may be related to lead up to IFNC16; typical drop off during non-conference years may be related to end of term in norther hemisphere) • Blog posts, resources, practice models receive highest traffic- • Social media: <ul style="list-style-type: none"> • Discussion of social media sites/landscape, including IFNA presence on X/Twitter and LinkedIn • Discussion of whether to create/augment IFNA Facebook page • LinkedIn appears to be strongest presence currently based on website analytics (i.e., traffic from LinkedIn to website) • Discussion of social media management at the organizational level, Kassalen has someone who manages social media for other organizations) • Research Committee liaison: Anne Ersig taking on liaison role to succeed Paula ----- <p>The Communications Committee has a liaison to the Research Committee. I feel that this is a very good way to share information. We have encouraged chapters to join the Communication Committee, but no one has joined yet. Since it may seem burdensome to have more committee meetings to attend, how about assigning a spokesperson (or chair) for each committee and chapter to share information with Joel, the chair of the Communications Committee, on an email basis? The website will be newly reborn in the future, and we would like to make it easier to consolidate information and publicize our activities.</p> <p>Debbie Zaparoni shared how the website development is moving forward and looks exciting. A smaller group has been working together to ensure the project moves forward and then the larger group for reference.</p>

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	IFNA Conference Planning Committee: Board Liaison Report Meeting was held on 18 April 2024 The following discussion points: <ul style="list-style-type: none"> • Call for abstracts timeline: Will have call for abstracts mid July to September 2024. Near end November notification to submitters

	<ul style="list-style-type: none"> ○ Goal is to provide notifications/acceptances by November 22nd to encourage/allow early conference registration. ○ Oxford will be used as the online Conference App to share Abstracts and Program content ○ Abstract submission/acceptance will be for in-person, live presentation. Presentations cannot be virtual, or pre-recorded. ○ Posters may be considered for virtual presentation. ○ Goal is to have a viable in-person event/presentations. • Hybrid recording of the meeting – all participants to record presentations, asynchronous • All keynote speakers agreed: <ul style="list-style-type: none"> ○ Lynore Geia (Australia) – cultural safety from a first nations perspective. ○ Sakiko Kanbara (Japan) – disaster management, technology and informatics. ○ Minette Coetzee (South Africa) advancing clinical practice, leadership • Conference registration fees were discussed. <p>Next meeting is May 16th 2024</p> <p>Debbie Zaparoni informed the board that for IFNC17, collection and payment of Goods and Services Tax (GST) to the Australia government is required. She reviewed a few options/companies for managing this in Australia. As in the past this a very complex process, and an external company is necessary. BC&A has been used for the past 4 IFNA conferences held outside the US. After reviewing the details/process for the other options it was decided to use BC&A again, they do provide services in Australia.</p>
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Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	No meeting

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	No update and no meeting scheduled at this time.
Action:	

Agenda Topic:	Nominating Committee (Kristen Abbott-Anderson)
Update	Brief update sent to Debbie Zaparoni; elections are in process. Estimate that about 25% of the membership has voted. Email reminder to go out very soon.

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	No specific update

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	On April 23rd, we convened an all-member meeting for the research committee. During the session, we discussed various matters concerning our subcommittees. They welcomed Dr Suja Somanadhan as their guest speaker. Dr. Somanadhan shared valuable insights on fostering meaningful public-patient involvement and engagement in research through her presentation titled "Engaging Effectively: Tips for Researchers." Additionally, our esteemed co-chairs, Kim and Cindy, graciously accepted the invitation to participate in the June board meeting. Their presence will facilitate discussions on our mentorship proposal, a pivotal initiative for nurturing talent within our research community.

Agenda Topic:	Resource Advancement Committee (Conference Sponsorship Committee) (Linda Young / Suja Somanadhan)
Discussion:	<p>RAC May 7, 2024 Summary Report for BOD May Meeting</p> <ol style="list-style-type: none"> 1. Last Oceana RAC meeting report shared. The focus of the meeting was on identifying exhibitors, vendors, sponsors as way forward. Spreadsheet of interested local exhibitors, vendors, sponsors in development. It was recommended that a discussion/tentative plan for moving forward on eliciting more information on exhibit space and pricing take place. 2. Update on last CPC work provided 3. Update on last BOD meeting provided 4. Marketing- Prospectus in process. It was decided that at our next RAC meeting we will identify the specific people we will be interviewing, finalize a plan to implement with members assignments, finalize the tool used in interviewing, analyze this information and use it to inform the prospectus for the conference. 5. Dean/Director subcommittee- Oceana group members getting Australian Dean/Director contact information, Canadian dean contact information being secured and USA dean contact information obtained in January. Next steps are to create a plan of contact inclusive of e-letters, prospectus etc. 6. Healthcare Directors subcommittee is in process of identifying who to contact for sponsorship. 7. File repository update- BOD and RAC minutes for 2024 added 8. Next meeting June 3, 2024.

Agenda Topic	Mentoring
	Karyn Roberts noted that she had reached out to the Eric Hodges and he will continue to work with IFNA on the mentoring idea.

Next IFNA Board Meeting
June 13, 2024 7:00am – 9:00am