

**IFNA Minutes
Board of Directors -
Conference Call
June 13, 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, Junko Honda, Petra Brysiewicz, Lindsay Smith, Linda Young, Elisabeth Coyne, Veronica Swallow, Karyn Roberts, Staff: Debbie Zaparoni
Unable to Attend:	Kristen Abbott-Anderson, Suja Somanadhan
Guests:	Kim Mooney-Doyle and Cindy Danford
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0705 - 0710	Election Results
Discussion	<p>Thank you to the IFNA Nominating Committee for the personalized work and commitment to put forth a strong slate of candidates for the elections.</p> <p>157 of 397 voted 39% (high average)</p> <p>Elisabeth Coyne Secretary (re-elected) Teresa Gutiérrez-Alemán Director (re-elected) Junko Honda Director (re-elected) Debbie Sheppard-LeMoine Director Beth Cosgrove Nominating Committee (re-elected) and Co-chair/Chair for her term Anne Ersig Nominating Committee (re-elected) Valerie Toly Nominating Committee</p> <p>Not elected – Jyu-Lin Chen, Naohiro Hohashi, and Stacey Lerret</p>

Agenda Topic: 0710-0715	<p>Final meeting (June Horowitz) noted thank you to the members leaving the board. Today is the final board meeting for Veronica Swallow and Linda Young. June expressed gratitude to Veronica Swallow for her leadership and mentorship during President / Past President terms. June thanked Linda Young and her willingness to fill the director vacancy for the past 8 months, and her engagement on the board meetings.</p>
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Agenda Topic: 0715 - 0720	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	May Minutes, correction to section from the Bylaws committee to correct IFNA Foundation to IFN Foundation.

	Linda Young made a motion to accept the minutes. Motion was seconded by Karyn Roberts. Board voted; minutes were accepted as corrected. No abstentions.
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Agenda Topic: 0720 - 0725	Financial Report (Suja Somanadhan) (Attachment)
	May Financials Income \$1350.00 Membership dues Expenses of \$8045.27 include Management Fees and Website Redesign Overall Loss of -\$6695.27 Despite the anticipated monthly losses during the non-conference year. The IFNA bank balance remains healthy.
Discussion	

Agenda Topic: 0725 - 0745	Position Statement on Refugee Family Health (Petra Brysiewicz)
Discussion	Attachment Board to review and to provide input for Practice Committee Practice committee asked this to be brought to the board. <u>Board discussion.</u> Karyn Roberts noted the amount work that went into the document, aspects to be refined are the interchange of words, the length and the flow. Was a scoping review published? Teresa Gutiérrez-Alemán noted that a scoping review was not published by the committee. June Horowitz noted the amount of work and liked the definition of family nursing. To reduce the size some of the work could be as an appendix. Teresa Gutiérrez-Alemán shared that to track the impact the committee may like to refine and then publish. June Horowitz agreed with this point to aim for a publication. Petra Brysiewicz agreed with the point to publish and gave ideas to publish as either a paper or a commentary. Also publishing ensures authorship. Debbie Zaparoni noted that the definition needs to be consistent across groups. Lindsay Smith noted that there had been definitions of family nursing within IFNA and they are often in relation to the culture or place it is being used
Person Responsible	Petra Brysiewicz will follow up with the committee.

Agenda Topic: 0745 - 0755	Ibero-American Chapter Application (Revision) (Teresa Guterrez-Aleman)
Discussion	Attachment Teresa met with the Chairs and members of the IFNA Ibero-American Chapter to convey the feedback and improvement suggestions from the IFNA Board. After two meetings and work sessions, the document has been updated and is now resubmitted with the approval of all members and a representative set of signatures for review by the IFNA Board of Directors at this meeting. The revisions were to clarify that their chapter had written the document to align with the IFNA aims. <u>Board Discussion</u> Discussion about if the group was going to apply for money, they would need to ensure they were not competing or duplicating efforts with IFNA for sponsors. Elisabeth Coyne mentioned there may be concerns if this chapter becomes larger with more numbers than IFNA. Lindsay Smith noted that the development of the chapter is very good and would benefit IFNA long term, as the Japan and Europe family nursing support the IFNA conference. Thanked the chapter for their humility of coming to IFNA and their visionary ideas. Noted that the chapter sits within the bylaws. " <i>Sent via email:</i> I am a Founding member of IFNA and have experienced what it is like to be unable to attend the IFNC's due to distance and

	<p>finances but I have not experienced any significant language barriers. Australia and New Zealand essentially established the Chapter due to the barriers of the dominant perhaps unintentional foci of IFNA of North America/Europe. Current IFNA Bylaws Article VIII Constituencies Section 1: Chapters Section 1.2 Structure and Governance The structure and functions of chapters shall be consistent with the bylaws, policies and procedures of IFNA. Chapter purpose and mission should be created congruently with the purpose and mission of IFNA and reflect IFNA core values.”</p> <p>Linda Young thanked them for their work and discussed how it would be good for the chapter to link with RAC in regards sponsorship to ensure not overlap of requests. Teresa Gutiérrez-Alemán thanked the board for their comments and explained that the chapter is committed to IFNA and to working with IFNA to build membership and support the conference. Linda Young made a motion to accept the Chapter Application. Motion was seconded by Karyn Roberts. Board voted; Chapter Application accepted as corrected. Teresa Gutiérrez-Alemán abstention.</p>
Person Responsible	<p>Teresa Gutiérrez-Alemán June Horowitz will send a formal letter from the board.</p>

Agenda Topic: 0755 - 0815	Mentorship (Kim Mooney-Doyle, Cindy Danford)
Discussion	<p>Kim Mooney-Doyle presented the research committee goals to build collaboration and research across family nurses. This had been a discussion on how to establish a mentor program for early career researchers (ECR) and students. How to meet the needs of this group and ideas presented was a mentorship, with both mentorship within the IFNA student group and a process to provide mentorship to ECR. Cindy Danford shared the model used in her university and how this may work for IFNA. Pilot program nursing science by investing in nursing scholars in IFNA. Ethical approval will be sought from Cindy Danford’s university to enable publishing. To understand the needs a range of focus groups, and then adaption of ideas and trial the program. Targeted sample would be volunteers from student engagement group and those who have been mentored and are now family nursing researchers. The aim is to start small and test the program, completed as Phase 1. Phase 2 determine feasibility with surveys and focus groups. The mentoring would be virtual and with a formal structure of connection. Wendi Smith from the student group shared how the support within IFNA is valued. Cindy Danford shared how a mentor relationship is often one of sharing and supporting. This program could be written up and shared for others to use. <u>Board discussion.</u> Teresa Gutierrez-Aleman, thanked the research committee for their proposal and how valuable this will be for IFNA to build the next generation of family nursing. Asking the two groups what makes a good mentor relationship. Petra Brysiewicz shared her experience in this area and how structure is important and clear on timelines for engagement. The administration is a key part and takes time. Lindsay Smith thanked the committee for their work and others work in this area. Karyn Roberts shared how the cultural expectations need to be taken into consideration. June Horowitz thanked them for their work and shared the importance of the mentoring to be beneficial for both people. Teresa Gutierrez-Aleman asked should the education committee be involved as well. This will be considered in July. Cindy Danford asked was there anything the board needed to ensure approval. June Horowitz noted that the board would fully read the document then seek approval from the board would be provided in the July meeting.</p>
Follow up:	Cindy and Kim to send the document to the board for review by board members.
Person Responsible	Debbie Zaparoni will distribute to the board.

Agenda Topic: 0815 - 0825	Website Re-design
Discussion:	Debbie Zaporoni explained the website development had been circulated. Janice Bell and Joel Anderson are working closely with the smaller group to keep this moving forward.
Follow up:	Debbie Zaporoni will work with the group and web developer.
Person Responsible:	Debbie Zaporoni

Agenda Topic: 0825 - 0830	Board Liaison Roles for July Meeting
Discussion:	Vacancies IFN Foundation (V. Swallow) Awards Committee (V. Swallow) Resource Advancement Committee (L. Young)
Follow up:	Elisabeth Coyne asked about the times for the meetings. June Horowitz said this will be discussed at the July meeting when new members are in the meeting.
Person Responsible:	Debbie Zaporoni will add times of meetings

Agenda Topic: 0830 - 0835	Collaboration with Glen Taylor Nursing Institute for Family and Society Early discussions / potential new support) (Petra Brysiewicz) Asking how they can best support IFNA, are there different ways to support IFNA?
Discussion:	Linda Young mentioned that a good idea may be the mentorship program. Petra Brysiewicz will go back to the Glen Taylor Nursing Institute and explain that the board will review this at the July board meeting.
Follow up:	Further discussion July meeting
Person Responsible:	Petra Brysiewicz

Agenda Topic: 0835 - 0840	Request from the Working Group for Updating IFNA Position Statements:
Discussion	<p>A working group consisting of members from the Education and Practice Committees: Dr. Norma Krumwiede, Dr. Constance Kartoz, Dr. Tammy Neiman, Dr. Virginia Jones, Dr. Beth Ammerman, Dr. Donna Marvicsin, and Dr. Teresa Gutiérrez-Alemán, is working on updating the IFNA Position Statements. We are basing our work on the results of the scoping review, among other sources. As the spokesperson for this group, I kindly request the inclusion of a brief (estimated duration: 5 minutes) petition from this group on the agenda for Thursday's meeting for consideration by the board.</p> <p>Teresa Gutiérrez-Alemán explained the request from the committee. June Horowitz clarified that the committee wants to send the letter to all IFNA members, and the committee will manage the collection of documents. Lindsay Smith noted that the documents need to be public documents.</p> <p>Lindsay Smith made a motion to accept the request. Motion was seconded by Petra Brysiewicz. Board voted; request was accepted as corrected. Teresa Gutiérrez-Alemán abstained.</p>
Follow up:	Teresa Gutiérrez-Alemán
Person Responsible	Teresa Gutiérrez-Alemán

Agenda Topic: 0840 - 0845	IFN Foundation
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Discussion	Rita and Alex Hillman Foundation Letter of Intent was not accepted to move forward in the grant process. Seeking other opportunities to help support IFNA members. Seeking others that might be interested to join the IFN Foundation Board of Trustees.
Person Responsible	

0845 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Chapters	
Update	Aus NZ June 2024 Newsletter - https://sway.cloud.microsoft/0F5tXrncKoCLeQAg?ref=Link

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Update	Lindsay met with Wendi Smith SEG Chair and discussed the following. <ul style="list-style-type: none"> - The SEG has not been able to gather since IFNC in Dublin - The ongoing vacancy for co-chair has not been able to be filled - Wendi expressed deep appreciation for the feedback and support received over the last 12 months, especially from Cynthia Danford and Petra Brysiewicz <p>In light of the above to widen the leadership team, to increase broad IFNA engagement and support for students can the Board consider a proposal to expand the SEG to a wider focus inclusive of all early career researchers (any stage of early career research, including students or graduates (Honours-post Baccalaureate, Postgraduate and Higher Degrees) with an appropriate change of name e.g. IFNA (SEG and) Early Career Researcher Group. To be further discussed at the July Board meeting.</p>

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

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	Bylaws document is still under development. Bylaws Committee met and finalising the document for Board consideration. Defer bylaws review to the July meeting.
Follow up	Lindsay Smith to ask Bylaws committee to bring their comment in more detail to the July Meeting. Question: Would the future sustainability and efficient oversight of IFNA be best achieved by the current size of the IFNA Board or be enhanced by an increased number of Board members?

Agenda Topic:	Communications Committee (Junko Honda)
Update	No meeting held in May

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
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Update	<p>Sent 3 Keynote speakers official letter.</p> <p>Planning for asynchronous virtual option for the conference. Will request presenters to pre-record their session to be able to offer it to virtual participants after presentation. Poster presenters will have the option for virtual presentation. Workshop will not be recorded.</p> <p>Conference Registration fees:</p> <ol style="list-style-type: none"> a. Early Member - \$550 b. Early Non-Member - \$680 c. Member - \$675 d. Non-Member - \$760 e. Student - \$350 f. Retired \$350 (**New**)
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Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<ul style="list-style-type: none"> • New Members: Dr. Hans-Peter de Ruiters, Director of the Glen Taylor Institute, has joined the Education Committee. • Dr. Tammy Newman from Minnesota State University will serve as the Education Committee representative on the Conference Planning Committee. We greatly appreciate her willingness to take on this role. • We are currently developing three webinars on the following topics: "Family Nursing Education and Simulation," "Scoping Review in the Field of Family Nursing," and "Cultural Safety." • Simulation, Informatics, and Technology Subcommittee: They have issued a call for simulation resources and are currently working on the received resources to present them on the website. • At the request of Teresa Gutiérrez-Alemán (IFNA Board Liaison), several members of the Education Committee have joined the IFNA website redesign group and are attending the meetings. • Several members have expressed difficulty in attending IFNC17 in Australia in person and have inquired about the possibility of hybrid participation. • There is an opportunity to appoint new co-leaders for various subcommittees due to the retirement or unavailability of some current members. • We are considering conducting a review on family nursing education.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	<p>Membership: Kristen reached out to the co-chairs via email and has not yet heard back from them. Kristen and Karyn Roberts met to discuss some ideas that might support the Membership Committee. Ideas included:</p> <ul style="list-style-type: none"> • combining efforts around mentoring with the membership committee and perhaps the communication committee. • Consider shifting the Membership Committee to a sub-group of the Communication Committee which may provide greater support for the work of the Membership Committee. <p><i>The following resulted from our brainstorming and offer topics to consider for discussion at the Board Level:</i></p> <ul style="list-style-type: none"> • Exploring ways through which the website could provide resources for current members to recruit new members (e.g., "benefits of membership" information); • Adding a 'button' that invites website visitors to indicate interest in membership and linking resources and information about what IFNA has to offer. Also, having a contact form that could be sent to a single membership email (who would

	<p>manage this?) The contact form could have a space to identify the individual who recruited them.</p> <ul style="list-style-type: none"> • Incentives for current members to actively recruit new members, for example, recognizing top recruiters and awarding them a discount on membership, or a discount on conference registration. • Off year virtual ½ conference: this could be organized by a chapter or two who could provide content. There could be a small/nominal fee. Marketing could go out to all current and previous members. • Consider updating/refreshing the LinkedIn page.
Action:	

Agenda Topic:	Nominating Committee (Kristen Abbott-Anderson)
Update	Work has been completed for this cycle.

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	Presented the Position Statement on Refugee Family Health at this meeting. Next meeting June 17th.

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	Discussed the Mentorship Program early in this meeting.

Agenda Topic:	Resource Advancement Committee (Conference Sponsorship Committee) (Linda Young / Suja Somanadhan)
Discussion:	<ul style="list-style-type: none"> • Suja Somanadhan has not been able to attend recent meetings we would like to request that Debbie Sheppard-LeMoine be appointed our Board Liaison. She is an active member of RAC. • Prospectus for IFNC17 - we reviewed the Prospectus and sent recommended changes to Debbie Zaparoni. Janet Deatruck will continue to work with her on it. • Plan for conducting marketing interviews for IFNC17 Sponsorships- We reviewed the PowerPoint which will be used during the interviews. IFNA Board members and a list of global stakeholders (including the Local Planning Committee for the Conference) will be interviewed. Next month we will finalize our plans and conduct the interviews in July and August. • Kathleen Knafel and Janet Deatruck will represent us on the Committee planning the new website.

Next IFNA Board Meeting

July 11, 2024 7:00am – 9:00am