

**IFNA Minutes
Board of Directors -
Conference Call
August 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:	June Horowitz, Teresa Gutiérrez-Alemán, Petra Brysiewicz, Lindsay Smith, Elisabeth Coyne, Karyn Roberts, Kristen Abbott-Anderson, Debbie Sheppard-LeMoine, Junko Honda
(Board Members n-11, Quorum n-6)	Staff: Debbie Zaparoni
Unable to Attend:	Suja Somanadhan
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0710 - 0715	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	July Minutes two minor corrections Kristen Abbott-Anderson made a motion to accept the minutes as corrected during the meeting. Motion was seconded by Teresa Gutiérrez-Alemán. Board voted; minutes were accepted as corrected. No abstentions

Agenda Topic: 0715 - 0725	Financial Report (Suja Somanadhan) (Attachment)
	July Financials Income was \$1,700 (Membership Dues). Expenses were \$6,412.21 (Primarily Management Fees). For a Loss of -\$4,712.21 Despite the expected loss during this non-conference year, the bank account remains healthy. Since the last board meeting, the Executive Committee approved of additional \$500 for required Event Insurance for AACN exhibit in October. Additional amount remains with the prior budget approved by the board for these marketing/promotional activities.
Discussion	No questions or comments

Agenda Topic: 0725 - 0735	Global Initiatives
Discussion	Received 5. Will seek alternative reviewers for this round due to potential conflict of interest in submissions and reviewers.

	Several proposals contain persons from the board so external reviewers to ensure no conflict of interest.
Person Responsible	Debbie Zaporoni has organized reviewers and will follow this up. Emails sent to applicants re timeline for review.

Agenda Topic: 0735 - 0750	IFNA Board Orientation Guide
Discussion:	Attached All Board members are encouraged to read or re-read the Board Orientation Guide.
Follow up:	No questions
Person Responsible:	Debbie Zaporoni

Agenda Topic: 0750 – 0800	IFN Foundation
Discussion	<ul style="list-style-type: none"> • A "pitch" was submitted to the Moore Foundation to seek/explore possible Funding support for IFNA • Project to offer publication opportunity in <i>JFN</i> for accepted abstracts is in process. Follow-up planned with <i>JFN</i> re: specific requirements. Likely fee : \$100 per published abstract. Would provide publishing opportunity for members and would raise some money for IFNF if a good response. Coordination with Debbie Z re: notification discussed and planned. • IFNC17 related plans <ul style="list-style-type: none"> ○ Creative ideas about a race or walkathon to Australia. Plans in process to organize and plan. Perhaps coordinate sponsorship with onsite donations, like Pot of Gold. ○ Issue raised re: importance of articulating the fundraising "cause." • Leadership transition: Nicole Letourneau will assume the IFNF Chair position, Jan 1. Discussion ensued about an open Board position and secretary role. Decision deferred to next meeting. <p>Question from Karyn Roberts does Kassalen support the foundation. Debbie Zaporoni noted that they do but only needed for a few aspects.</p>
Person Responsible	

0800 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Chapters	<p>Australia / New Zealand</p> <p>We had a successful webinar 16 persons attended with good questions and connections. The webinar was recorded. https://youtu.be/p16ANR9p-nY?si=if90HU4FdAp2Ytef</p> <p>Chapter Newsletter https://sway.cloud.microsoft/TpemVlh4MvxjscL6?ref=Link</p> <p>Two questions from AUSNZ chapter answers as follows:</p> <ul style="list-style-type: none"> • Student support for the conference, foundation supports the students from the honor families and giving Tuesday, no restrictions to students. • Abstracts accepted for 1 oral and 1 poster in the past to ensure equity and enable conference slots to be filled. <p>UK and Ireland</p> <p>No update</p>
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	<p>African Chapter Established secretariat support for the chapter – Dr Udes Naidoo. Will work in collaboration with Prof Brysiewicz and Dr Chironda.</p> <ul style="list-style-type: none"> • Updating members of the chapter and recruiting (ongoing activity) • Planning the chapter newsletter (in progress) • Upcoming webinar – 21 August “<i>Orientation to scoping reviews: Advancing Family Nursing in Africa</i>” <p>Submitted a letter of intent for the call “Supporting Global Family Nursing Initiatives 2024” led by Dr Geldine Chironda</p> <p>Ibero-American Chapter</p> <p>No meeting since last BOD meeting, submitted a letter of intent for the call “Supporting Global Family Nursing Initiatives 2024”</p>
Update	

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

Agenda Topic:	Awards Committee (Karyn Roberts)
Update	No specific work at this time.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	Bylaws document is still under development.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<ul style="list-style-type: none"> • Two new members added in CC. Makato Tsukada (Japan, JARFN member, IFNA Acute Cluster member) Minae Fukui (Japan, JARFN member) • Website redesign: Janice, Joel, & Debbie have been working with Peter and David on website redesign and have approved latest round of designs and work • Research Committee liaison: Anne Ersig Discussion of role of liaison and activities between the Communications and Research Committees • CPC invited co-chairs of CC in August CPC meeting to discuss PR of IFNC17.

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	Meeting was held on 25 July 2024 The following discussion points:

1. Key Dates: Call for Abstracts (September 13th), Workshops and Expert Lectures (September 20th); upcoming Webinar: How to Write a Winning Abstract (August 14th)
2. Virtual option decisions
 - a. Virtual asynchronous program will be available after the conference: *Need to verify if presentation recordings can be made visible shortly after the live presentation in Perth. Can a preset release date & time be generated through the Oxford platform so presentations can go live automatically after the on-site presentation?*
 - b. Poster and paper presentations will be made available to post through Oxford. Presenters will be instructed to include their email addresses for participants' questions.
 - c. Paper presentation recordings will be requested with designated time limit and due date.
 - d. Pre-conference workshops will not be recorded.
 - e. Virtual posters: need contact information visible (email preferably and/or QR code)
 - f. Communications committee will be asked to leverage social media to disseminate for registration
 - g. Family panel will not be pre-recorded (Live recording will be dependent on cost)
 - h. *Unknowns & decisions to be made:*
 - i. *Can keynote and expert lectures be recorded on site (need cost for on-site recordings) or will speakers need to pre-record?*
 - ii. *New AV company started in July – need to get logistics r/t recording possibilities on site & costs*
 - iii. *Virtual posters: Who can view and when (esp. for virtual attendees?) Can we get a monitor at the hotel with continuous cycling of posters?*
3. Advertising:
 - a. Available after the conference and potentially shortly after the live on-site presentation
 - i. "Selected" pre-recordings of podium presentations
 - ii. Keynote speakers and expert lectures
 - b. *Need to contact Communications to help disseminate conference information (e.g., registration, call for abstracts)*
4. Country Liaison Update – great group of liaisons, working hard to increase visibility of the conference
5. Resource Advancement Committee Update (future - Conference Sponsorship Committee)
6. Banquet Options (including Transportation) – discussion re various options – away from conference venue
7. Entertainment for Opening & Closing Ceremonies – highlighting uniqueness from country etc.
8. Conference structure:
 - a. Conference will be promoted Tuesday, June 17 – Friday, June 20th to include **Workshops held Tuesday.**
 - b. Family involvement in the conference and the planning? (Local (Perth) family/families; Panel or interview format; topic?)
 - c. Include discussion panels? Professional panel and family?
9. Update Invited speakers – **formal invitations sent**
 - a. Lynore Geia (Australia) – cultural safety from a first nations perspective.

	<p>b. Sakiko Kanbara (Japan) – disaster management, technology and informatics. (accepted)</p> <p>c. Minette Coetzee (South Africa) advancing clinical practice (accepted)</p> <p>10. Conference Registration fees, same as 2023 and used for budget preparation for decision-making for IFNC17</p> <p>a. Early Member - \$550</p> <p>b. Early Non-Member - \$680</p> <p>c. Member - \$675</p> <p>d. Non-Member - \$760</p> <p>e. Student - \$350</p> <p>f. Retired \$350</p> <p>g. Virtual</p> <p>11. CEU for US participants (Donna Curry)</p> <p>Compiled by: Petra Brysiewicz</p>
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Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	Education Committee did not meet since the last BOD meeting, therefore, no updates this time.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	No meeting held. No update
Action:	

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	No further updates. Work completed for this election term.

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	<p>Meeting held 8 July 2024</p> <p>Updates and sharing from committee members.</p> <ul style="list-style-type: none"> • Discussion re manual versus AI generated minutes • Board update – no meeting to report on • Joint meeting with Education Committee – been working collaboratively to review global competencies (asking IFNA members to send from their own countries) re Family Nursing practice • Scoping review update: Coordinating team working on updating the search and new 20 articles included. Analysis and manuscript then needs refinement. Hope to have all ready by end of July to have it ready for submission to the whole committee and later submission to the Journal of Nursing • Update from the board re research – “letter of intent re project” as per current call. To think about whether the committee wants to put in a “letter of intent” from this committee re doing the committee project. • Narrative update: collecting all data, some narratives need to be translated, over 20 stories. The E book development is ongoing. • Congratulations on Debbie Sheppard-LeMoine on being elected onto the board. • Refugee document revisions ongoing

	Report compiled by Petra Brysiewicz (was off sick and not present at the meeting but report compiled from recording of meeting)
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Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	No research Committee was held in July.

Agenda Topic:	Resource Advancement Committee Meeting (Conference Sponsorship Committee)
Update	<ol style="list-style-type: none"> 1. A short survey was sent to the BOD members to garner input and guidance regarding IFNC17 sponsorships. Responses are expected by August 12, will be aggregated, and content analysis will be conducted. 2. Our Oceania liaisons have compiled a list of Universities, Healthcare, and other organizations to solicit to become sponsors and/or exhibitors at IFNC17. A letter has been drafted targeting University leaders and will be sent when the prospectus is ready for distribution. 3. Final changes to the prospectus are being completed. 4. Many new country liaisons have been recruited from multiple Asian countries and North America who have broad collegial networks and will promote IFNC17. More will be purposely recruited for underrepresented regions. 5. Naixue Cui alerted committee members of the very sensitive nature of the relationship between Taiwan and China. Individuals from China are not allowed to be members of any group that recognizes Taiwan as a country. This issue has implications for listings in the conference program and opening ceremony as well as the IFNA website listing of country liaisons. RAC members recommended that our members who are on the BOD seek clarification from the BOD on how to list China and Taiwan in the program. 6. Plans are underway to identify potential IFNC17 sponsors based on previous sponsorships and IFNA members who may be able to be an influential contact for each. We will also pursue obtaining lists of FNP programs in the US and North American schools of nursing that are PAHO and WHO collaborating centers to target for sponsorship. 7. Discussed the materials to be used to exhibit at the American Association of Colleges of Nursing conference (staffed by Karyn Roberts) and the upcoming JARFN meeting (staffed by Junko Honda). The RAC appreciates the BOD approval of funds for these opportunities.
	<p>Board discussion related to the conflict for Chinese representatives when Taiwan is also recognized as a country.</p> <p>Robust discussion about how other international organizations present these two countries. Also to focus on the values of the IFNA which is family above politics and how the association want to present. Noted that this was a very sensitive issue and further advice, and review would be conducted.</p>

Next IFNA Board Meeting

September 12, 2024 7:00am – 9:00am