

**IFNA Minutes
Board of Directors -
Conference Call
October 10, 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-10, Quorum n-6)	June Horowitz, Teresa Gutiérrez-Alemán, Junko Honda, Lindsay Smith, Elisabeth Coyne, Karyn Roberts, Kristen Abbott-Anderson, Debbie Sheppard-LeMoine, Staff, Petra Brysiewicz, Debbie Zaparoni
Unable to Attend:	Suja Somanadhan
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	September Minutes A few changes accepted. Debbie Sheppard-LeMoine made a motion to accept the minutes as corrected during the meeting. Motion was seconded by Junko Honda. Board voted; minutes were accepted as corrected. No abstentions.

Agenda Topic: 0710 - 0715	Financial Report (Suja Somanadhan) (Attachment)
	September Financials Income was \$4,625 (Membership Dues). Expenses were \$9,901 (Management Fees, Wild Apricot Renewal). For a Loss of -\$5,276 Despite the expected loss during this non-conference year, the bank account remains healthy.
Discussion	

Agenda Topic: 0715 – 0735	Policy Tool Kit (Petra Brysiewicz) Attachment
Discussion	Petra Brysiewicz shared the development of this tool kit and how it was developed. The idea is to create a way for the clinician to link policy to practice. Petra Brysiewicz asked if this could be designed and developed to be a IFNA branded policy tool kit. June Horowitz agreed this would be a good idea. Lindsay Smith noted that the sub committee names need to be added as an acknowledgement. Teresa Gutierrez Aleman noted that the details of their universities and countries / regions should be included. Motion to approve the Tool Kit by Petra Brysiewicz, seconded by June Horowitz. Board voted to accept. Karyn Roberts abstained she was not in the meeting at that time.
Person Responsible	Debbie Zaparoni will follow up with the Glen Taylor Nursing Institute, MNSU Mankato if they are able to help with design and branding.

Agenda Topic: 0735 – 0755	Position Statement Refugee Family Health Attachment
Discussion	This is final version seeking approval from the board. Motion to endorse from Kristen Abbott-Anderson seconded by Junko Honda. Board voted to accept the final version of this new IFNA Position Statement. Debbie Sheppard-LeMoine abstained, she was on this committee.
Person Responsible	Debbie Zaparoni will send back to the committee and then approach the Glen Taylor Nursing Institute, MNSU Mankato for formatting.

Agenda Topic: 0755 – 0810	Sensitive Regional Issues – China and Tawain
Discussion	Attachments (Chat GPT description and email from IFNA member in China) Debbie Zaparoni shared this is a very sensitive issue. A possible solution would be to have countries and regions listed and voiced at the conference. Maybe instead of flags, there is a display of photos and highlight regions. Chinese Taipei used at the Olympic games this may be a good option. Elisabeth Coyne put a motion to use language that is acceptable for both China and Taiwan. Words such as country and regions, celebration of attendance countries and regions represented. Welcome ceremony for attendees. Display of photos rather than flags. Use the term Chinese Taipei for the conference. Seconded by Karyn Roberts. Board voted to accept the new wording. No abstention.
Person Responsible	June Horowitz will email the IFNA liaison member from Taiwan to check her response and inform her of the discussion. Debbie Zaparoni will highlight this with the conference committee.

Agenda Topic: 0810 – 0815	IFN Foundation (June Horowitz)
Discussion	Meeting held October 9 th . Planning initiative for Giving Tuesday Dec 3 rd . Hoping to identify ambassadors to raise IFNA profile. Looking for persons across their board and the IFNA board. Ideas for fund raising- run or walk to Perth sponsored to raise money. Exploring options. New name for Pot of Gold to link with Australia. Moving ahead with publishing abstracts. Foundation considering an amendment to the Bylaws, which will allow them to create working groups from IFNA members. Board reviewed Motion to approve Section 4.9 of the IFN Foundation bylaws. Motion to accept Elisabeth Coyne, seconded by Lindsay Smith, board voted to accept, no abstentions.
Person Responsible	

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

Chapters	AusNZ October Newsletter - https://sway.cloud.microsoft/NohVxLlkGeOGNlRj?ref=Link Discussion around building membership and developing progression planning for chair. Promote the idea of international mentorship to increase membership. Ibero-American <ul style="list-style-type: none"> The Chairs of the Chapter, Dr. Maria Do Ceu and Dr. Fernanda Machado, convened a meeting with all chapter members on September 20th to discuss the submission of abstracts for oral presentations, posters, and workshops for IFNC17 in Australia. It
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	<p>was ultimately decided to submit one communication for each category, with all presentations focusing on the establishment of the IFNA Iberoamerican Chapter and the translation of family nursing knowledge within the regions represented by the Chapter.</p> <ul style="list-style-type: none"> • Additionally, Teresa Gutiérrez-Alemán provided a comprehensive update from the IFNA Board. • The group also discussed potential international funding opportunities. A representative group of members, in collaboration with the Chairs, is actively evaluating the feasibility of applying for these funding options. • The recent meetings have seen high levels of participation and engagement from chapter members, leading to fruitful discussions aligned with the Chapter's action plan. <p>UK and Ireland IFNA—UK Ireland Chapter update: We had our chapter meeting on September 26th. I have several plans related to blogs and webinar series for 2024-2025. We will be hosting a webinar on October 21st from 12:30 to 14.00 UK time.</p>
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Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Update	<p>Lindsay Smith presented the idea of Glen Taylor institute working with the group. The group is supportive of the group being broadened to student and early career researchers.</p> <p>Co-leadership with current leader is welcomed. Need for support with social media. Kristen Abbott-Anderson suggested linking the group leader Wendi Smith with the Glen Taylor Institute.</p>
	Petra Brysiewicz will talk informally to Lynn Kuechle Glen Taylor institute and then set up a formal connection to the group.

Agenda Topic:	Awards Committee (Karyn Roberts)
Update	<p>No meetings planned and indeed plan to conduct much of the process online this round because of the challenges with finding a time that works for the committee members. So far this year we have worked to refresh the membership of the awards committee and now have more members from around the world which is great.</p> <p>Last year we reviewed and updated the documentation and the plan from here is to send out the documentation to the committee so that they are familiar with this.</p> <p>We plan to put the call for nominations out early October, closing in February and with successful candidates informed by early March to give them time to make travel plans if they have not already registered to attend the conference.</p>

Agenda Topic:	Bylaws Committee (Lindsay Smith)
Update	<p>Report from Lindsay Smith: Thank you for accepting the tabling of the proposed IFNA Bylaws amendments. These will be sent to Debbie Zaporoni and June Horowitz to review and then send to the board for review.</p> <p><i>Thinking back 12 – 18 months IFNA was challenged with internal tension in preparation for IFNC16. Tensions predominately in excited expectations of meeting in person for IFNC16 following the Covid-19 pandemic restrictions. Both the RAC and The Foundation had strong visions of supporting IFNC16 and IFNA.</i></p> <p><i>In this context, I would like to thank the Board and the Bylaws Committee members for kindly allowing me as the Chair of the Bylaws Committee to cautiously and at times purposefully slowly progress the proposed amendments to the IFNA Bylaws.</i></p>

	<p><i>Through the past President Veronica and the President June the dreams of the RAC and the Foundation I believe have been harnessed and I hope reflected now in the proposed amendments.</i></p> <p><u>The main acts proposed are:</u></p> <ul style="list-style-type: none"> - The name change of the RAC - The recognition of the Foundation in the Bylaws - The expansion of the Board back to 1 extra person to account for the reduced Board membership following the reductio of the Past Presidents term of Office - An attempt to simplify the language of the Bylaws to increase the accessibility for our growing international membership, while maintaining the necessary legal elements - Strengthen the member focus alongside clarifications to the Board's role and Committees relationships
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Agenda Topic:	Communications Committee (Junko Honda)
Update	<ul style="list-style-type: none"> • Website redesign: Janice, Joel, & Debbie reviewing final design and content by 10/4/24 before going live with the new website. • Research Committee liaison: Anne Ersig Discussion of IFNA news post form and application to education, practice, and policy
	Debbie Zaporoni will follow up with website design to identify any concerns and when the website will be open.

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)																																																																										
Update	<table border="0"> <thead> <tr> <th>Country</th> <th>Count</th> <th></th> </tr> </thead> <tbody> <tr> <td>Australia</td> <td>20</td> <td>23 Countries</td> </tr> <tr> <td>Brazil</td> <td>3</td> <td></td> </tr> <tr> <td>Canada</td> <td>6</td> <td>203 Submissions (178 Unique)</td> </tr> <tr> <td>China</td> <td>11</td> <td>1 submitted 4</td> </tr> <tr> <td>Denmark</td> <td>5</td> <td>2 submitted 3</td> </tr> <tr> <td>Iceland</td> <td>6</td> <td>18 submitted 2</td> </tr> <tr> <td>India</td> <td>2</td> <td></td> </tr> <tr> <td>Indonesia</td> <td>5</td> <td></td> </tr> <tr> <td>Ireland</td> <td>1</td> <td>Checked Virtual (V) - 78</td> </tr> <tr> <td>Japan</td> <td>32</td> <td>Oral Presentation - 72 (V-8)</td> </tr> <tr> <td>Korea, Republic of</td> <td>6</td> <td>Poster Presentation - 73 (V-46)</td> </tr> <tr> <td>Malawi</td> <td>1</td> <td>Either - 57 (V-24)</td> </tr> <tr> <td>Malaysia</td> <td>1</td> <td></td> </tr> <tr> <td>Netherlands</td> <td>2</td> <td></td> </tr> <tr> <td>New Zealand</td> <td>1</td> <td></td> </tr> <tr> <td>Portugal</td> <td>17</td> <td></td> </tr> <tr> <td>Spain</td> <td>2</td> <td></td> </tr> <tr> <td>Sweden</td> <td>4</td> <td></td> </tr> <tr> <td>Switzerland</td> <td>5</td> <td></td> </tr> <tr> <td>Taiwan</td> <td>1</td> <td></td> </tr> <tr> <td>Thailand</td> <td>8</td> <td></td> </tr> <tr> <td>USA</td> <td>62</td> <td></td> </tr> <tr> <td>United Kingdom</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>Abstracts received are 2/3 of what is typically received in this initial call for abstracts. Debbie met with Crown Perth regarding options to reduce the contract commitment without penalty from 350 to 250. Food & Beverage reduction will be the larger impact for the hotel. We</p>	Country	Count		Australia	20	23 Countries	Brazil	3		Canada	6	203 Submissions (178 Unique)	China	11	1 submitted 4	Denmark	5	2 submitted 3	Iceland	6	18 submitted 2	India	2		Indonesia	5		Ireland	1	Checked Virtual (V) - 78	Japan	32	Oral Presentation - 72 (V-8)	Korea, Republic of	6	Poster Presentation - 73 (V-46)	Malawi	1	Either - 57 (V-24)	Malaysia	1		Netherlands	2		New Zealand	1		Portugal	17		Spain	2		Sweden	4		Switzerland	5		Taiwan	1		Thailand	8		USA	62		United Kingdom	1			
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	<p>anticipate only reducing meeting space by 1 room, and not reducing our room night commitment currently.</p> <p>Edith Cowan University (Lisa Whitehead) has committed to Diamond Sponsor (\$10,000) for IFNC17. Junko is budgeting \$1,300 in the JARFN budget for IFNC17 Support.</p> <p>IFNA will be contracting with Frasers <i>Kings Park</i> for the banquet dinner on Wednesday evening for IFNC17.</p> <p>Debbie Zaparoni shared that there will be late breaking abstracts to boost this number. No date organized as yet.</p>
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Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<ul style="list-style-type: none"> • Meeting Date: September 17th, 12:00 EDT • Approval of Minutes: The minutes from the May 21, 2024, meeting were reviewed and approved. • Update from the Board: Teresa Gutiérrez-Alemán. • Simulation, Informatics, and Technology Subcommittee: Currently working on developing several webinars to support the integration of simulation and technology into family nursing education. • Communications and Newsletter Subcommittee: The subcommittee is seeking a new co-leader (current leader: Maya Bastian). Hans Peter de Ruyter has agreed to be featured in an upcoming newsletter. • Family Nursing Education Resources Subcommittee: This subcommittee has not met recently but is planning to convene the entire group in the near future. • Position Statement Work: A subgroup of six IFNA members has worked diligently throughout the summer and continues to do so to complete the update of the IFNA Position Statements. As part of this process, a communication has been submitted for presentation at IFNC17 in Australia. The results from the first phase of this project were presented at IFNC16 in Dublin. • Upcoming IFNA Education Sub-Committee Meetings 2024: October 15, December 17. • Upcoming IFNA Education Full Committee Meetings 2024: November 19.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	<p>Meeting held September 16, 2024, with 5 members present.</p> <p>Robust discussion about possible outreach strategies that spurred from the BOD suggestions about the committee having a presence at the conference including hosting a table and/or participating in the Business meeting.</p> <p>Ideas included:</p> <ul style="list-style-type: none"> • A letter welcoming new members that would provide information about opportunities to become actively involved with IFNA. Members discussed a plan to: • Reach out to members who are up for renewing their membership • Send acknowledgement of members who renew their membership <p>Jyu-Lin generously offered to sponsor another \$2000 for membership scholarships this year with outreach to students, faculty & staff in LMIC (as she has done in the past year).</p> <p>Renewal of scholarships: the committee agreed that renewal scholarships could be offered and that individuals seeking renewal would be encouraged to become active on an IFNA committee. Debbie noted that most scholarship recipients already have joined a committee.</p>

	<p>An announcement of scholarship availability will be posted on the IFNA website, with interested persons advised to contact Debbie who is able to enter the membership into the system.</p> <p>New committee member recruitment: committee members will reach out to conveners of chapters and ask them for recommendations for new members for this committee. Reviewed membership representation and identified a need for a member from Europe. There may already be an individual from Iceland who is interested in joining but could not attend this meeting.</p> <p>Next meeting scheduled for November 4, 2024</p>
Action:	

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	No work needed at this time.

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

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	<p>Updates on the various subcommittees; A few points of interest: 1. Looking for leadership for the family dyadic group; 2. Pediatric subcluster-manuscript accepted at JFN (in press--will share link when published)-Father's Engagement in Caring for Their Child with a Chronic Condition 3.Acute care group--manuscript in preparation, 4. New group Translational Group (focused on family interventional research)- manuscript in prep; 5. Policy Ad Hoc group-- toolkit and umbrella review-abstracts submitted for oral presentation and workshop. 6. Genomics/Genetics group--not an official cluster but a group has submitted for a workshop on Genomics and Family Nursing. 7. Family Ethics; working on a scoping review</p> <p>Upcoming all member meeting: Presentation on organizational ethnography methodology and family nursing by Hans-Peter de Ruiter (Glen Taylor)</p> <p>IFNC 17: Advancing support</p> <p>a. Discuss pros/cons and “how” related to creating a complimentary video to be shared to promote IFNC17; will recruit Volunteers from early stage, mid-career, seasoned investigators to create a brief video clip related to why they find value in attending IFNC</p> <p>Discussion on the Mentorship program grant (led by Cindy Danford and Kim Mooney-Doyle) on the methodology, recruitment, focus groups and survey questions for this project.</p> <p>Board Request:</p> <p>BOD to consider suggesting to the Practice and Education Committee do something similar, i.e. video, so there is consistency across all areas in the promotion of IFNC17. Might there be some tech help from somewhere, i.e. webmasters or other IFNA resource who might be able to help with the editing of final products which could be shared with IFNA members to disseminate in their networks.</p>
Action	Petra Brysiewicz will follow the video idea up at the conference planning committee.

Agenda Topic:	Resource Advancement Committee Meeting (Conference Sponsorship Committee)
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Update	<ul style="list-style-type: none"> • Veronica Swallow will join us in November to discuss fund raising in the UK; we are also hoping that she may join us long term. • Update of committed funding- Edith Cowan University has applied to be a Diamond Sponsor (\$10,000.00); Junko is working on the Japanese Association for Research in Family Nursing (JARFN) budget and they submitted a budget for sponsorship of \$200,000 yen which is about \$1300 in US dollars • Potential lead- Patricia M. Davidson- Vice Chancellor- University of Wollongong; we have one abstract accepted from there; as a former Dean of Johns Hopkins, she was supportive of IFNA and responsive to our communications; she is not on the local planning committee list; Janet or Suzanne can contact her but will await additional input before doing so from the local group • Local planning committee- Lisa Whitehead requested development of a handout for local vendors since they were not included in the prospectus. Debbie will work on a registration form for the local vendors and coordinate the process with the local group who would send out the form to their contacts. • CPC- 203 abstracts were submitted /about 183 people submitted those abstracts; these numbers are about 2/3s of those generally received for a 1st abstract submission; we did receive more expert lecture and workshop submissions (10 expert lectures and 15 workshops); unclear how potential changes may impact numbers for “late breakers”. Debbie is meeting with the Crown Perth Hotel re: decreasing our room commitment; this decrease also would affect the governmental and Hotel reward back to IFNA that is based on the number of attendees • Board of Directors meeting updates- Suja communicated that the Board voiced their appreciation of RACs efforts in supporting the Conference and IFNA • AACN Exhibit – Debbie is preparing to send out copies of the Prospectus and FAQs to the conference site. • Dean contacts-Linda will coordinate Dean letters which are drafted and will be sent; follow-up emails will be assigned to RAC members during the next meeting. Debbie SL will be working with the Canadian contacts and editing the US Dean letter for suitability. Since the IFNA website is under construction, we will send the prospectus as an attachment the emails. • Kathy will be meeting with the Taylor Foundation Advisory Committee and Sandra advised Kathy to think about IFNA’s overall relationship with the Foundation first and then think about how to solicit RAC sponsorships from them. The Taylor Foundation leadership has also approach IFNA to reengage so there is room for dialogue during that process. We were advised to then work it out on the School level and not go to the President at this time. • Individual sponsorships- it was suggested that a general email to IFNA members be sent to inform individuals of the opportunity for individual sponsorship after emails have been sent to the Board and RAC. Discussion took place on role modeling the giving/sponsorship we want others to do. • A letter to solicit sponsorships from healthcare organization leaders has been created and will be sent to those who have contributed previously and to those organizations from which abstracts were submitted.
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Agenda Topic: 0855 - 0900	Process Meeting: Progressed well through a very busy meeting, June Horowitz thanked the board for their engagement.
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Next IFNA Board Meeting
November 14, 2024 7:00am – 9:00am