

IFNA Minutes

November 14, 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, Debbie Sheppard-LeMoine, Suja Somanadhan, Petra Brysiewicz [linked in at the 1 hr mark] Staff: Debbie Zaparoni
Unable to Attend:	Kristen Abbott-Anderson
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	October Minutes accepted with no changes Lindsay Smith made a motion to accept the minutes as correct during the review. Motion was seconded by Karyn Roberts. Board voted; minutes were accepted. No abstentions.

Agenda Topic: 0710 - 0715	Financial Report (Suja Somanadhan) (Attachment)
	October Financials Income was \$2,750 (Membership Dues). Expenses were \$7,456.17 (Management Fees, Insurance – Director/Officers). For a Loss of -\$4,706.17 Despite the expected loss during this non-conference year, the bank account remains healthy.
Discussion	Elisabeth Coyne asked about the payment methods (PayPal) and if other had concerns, Debbie Zaparoni highlighted very few members have concerns. PayPal is the payment gateway for IFNA. It is not required to create or use a PayPal account to make payments for membership or events. Although it is not always clear/obvious, there is a “continue as a guest” or “pay with a credit card”.

Agenda Topic: 0715 – 0720	Association Management Contract Renewal – Kassalen Meetings & Events (KME)
Discussion	Coming due and in review. Will be sent to BOD for final review and approval at the December meeting.
Person Responsible	June Horowitz and Petra Brysiewicz are reviewing and will ask for Board comment after it is sent to them.

Agenda Topic: 0720 – 0730	IFNA Bylaws (Lindsay Smith) Defer to December meeting to allow for a thorough review of the board before going to the membership for review / approval.
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	<p>The main acts proposed are:</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 reduction 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
Discussion	No discussion as final document not yet prepared.
Person Responsible	Lindsay Smith

Agenda Topic: 0730 – 0735	AACN Exhibit (Karyn Roberts)
Discussion	<ol style="list-style-type: none"> 1. People took the literature that was out, including the sponsorship info. I am not sure what will come of this but perhaps reach out to this list with a follow-up email about sponsorship as well. 2. I encouraged late breaking and asynchronous as an option for Deans and those who stopped by to take to their faculty. 3. I tried to promote the value of IFNA for students, early career and other faculty as a place to engage in family nursing scholarship, practice, education, and research and mentioned mentoring as an example of something we are working on. 4. There was a dean and 4 of her faculty from Ponce Medical University in Puerto Rico—I introduced them via email to Teresa and Lucia from the Ibero-American chapter. They were enthusiastic and I was unable to say if we had members from Puerto Rico. 5. Jane Lassetter was there and stopped by as was Marilyn Swan from the IFNA Foundation. There were a handful of people who at one time were IFNA members and/or presented that also stopped by and I encouraged them to consider reengaging and/or encouraging them to share with their faculty.
Person Responsible	Karyn Roberts

Agenda Topic: 0735 – 0745	Sensitive Regional Issues – China and Tawain (June Horowitz)
Discussion	June Horowitz explained that we had discussed this at the board and decided to use universal language “Words such as country and regions, Chinese Taipei, 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.” June Horowitz explained that at American Academy of Nursing, the words Country of Hong Kong and Country of Taiwan was used. Suja Somanadhan noted that this is good way to ensure IFNA does not take a political stance.
Person Responsible	June Horowitz

Agenda Topic: 0745 – 0800	Mentorship Program (June Horowitz)
Discussion	June Horowitz suggests the board should be proactive regarding mentorship to ensure a clear process for mentorship. Suja Somanadhan shared how the research committee was keen to progress mentorship and pilot the mentorship. Suja Somanadhan stated board may need to express our support but June Horowitz suggested that it doesn’t need to be a large research project but a simpler process of mentorship. Karyn Roberts explained that the Research Committee is approaching as a research project with ethics. June Horowitz wanted to see if an announcement at the conference and a round table process with hopefully the start of mentorship for the conference. June Horowitz asked if Karyn Roberts and Suja Somanadhan could take this back to the research committee.
Person Responsible	Karyn Roberts and Suja Somanadhan to discuss this with the research committee.

Agenda Topic: 0800 – 0810	IFN Foundation (June Horowitz)
Discussion	No meeting for this month, next one in December. The foundation is working on Giving Tuesday and other ideas for fundraising.

0810 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Chapters	<p>AusNZ https://sway.cloud.microsoft/vYXaEI2bpy5FEYph?ref=Link YouTube for chapter https://www.youtube.com/@AusNZInternationalFamilyNu-i5l/videos</p> <p>African Petra Brysiewicz not available to report.</p> <p>Ibero-American Teresa Gutiérrez-Alemán shared how they have met and begun organizing and planning the chapter activities. The chapter has submitted workshop for the conference.</p> <p>UK and Ireland Suja Somanadhan Webinar palliative care and the role of family nurses. Excellent webinar and good attendance 20 persons. Veronica Swallow has stepped down from the UK chapter chair role. The chapter has their own website and someone leads the social media.</p>
Update	

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
Update	Update on connecting with the Glen Taylor Nursing Institute for Family and Society, MNSU-Mankato Lindsay Smith explained that Wendi Smith very keen for the relationship with the Glen Taylor Nursing Institute. Petra Brysiewicz said when she organizes the meeting it will be a joint meeting with Wendi Smith and Lindsay Smith to work out details of student engagement. Petra Brysiewicz also discussed the option of fireside chats at the conference with experts and develop mentorship options.
	Petra Brysiewicz will follow up with the Glen Taylor Nursing Institute

Agenda Topic:	Awards Committee (Karyn Roberts)
Update	Karyn Roberts explained that the email advertisements had been sent out and please share. They are due February. June Horowitz suggested that board members might encourage nominations of members of IFNA. Debbie Zaporoni highlighted the cultural differences related to nominations, eg, reluctance to self nominate.

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	No further information except what was reported earlier.

Agenda Topic:	Communications Committee (Junko Honda)
Update	No meetings last month. Meeting is late Nov. Debbie Zaporoni explained the website has been developed with place holders, this needs to be checked to ensure the correct information is presented. Joel and Janice Bell have been working on categories and tags and will report this back to the website developers. The conference links need to be updated and live ready for conference registrations.
	Junko Honda

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	Debbie Zaparoni gave an update based on her meetings. Abstracts have been reviewed and scored and final decisions will be made soon. A plan for presentations will be started. Planning for registration to be open for December. Elisabeth added that Lisa Whitehead working with the chapter for any jobs that need to be done and also the changes about the dinner for the conference. Late-Breaking Call for Abstracts will be December 2nd through January 21 st . This can be shared to encourage submissions

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	No meeting since last board meeting Debbie shared that Hans-Peter from Glen Taylor nursing institute would like to do a webinar for IFNA. There are a few others with interest to present a webinar. Comments from Elisabeth Coyne and Suja Somanadhan related to sharing webinars between chapters and for members in IFNA.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	<p>Membership Committee:</p> <p>Committee meeting held November 4, 2024 with 4 in attendance plus the board liaison.</p> <p>Kathy Knafl, new Membership Committee member, drafted a welcome letter intended to be sent to new members that provides information to support the new member's engagement. Additional letters were discussed that could also be sent:</p> <ol style="list-style-type: none"> 1. Letter for people who renew membership · 2. Letter encouraging renewal before membership expires · 3. Letter for people whose membership has lapsed/expired. 4. Kathy will work on the three additional letters and share at the next meeting. <p>The committee members suggest that these letters are signed by the president. Question to the Board: What are thoughts about the President signing these letters?</p> <p>Board liaison Kristen and new committee member Kathy Knafl expressed some concerns to President Horowitz prior to the Board Meeting due to Kristen's absence this meeting. The concern was regarding lack of action from the committee co-chairs on action items identified in recent meetings. The Board Liaison and Kathy Knafl encouraged the co-chairs to reach out to European-based conveners of chapters to identify potential new members who could join the committee, but there was little to no take-up of that idea; no outreach had been done and there was no commitment to reaching out.</p> <p>Kristen, as liaison, was hoping the Board could discuss this situation and provide advice.</p> <p>Next Membership Committee meeting is scheduled for January 27, 2025.</p>
Action:	<p>June Horowitz was happy to endorse this suggestion and agreed that she would sign membership letters. The board members agreed and supported this. Suja Somanadhan shared how when she was a member it was hard across the time zones. There was a suggestion about discount on membership for members joining the membership committee. June Horowitz explained how this committee had struggled with members for a long time. The committee needs to be reinvigorated. Karyn Roberts talked about how the chapters may be able to encourage membership.</p> <p>Debbie Sheppard-LeMoine shared how she is going to talk with past members and encourage new members in Canada. Debbie Zaparoni talked how membership has always fluctuated around conferences and people don't sustain their membership between conferences.</p>

	Membership is challenging and also the age of members who are now retiring. Suja Somanadhan shared how the chapter membership is also challenging to sustain. Maybe a live meeting to chat with experts and ask about IFNA. Teresa Gutiérrez-Alemán discussed the two aspects how to retain members and how to attract members, develop a plan of action and what makes us different. Initiatives such as mentorship program, network for young researchers. Karyn Roberts shared how when she manned the AACN booth at the conference the question of ‘what is family nursing’ came up. What do we have to offer – webinars, mentorship, how is this advertised.
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Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	No meeting

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

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	All member meeting was held on Oct 22. Presentation by Hans-Peter de Ruiter who spoke on Institutional Ethnography: A Method of Inquiry in Family Nursing Research. Next meeting is Tuesday Nov 26th.

Agenda Topic:	Resource Advancement Committee Meeting (Conference Sponsorship Committee)
Update	<p>The office has hard-copies of the Sponsorship Opportunities for IFNC17.</p> <ul style="list-style-type: none"> • The RAC has reiterated the importance of IFNA Board members fully understanding their role in identifying and securing funding opportunities. This step is essential to sustain. • In November, Veronica Swallow joined the team to share insights into funding strategies within the UK. Her expertise is expected to help broaden IFNA’s funding base and improve outreach in the region. • <i>Edith Cowan University</i> has applied to be a Diamond Sponsor, committing \$10,000 USD. • <i>Japanese Association for Research in Family Nursing (JARFN)</i> is actively working on their budget under Junko’s guidance. They submitted a sponsorship budget of 200,000 yen (approximately \$1,300 USD) to support the conference. • Suja provided an update from the Board of Directors meeting, noting the Board’s appreciation for RAC’s dedicated efforts in supporting the Conference and broader IFNA initiatives. • Debbie Zaporoni presented an update on the AACN exhibit, highlighting plans and potential outcomes for engaging attendees and raising awareness of IFNA’s mission. • Veronica Swallow, Linda Young, and Suja provided updates on their efforts to explore funding opportunities across the UK and Ireland, despite various challenges in the current economic environment. • Debbie Sheppard-LeMoine will also reach out to Deans and university leaders in Canada to discuss potential support options for the conference. • Barbie Giambra and Suja discussed potential strategies and challenges related to securing in-kind contributions from the pharmaceutical industry, exploring ways these contributions could support the conference and programming. • The RAC suggested sending a general email to IFNA members, notifying them about opportunities for individual sponsorships. Prior to this broader outreach, emails will

	<p>be sent to the Board and RAC to emphasize the importance of role-modelling sponsorship to encourage member participation.</p> <ul style="list-style-type: none">• Barbie Giambra drafted a sponsorship solicitation letter aimed at healthcare organization leaders. This letter was sent to all RAC members for edits and feedback. The finalized letter will target both past contributors and organizations with representatives who submitted abstracts to IFNC events, encouraging renewed or first-time sponsorships. <p>Discussion on ideas for sponsorship from companies.</p> <p>Elisabeth Coyne asked about the prospectus to go with the letter of invitation for sponsorship. Suja Somanadhan was reaching out to her Dean and asked for a copy. Debbie will send a copy to the board.</p>
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Next IFNA Board Meeting

December 12, 2024 7:00am – 9:00am