

**IFNA Minutes
Board of Directors -
Conference Call
December 12, 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, Junko Honda, Lindsay Smith, Elisabeth Coyne, Karyn Roberts, Kristen Abbott-Anderson, Debbie Sheppard-LeMoine
(Board Members n-10, Quorum n-6)	Staff: Debbie Zaparoni
Unable to Attend:	Petra Brysiewicz, Suja Somanadhan
Guests:	
Minutes compiled by:	Elisabeth Coyne

Agenda Topic: 0705 - 0710	Approval of prior minutes (June Horowitz) (Attachment)
Motion to Approve	November Minutes accepted with corrections to names and other grammar changes. Junko Honda made a motion to accept the minutes as correct. Motion was seconded by Karyn Roberts. Board voted; minutes were accepted. Kristen Abbott-Anderson was an abstention as she was not at the meeting.

Agenda Topic: 0710 - 0715	Financial Report (Suja Somanadhan) (Attachment)
	November Income was \$2425 (Membership Dues). Expenses were \$6940.98 (Management Fees, Subscriptions) for a Loss of -\$4515.98
	The bank account remains healthy despite the expected loss during this non-conference year.
Discussion	No discussion

Agenda Topic: 0715 – 0735	Association Management Contract Renewal – Kassalen Meetings & Events (KME) (attached)
Discussion	<p>Reviewed closely by June Horowitz and Petra Brysiewicz. Sent to board to review and June Horowitz asked for comments from the board. Debbie Zaparoni left the meeting for board discussion. Lindsay Smith shared his comments about some of the wording within the contract about the association management has the wording for a headquarters identity which is a physical office in USA. Note 1A Engagement. This may be a risk to the international standing as it suggests USA organisation.</p> <p>Upon return, Debbie was asked to remove the word identity from the start of this section. Association Management: Provide headquarters identity. IFNA headquarters will consist of physical office space, storage, fully functional equipment, and access to a conference room.</p> <p>June Horowitz asked the board to vote, the board voted in agreement for the wording change. No abstentions.</p>
Person Responsible	Debbie Zaparoni will adjust the contract wording, and contract will be sent for signature to June Horowitz and Petra Brysiewicz.

Agenda Topic: 0735 – 0800	IFNA Bylaws (Lindsay Smith) (attached)
Discussion	<p>Lindsay Smith presented the IFNA Bylaws and the main aspects of changes. Extra board member to have seven Directors. <i>‘Officers shall be President, Past President, President-elect, Secretary and Treasurer. There shall be seven (7) Directors. Officers and Directors constitute the Board of Directors and shall be the governing body of the organization.’</i></p> <p>Change of name of the Resource Advancement Committee to be Conference Sponsorship Committee.</p> <p>Acronyms used in some places have been written in full to improve the clarity of the document. In the event that a Chapter does not meet the Bylaws requirements <i>‘In the event of a Chapter not meeting the Bylaws requirements, the Board will:</i></p> <ul style="list-style-type: none"> - <i>place the Chapter on hold, that is, cease further Chapter meetings until further notice</i> - <i>Explore options for discontinuing or re-establishing the Chapter at its discretion.’</i> <p>June Horowitz noted the need for all the year numbers to be written as words. Changes to Section 4.4 <i>‘The Board of Directors may call a special election of the membership to fill vacancies not covered in the bylaws.’</i></p> <p>Kristen Abbott-Anderson made a motion to accept the Bylaws as corrected. Motion was seconded by Karyn Roberts. Board voted; Bylaws were accepted with the minor changes discussed by the board.</p>
Person Responsible	Debbie Zaporoni will format the Bylaws in preparation for sending out to the IFNA members.

Agenda Topic: 0805 – 0810	IFN Foundation (June Horowitz)
Discussion	<p>Requesting approval from the IFNA Board for Dr. Panagiota (Penny) Tryphonopoulos to be on the IFNF board. She is an IFNA member. She is a hard worker and energetic. The IFN Foundation board is supportive.</p> <p>Here is Penny’s bio: https://www.uwo.ca/fhs/nursing/about/faculty/research_supervisors/tryphonopoulos_p.html</p> <p>Giving Tuesday, donations will be accepted through the end of the year.</p> <p>Kit Chesla will be stepping down as Chair. Nicole Letourneau will assume the Chair role in 2025</p>
	<p>Elisabeth Coyne made a motion to approval of Dr Panagiota (Penny) Tryphonopoulos as new IFNF board member. Motion was seconded by Karyn Roberts. Board voted their approval of new IFNF board member.</p> <p>June Horowitz wanted to recognise and thank Kit Chesla for her long serving support of IFNA. Debbie Zaporoni suggested a formal letter of thank you for Kit Chesla and welcome for Dr. Nicole Letourneau, who will assume the role of Chair, IFNF Board of Trustees.</p>
Person Responsible	Debbie Zaporoni will follow up on the letter of thank you.

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

Chapters	<p>AusNZ https://sway.cloud.microsoft/ZCUsvCHpyrGPTUo5?ref=Link</p> <p>African Webinar held 25 November <i>“Orientation to scoping reviews: Advancing Family Nursing in Africa”</i> – focusing on background, aim and review questions as well as PCC. Increased participants and very interactive. Core team presented the work they had completed as well as their experiences/reflections. Many questions/comments shared by all. Going forward the following are tasks and aspects for consideration was sent to all who attended :</p>
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- **Tasks:**
 - -Team leaders to continue to lead discussions
 - -Team 1 and team 2 to exchange areas that they previously worked on
 - Review, revise and finalise background, purpose, research questions, PCC
 - Date for submission ? end of January

- **Aspects for consideration:**
 - Think about a date at the end of January for our next webinar
 - Any specific areas for discussion in the webinar ?
 - Can the teams present work done thus far in the webinar ?
 - Can we invite a librarian to talk about their role/ how they assist researchers ?
 - Any other suggestions are welcome

New chapter newsletter published to chapter members

Submitted a letter of intent for the call “Supporting Global Family Nursing Initiatives 2024” led by Dr Geldine Chironda – unfortunately unsuccessful

Ibero-American

Summary of the Ibero-American Chapter Meeting (November 20th, 2024)

The Ibero-American Chapter of IFNA convened to discuss organizational updates, membership initiatives, dissemination strategies, and upcoming events. Key highlights include:

General Updates:

The funding proposal for the project "Mapping the Scientific Production in Family Nursing in the Ibero-American Region: A Scoping Review" was not approved. Notification was received on November 14, 2024.

Submissions were made for the 17th International Family Nursing Conference (IFNC17) in Perth (June 17-20, 2025):

Poster: "Establishing the Ibero-American Chapter of the International Family Nursing Association: Promoting Collaboration and Knowledge Exchange."

Workshop: "Exploring Family Nursing Research and Translating Evidence into Practice: Perspectives from Portugal, Spain, and Brazil."

Results for conference submissions are expected by November 29, 2024.

The IFNA website update is ongoing, and inclusion of Ibero-American Chapter information will follow its completion.

A request was received for contributions to a special issue of Health Emergency & Disaster Nursing, with a December 15, 2024, deadline.

Organizational Development:

A regulatory framework is being drafted to outline members' rights and duties, internal structures, meeting frequencies, and collaboration with IFNA and other chapters.

Membership Recruitment:

A membership application form is being drafted.

Strategies to attract new members are under development, including the creation of a membership management sub-committee.

Dissemination Strategies:

Efforts will focus on "official" information on the IFNA website and the use of social media platforms.

Consideration is being given to creating a chapter newsletter, with discussions on its frequency.

Webinar Organization:

The first webinar is in the planning stages. Decisions on its title, participants, date, and dissemination strategies are forthcoming.

Additional Topics:

A survey initiated by Cristina García-Vivar is underway.

Agenda Topic:	Student Engagement Group Update (Lindsay Smith)
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Update	Report from Lindsay Smith: Wendi Smith happy to move forward with the engagement with Glen Taylor Nursing Institute for Family and Society and the new title for the group to be more inclusive of Students and Early Career Researchers.
	Lindsay Smith will check with Petra Brysiewicz re progress

Agenda Topic:	Awards Committee (Karyn Roberts)
Update	<p>1st October 2024-call for nominations opens 14th February 2025-close 15th February-28th February 2025 Awards committee assess the applications and rank these by award Early March-committee meet to discuss rankings 7th March 2025 successful nominees informed</p> <p>June Horowitz asked for a list of past awardees to review if any active members have not been recognised.</p>
	Debbie Zaparoni will follow up on this request

Agenda Topic:	Bylaws Committee (Lindsay Smith / Elisabeth Coyne)
Update	Addressed by Lindsay Smith earlier in the meeting.

Agenda Topic:	Communications Committee (Junko Honda)
Update	<p>No meeting this month Debbie Zaparoni provided an update on the launch of the new website. The new website will be launched next week. Updates/Tweaks will continue after the new site is launched, the focus was on IFNC17 content to be able to launch.</p>

Agenda Topic:	Conference Planning Committee (Petra Brysiewicz)
Update	<p>Meeting was held on 21 November 2024 <u>The following discussion points:</u> Abstract submissions – over 200 abstract submissions, 13 rejected, 180 accepted in some format, started work on program. Great spread of abstracts across all areas, including policy and education. Late abstract call out – due 21 January 2025. Decision for February 13th Workshops and expert lectures (24) – accepted; 8 workshops and 6 expert lectures – possibly a 9th. Being investigated – maybe to hold before or after conference time, ? Thursday late afternoon. Recommended concurrent sessions if not accepted. Discussion regarding the conference programme draft. Discussion regarding family panel. Entertainment discussion Sponsorship for the conference discussed (some great sponsorship obtained), frequently asked questions – need to especially remind members re visa requirements and to leave sufficient time to do this. Blurb from committees re why coming to the conference – to follow up Practice and Education Committees IFN Foundation – fundraisers on going.</p> <p>Debbie Zaparoni explained the special aspect to publish the abstracts in the Journal of Family Nursing. Please highlight this as late abstracts are called for to encourage abstracts. Karyn Roberts suggested that the information about the published abstracts should be included in promotion and calls for late abstracts.</p> <p>Next meeting for conference planning December 19th</p>

Agenda Topic:	Education Committee (Teresa Gutiérrez-Alemán)
Update	<p>Last meeting was held on November 19th 2024</p> <p>Subcommittee Activities:</p> <ul style="list-style-type: none"> • Simulation, Informatics, and Technology: Efforts are underway to develop webinars. <ul style="list-style-type: none"> ○ Norma and Teresa are finalizing a scoping review (with the Practice Committee) and plan a related webinar upon manuscript submission. ○ Louisa Kreuger and colleagues will present a Webinar in Spring of 2025 on paper written. ○ Sandy Richardson will present a webinar on cultural safety in Spring of 2025. • Communications and Newsletter: A checklist is in place to streamline newsletter contributions, but new leadership and member profiles are needed. • Family Nursing Education Resources: Collaboration with international universities for undergraduate nursing experiences is progressing. Updates to the IFNA website's educational resources are ongoing. • Position Statement Work: A three-phase process has been initiated to revise global competency standards for family nursing. Funding has been secured to support student involvement and focus groups, with completion expected by 2026.

Agenda Topic:	Membership Committee (Kristen Abbott-Anderson)
Update	No meeting held since last Board meeting. Next meeting scheduled for January 27, 2025

Agenda Topic:	Nominating Committee (Elisabeth Coyne)
Update	No meeting, Debbie Zaparoni has communicated with Mandie Foster about the need to plan for the next round of nominations. There will be the need for a range of new positions.

Agenda Topic:	Practice Committee (Petra Brysiewicz / Teresa Gutiérrez-Alemán)
Update	<p>No meeting in November Committee currently working on create an advertising blurb from the Practice committee re the conference.</p> <p>Debbie Sheppard-LeMoine - presentation on the EBook, Shifting Family Practices at accepted for presentation at the conference. Organising an acknowledgement within the EBook of all those involved in the development of the book.</p> <p>Teresa Gutiérrez-Alemán – leading work on an article; Dissemination and Influence of the International Family Nursing Association Position Statements: A Scoping Review.</p>

Agenda Topic:	Research Committee (Suja Somanadhan / Karyn Roberts)
Update	<p>The Research Committee did not meet in November, so there are no updates from that committee.</p> <p>Research Committee updates. Karyn Roberts emailed Kim Mooney-Doyle and Cindy Danford cc'ing Teresa Gutiérrez-Alemán and Suja Somanadhan on Nov 14 to followup on the request from the BOD for updates on the mentoring initiative. Karyn Roberts has not heard back but will send a followup.</p> <p><u>Email from Karyn Roberts</u> for the board to understand what was written.</p>

	<p><i>I am reaching out to see if you have any updates and/or if you might be able to provide one for the January board meeting on where the mentoring initiative is. Specifically:</i></p> <ol style="list-style-type: none"> <i>1. Are you considering or have you considered using the conference to make connections between mentors and mentees?</i> <i>2. The board would like to support you tangibly and help connect you with others who are interested in and have experience in mentorship programs. Teresa Gutierrez cc'd on the email, has done much work, is interested in this area, and is very happy to help in any way possible.</i> <i>3. June shared that people have been wondering how they might connect with a mentor/mentee and there is expressed interest in IFNA.</i> <i>4. Have you conducted a needs assessment? If not, how can the board help facilitate this, possibly using the conference?</i> <i>5. Would you like some help with getting support from other committees? Student Engagement/Early Career Group- Lindsay Smith</i> <i>6. June shared she does not want you to be overburdened with conducting a complete study, as the work that Eric Hodges did previously had fleshed out how to leverage the new website to build into member profiles an easy way to 'advertise' and make connections, i.e., have a mechanism for those interested in or offering mentoring can tailor their profile with what they are offering and or seeking, for how long, and in what areas, practice, education, or research.</i> <p>Karyn Roberts asked about the possibility of searching members profiles within the IFNA website to link with mentors.</p> <p>June Horowitz was hoping for a small plan for testing the mentor concept. Karyn Roberts will send the mentors documents from Eric Hodges for Junko Honda and Teresa Gutiérrez-Alemán to review.</p>
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Agenda Topic:	Resource Advancement Committee Meeting (Conference Sponsorship Committee)
Update	<ul style="list-style-type: none"> • RAC is seeking clarification on the stance regarding "no new initiatives" during IFNF's active fundraising. No written evidence was found to support this stance. RAC plans to meet and discuss further clarification. June Horowitz explained that she will clarify this with the RAC. • Committed sponsorship is \$26,250 / Received \$11,250 • Linda Young created contact details for Deans/Directors for sponsorship outreach. • Kathy Knafel will send Sandra Eggenberger (SE) a list of USA Abstract conference participants and previous academic USA Schools. • The edit of the individual sponsorship letter is complete and awaits Barbie Giambra's review. • Letter formatting is pending for Healthcare and related contacts. • Suja Somanadhan introduced the Dean at the University of Alberta, Canada to Debbie Sheppard-LeMoine • Suja Somanadhan is also exploring sponsorship opportunities with her own university.

Agenda Topic: 0855 - 0900	<p>Close of Meeting: June Horowitz thanked the board for their ongoing efforts.</p>
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Next IFNA Board Meeting
January 9, 2025 7:00am – 9:00am