

<p align="center"><b>IFNA Minutes</b>  <b>Board of Directors -</b>  <b>Conference Call</b>  <b>December 11, 2025</b>  <b>7:00am – 9:00am EST</b></p>	
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Attendees:  (Board Members n-12, Quorum n-7)	June Horowitz, Teresa Gutiérrez-Alemán, Elisabeth Coyne, Junko Honda, Kim Mooney-Doyle, Barbara Giambra, Lindsay Smith, Hans-Peter de Ruiter, Kristen Abbott-Anderson, Debbie Sheppard-LeMoine Staff: Debbie Zaporoni
Unable to Attend:	Maria do Céu Barbieri-Figueiredo, Petra Brysiewicz
Guests:	
Minutes compiled by:	Elisabeth Coyne

*June Horowitz chaired the meeting in Petra's absence.*

Agenda Topic: 0710 - 0720	<b>Approval of prior minutes (June Horowitz)</b> <b>(Attachment)</b>
Motion to Approve	November Minutes reviewed and Kim Mooney-Doyle made a motion to accept the minutes as correct. Motion was seconded by Debbie Sheppard-LeMoine. The board voted; minutes were accepted.

Agenda Topic: 0720 - 0725	<b>Financial Report (Barbie Giambra)</b> <b>Attachment</b>
	November Financials Income was \$2,925.00 (Membership). Expenses were \$9,864.79 (Management Fees and Graphic Design). Monthly Loss of - \$6,939.79
Discussion	Debbie Zaporoni explained the current process of managing the costs and reimbursements from the 2025 conference.

Agenda Topic: 0725 - 0755	<b>IFNA Committee Terms of Reference (2026 – 2027)</b>
	<p>Membership Committee (Attachment) - Reviewed by board and Elisabeth Coyne made a motion to accept the ToR as correct. Motion was seconded by Teresa Gutiérrez-Alemán. The board voted; minutes were accepted.</p> <p>Nominating Committee (Attachment) – Minor amendments as discussed by board to be made by committee. Reviewed by board and Kim Mooney-Doyle made a motion to accept the ToR as correct. Motion was seconded by Kristen Abbott-Anderson. The board voted; minutes were accepted.</p> <p>Education Committee (Attachment)- Reviewed by board and Hans-Peter de Ruiter made a motion to accept the ToR as correct. Motion was seconded by Debbie Sheppard-LeMoine. The board voted; minutes were accepted.</p> <p>Practice Committee (Attachment)- Reviewed by board and suggestions developed to be sent to the committee for revision. To be revised by committee and returned by end of January.</p> <p>Communication Committee (Attachment)- held over to January meeting For Board Approval</p>

Discussion	Checked consistency across the documents. Discussion on linking action points to goals and making action points as measurable with metrics or with benchmarks. June Horowitz brought the discussion to an end suggesting the current ToR be approved and a template developed for future ToR. Elisabeth Coyne will develop a template for ToR to have linked action points and measurable outcomes. June Horowitz noted the need for formatting correction, Debbie Zaparoni will check and complete the editing across all ToR.
Action point	Elisabeth Coyne to develop template for ToR and send to Petra Brysiewicz. Teresa Gutiérrez-Alemán will work with the practice committee to revise their ToR.

Agenda Topic: 0755 - 0800	<b>Strategic Plan (Attachment)</b>
Discussion	Membership Survey being developed. Kim Mooney-Doyle presented the survey questions developed by Kim Mooney-Doyle, Elisabeth Coyne and Barbie Giambra. The board had a discussion around the questions and the suggestions for the platform to use for the survey and if ethics is required.
Action point	Kim Mooney-Doyle will work on the survey, check about ethics and send for review.

Agenda Topic: 0800 – 0805	<b>IFN Foundation</b>
Discussion	Giving Tuesday was December 2, 2025, it is not too late to contribute. Debbie Zaparoni will send another email asking for donations late December.

#### 0805 – 0855 – Chapter, Student Engagement Group and Committee Updates / Reports

Chapters Update	<b>AusNZ –</b> <a href="https://sway.cloud.microsoft/3CVZFqOIVS6lhxV7?ref=Link">https://sway.cloud.microsoft/3CVZFqOIVS6lhxV7?ref=Link</a>  <b>African –</b> Newsletter  <b>UK Ireland -</b> No report  <b>Ibero-American -</b> Progressing on the scoping review. Thinking of presenting a webinar to present the work they presented at the conference.
Action point	Elisabeth Coyne will email Mandie Foster regarding having the Children's Checklist for Research send as a message to all members.  Debbie Zaparoni will check the links within the chapter sites.

Agenda Topic:	<b>Student Engagement Group Update (Lindsay Smith)</b>
Update	No update.

Agenda Topic:	<b>Awards Committee (Barbara Giambra)</b>
Update	No dedicated work currently. No ToR presented as yet.

Agenda Topic:	<b>Bylaws Committee (Lindsay Smith / Kristen Abbott-Anderson)</b>
Update	No dedicated work currently.

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Agenda Topic:	<b>Communications Committee (Junko Honda / Elisabeth Coyne)</b>
Update	Debbie Zaparoni stated the concerns around social media and how there is a need for a main person to manage this and have a location for all the passwords.
Action point	Elisabeth Coyne and Debbie Zaparoni will take this back to the committee.

Agenda Topic:	<b>Conference Planning Committee (June Horowitz)</b>
Update	June Horowitz stated that the committee is still reviewing conference places and will bring recommendations as soon as recommendations are developed. The discussion within the committee relates to ensuring a strong conference to build revenue.

Agenda Topic:	<b>Conference Sponsorship Committee (Debbie Sheppard-LeMoine / Barbie Giambra)</b>
Update	Met Dec 2 <sup>nd</sup> no minutes- good discussion around the ToR and the recognition of their work. Looking ahead to boost committee membership and roles within the committee, finding ways to create sponsorship.

Agenda Topic:	<b>Education Committee (Teresa Gutiérrez-Alemán / Hans-Peter de Ruiter)</b>
Update	<p>The IFNA Education Committee convened on November 18, 2025. Since the previous report submitted in October, the committee has focused on finalizing governance documents, appointing a liaison for the upcoming conference, and advancing subcommittee initiatives.</p> <p><b>1. Governance and Administration</b></p> <ul style="list-style-type: none"> <li>• <b>Terms of Reference (ToR):</b> During the November meeting, the Co-Chairs presented the updated Terms of Reference for review. Feedback was incorporated from members present during the call as well as those unable to attend. The finalized document has been submitted to Debbie Zaparoni for formal Board of Directors approval.</li> </ul> <p><b>2. IFNC18 Planning</b></p> <ul style="list-style-type: none"> <li>• <b>Conference Liaison Appointment: Tammy Neiman</b> has formally agreed to serve as the Education Committee's liaison for the planning and execution of the 18th International Family Nursing Conference (IFNC18).</li> </ul> <p><b>3. Subcommittee Progress and Membership Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Simulation, Informatics, and Technology Subcommittee</b> <ul style="list-style-type: none"> <li>○ <b>Strategic Planning:</b> The subcommittee is currently assessing the feasibility of hosting a webinar featuring the <b>AVA (Alliance Against Violence and Adversity) Hub and Training Program</b>. This follows the presentation given by guests Nicole Letourneau and Andrea Deane in September. The focus is on leveraging AVA's resources regarding adverse childhood experiences and gender-based violence for IFNA members.</li> <li>○ <b>Membership: Rachel Schickling</b> has officially joined this subcommittee.</li> </ul> </li> <li>• <b>Communications and Newsletter Subcommittee</b> <ul style="list-style-type: none"> <li>○ <b>Strategic Planning:</b> Under the leadership of Pim LeSeure, the subcommittee proposed an initiative to expand newsletter content. The group intends to include news specifically highlighting committee members, such as recent publications and sponsorships, to foster greater engagement and visibility.</li> <li>○ <b>Membership: Dr. Hans-Peter de Ruiter</b> has joined this subcommittee.</li> </ul> </li> <li>• <b>Position Statement Work Subcommittee</b> <ul style="list-style-type: none"> <li>○ <b>Update:</b> Co-leader Dr. Connie Kartoz provided a written update regarding the ongoing development of the Position Statements. The group continues to work on ensuring the statements are internationally and culturally grounded.</li> </ul> </li> </ul> <p><b>4. Upcoming Schedule</b></p> <p>The committee has confirmed its meeting schedule for 2025 and early 2026. The next full</p>

	committee meeting is scheduled for January 20, 2026, while subcommittees will convene in December 2025.
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Agenda Topic:	<b>Membership Committee (Maria do Céu Barbieri-Figueiredo)</b>
Update	Did not meet. The African chapter sent out a newsletter, and this has increased the interest and joining IFNA.

Agenda Topic:	<b>Nominating Committee (Elisabeth Coyne)</b>
Update	Met twice and reviewed the forms and are preparing the forms for nomination and developed a list for outreach. Positions that are open – secretary, 4 board positions and 3 nominating committee.

Agenda Topic:	<b>Practice Committee (Teresa Gutiérrez-Alemán / Maria do Céu Barbieri-Figueiredo )</b>
Update	Good meeting on Monday Debbie Sheppard-LeMoine discussed the completion of the Ebook and starting the analysis of the stories presented in the ebook.

Agenda Topic:	<b>Research Committee (Kim Mooney-Doyle)</b>
Update	No meeting

Action point	Debbie Zaparoni stated that some committees have members who are not currently IFNA members. Debbie Zaparoni will follow up with these people to encourage them to restate their membership.
Discussion	June Horowitz shared her concern for the comments in USA that nurses will no longer be called a profession. The board members discussed this sharing a range of concerns and if a statement from IFNA should be sent out.
Action point	June Horowitz will take the comments to Petra Brysiewicz for consideration.

Next IFNA Board Meeting will be Thursday, January 8<sup>th</sup> 7 – 9am (Eastern US-New York)