

**ICPAN Global Advisory Council Meeting Agenda**

**Tuesday 15th/ Wednesday 16th May 2018 - GoToMeeting**

1. **Attendance/Quorum**
2. **Welcome New Member GAC**

Susan Russell (ASPAN)

1. **Approve Agenda (MK Vote)**
   1. Any additions?
2. **Approve Minutes (MK Vote)**
   1. November meeting minutes posted on secure webpage per March action item.
   2. February 20th 2018: review and approve

1. **Status of GAC Members’ Membership Benefits, Website Document Review**

Action item from last meeting: All members encouraged to invest time to explore, familiarize self with organizational documents posted on secure webpage and reach out to GAC Chair with questions/suggestions. **GAC webpage headshot needed**: Australia, Canada, and USA.

No replies regarding membership benefits received.

1. **Status of Board/GAC Strategic Goals Development (MK)**

GAC Chair provided electronic file: Initial deadline for replies set at 1 April 2018. Four countries have replied with goals for development.

**Question**: Is there a definitive time period needed to consult with your Board to gain feedback for ICPAN projects/initiatives?

1. **ICPAN Board Update (JB)**

ICPAN leadership/Board Contingency Plan created. Communication Policy drafted, will include GAC member communications based on GAC review/recommendations.

Please courtesy copy ICPAN Chair ([board\_chair@icpan.org](mailto:board_chair@icpan.org)) on all communication with GAC Chair.ICPAN Vice-Chair.

Current ICPAN & Affiliate Members update.

Membership Renewal Process Evaluation pending action (A. Hogan).

1. **2019 ICPAN Conference Chair Planning (AW)**

Update on budget, site visit, abstract review and marketing.

1. **Next Meeting Date**