| **Location** | **Local time** | **Time zone** | **UTC offset** |
| --- | --- | --- | --- |
| [Edmonton](http://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, May 24, 2016 at 2:00:00 PM | [MDT](http://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, May 24, 2016 at 2:00:00 PM | [CST](http://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| [Washington DC](http://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, May 24, 2016 at 4:00:00 PM | [EDT](http://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
| [Sacramento](http://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, May 24, 2016 at 1:00:00 PM | [PDT](http://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [Copenhagen](http://www.timeanddate.com/worldclock/denmark/copenhagen) (Denmark) | Tuesday, May 24, 2016 at 10:00:00 PM | [CEST](http://www.timeanddate.com/time/zones/cest) | UTC+2 hours |
| [Dublin](http://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, May 24, 2016 at 9:00:00 PM | [IST](http://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
| [London](http://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, May 24, 2016 at 9:00:00 PM | [BST](http://www.timeanddate.com/time/zones/bst) | UTC+1 hour |
| [Melbourne](http://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, May 25, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| [Sydney](http://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, May 25, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| Corresponding UTC (GMT) | [Tuesday, May 24, 2016 at 20:00:00](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20160524T2000) |   |   |

ICPAN Informal Board Meeting May 24, 2016 by SKYPE

At 1600 EST, J. Brady, Chair welcomed everyone to the informal meeting to look at our Action Plans from April 26, 2016 and to recommit to the items identified by each of us.

Attendance: J. Brady, M. Bumpstead, A. Hogan, B. Buch, L. Van Loon, S. Querruel at 16:23 EST

Regrets: S. Fossum, P. Smedley, A. Winter

Action Items:

1. Annual fee of US $25.00 to be paid to Northwest. **Action: J. Brady**
2. Remind organizations that ICPAN will post relevant professional specialty conference information links on the drop down icon “Networking” and on the Global Activities site if requested and if appropriate for our audience. **Action: Board and GAC**
3. Disclaimer on Global Opportunities page under Networking – **Action: Approved FYI**
4. Read disclaimer on Forum page re unable to translate. **Action: All**
5. GAC login page set to go. Will transfer B. Buch to GAC page. **Action: Webmaster M.Maino**
6. ICPAN Conference Policy thoughts. **Action: All for Board Meeting June 28th**
7. Policy page for Board and GAC with joint login. **Action: L. Van Loon, J. Brady, M.Maino**
8. Write job description for president role**. Action: J. Brady** with a little help from Laura
9. Obtain and post pictures, maybe a report from Glasgow conference. **Action: J. Brady**
10. Inquire of cost to boost Facebook to stimulate Forum involvement. **Action: J. Brady**

16:23 EST: Suzi Querruel joined the call

1. J. Brady welcomed S. Querruel, the 2017 Conference Chair. B. Buch and J. Brady offered their on-going support. **Action: J. Brady and S. Querruel to set up meeting at convenient time.**
2. Follow-up with email addresses for countries, organizations. **Action: B. Buch to A. Hogan**
3. Develop membership information to answer questions. **Action: A. Hogan, L. Van Loon**
4. Add member country names to ICPAN website. **Action: J. Brady, M. Maino**
5. Replace Australian GAC member for short and long-term. **Action: Pat Smedley, Jamie Mann-Fararr**
6. Invite more RN’s to participate in Louise McGuire’s Research Study. **Action: All**

Meeting adjourned after 51 minutes.