ICPAN Board of Directors Minutes

July 11/12, 2017 at various SKYPE times

| **Location** | **Local Time** | **Time Zone** | **UTC Offset** |
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| [Saskatoon](https://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, July 11, 2017 at 2:00:00 pm | [CST](https://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| [Edmonton](https://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, July 11, 2017 at 2:00:00 pm | [MDT](https://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Sacramento](https://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, July 11, 2017 at 1:00:00 pm | [PDT](https://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [Washington DC](https://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, July 11, 2017 at 4:00:00 pm | [EDT](https://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
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| [Dublin](https://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, July 11, 2017 at 9:00:00 pm | [IST](https://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
| [Sydney](https://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, July 12, 2017 at 6:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| [Melbourne](https://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, July 12, 2017 at 6:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| Corresponding UTC (GMT) | [Tuesday, July 11, 2017 at 20:00:00](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20170711T2000) |   |   |

**1.Call to Order**: by J. Brady, Chair at 2:10 PM

**2.Roll Call**: Present: J. Brady, S. Fossum, A. Hogan, M. Bumpstead, P. Smedley, L. Van Loon

Regrets: A. Winters, F. Newman (ICPAN Conference Chair June, 2017)

**3.Approval of Agend**a: M/S: L. Van Loon/M. Bumpstead: Move to change and renumber agenda numbers 8,9,10,11 to and to accept the agenda as amended. Carried.

**4.Approval of edited draft minutes** of May 2017 board meeting: M/S: S. Fossum/M. Bumpstead: Move to accept the amended May 2017 board meeting minutes. Carried.

**5.Financial Report**: Healthy for funds at the present time. Base income from the September 2017 membership fees should be about $5000.00. Need more member organizations. PCO underwrote everything so we did not have to put down deposits for conference items.

M/S: L. Van Loon/A. Hogan: Move to renew the annual (Oct. 29) Directors and Officers Liability Insurance for US $ 484.10 with John Toepfer of the The Anderson Insurance Group. Carried. **Action: J. Brady**

 Two outstanding invoices re webmaster to be paid. **Action: J. Brady**

Status of Chequing Account as per June 30th 2017: US $7180.92

(FYI: Effective 8/1/2017, the Deposit Assessment Fee charged on the Average Daily Collected Balance will increase from 0.13% to 0.175%. Secretary LVL)

6.Bylaws Revisions: Following bylaws were reviewed and accepted except for Bylaw 5.13 which is to be removed. M/S: L. Van Loon/A. Hogan: Move to approve the following bylaws revisions – 4.5,4.7,5.2,5.5,5.11,5.12, 6.3, 6.4, 6.5, 6.6, 6.7,6.9 and to remove 5.13. Carried.

**Action: Prepare July 2017 Bylaws Edition by S. Fossum, posting by J. Brady. All to review and reply.**

**Bylaws to be tabled at the BMG and included as part of the Chair’s report from the Transitional Board.**

**7.Job Descriptions**:

M/S: L. Van Loon/S. Fossum: Move to approve Marketing and Media Chair Job Description. Carried. **Action: Post by J. Brady**

M/S: L. Van Loon/P. Smedley: Move to change Vice-Chair description bullet 6 under Responsibilities to read “Attends all meetings of GAC and Board of Directors online or in person unless notification made to the Chair of the Board of Directors”. Carried. **Action: Post by J. Brady**

M/S: L. Van Loon/M. Bumpstead: Move to add to the Roles and Responsibilities of the Chair before the statement of signing contracts as bullet 5 “Oversees the financial operations of ICPAN in collaboration with the Treasurer”. Carried. **Action: Post by J. Brady**

**8.2019 Conference Host**

Since no bids have been received to host the 2019 conference, ICPAN Inc. transitional team will assume the responsibility and begin the process by submitting information and ideas to the Chair by July 25th, 2017. The Chair will start a thread. Discussion to remain within this group for now. Acknowledgement to invitation to consider hosting the 2019 conference from ASPAN and NAPANc but no bids. Other members did not respond. No communication from the Netherlands. Greece is very interested in joining ICPAN and process in motion. Consensus by transitional members that we must be careful not to step on member’s rights as per policy agreed upon by member countries. Suggestions about Mexico, specifically Cancun which is a tourist destination, but there is no contact. Question Greece which is accessible by Europeans. Determine attendance at 3 previous conferences and the delegate’s countries of origin for information. Ireland had 107 of nearly 400 attendees from USA. Factors to consider for location: Risk, PCO availability, Member Rights, Financial start-up, Accessibility for travel, Time of Year. Questions - How to underwrite a conference, can we go In-House using the ICPAN website, how to attract memberships? **Action: To investigate possible sites for 2019 conference: S. Fossum: Mexico, Greece; M. Bumpstead: UAE; Ann: Greece: others as they can and J. Brady will collate replies.**

**9.Chair and Marketing Media Update**

Promotion for ICPAN 2017 by Chair at BARNA and ASPAN conferences, Secretary L. Van Loon at NAPANc Vancouver conference. See Facebook photos. Invitation to IFNA President Jackie Rowles. New Conference Chair, F. Newman updates made to website. Testing on-line PayPal banking system continues. Membership website applications have gone public July 5. JoPAN ads placed in July, August editions. Interest in ICPAN present on all social media.

**10. 2017 Conference Update**

PCO reported more than 300 registrations. Exhibition participants has reached 50% of proposed budget.

Tour of hospitals on July 18th to settle conference visits. **Action: M. Bumpstead, F. Newman**

 July 26 walk-through of venue. **Action: M. Bumpstead, F. Newman**

Try to negotiate a meeting room for Thursday following BGM and program. **Action: M. Bumpstead**

Pre-conference updates are filled with a waiting list. Monkey survey to be designed to survey novices. **Action: Lead Presenters**

GAC list being compiled of 2017 attendees. **Action: P. Smedley**

Will need Board and GAC to lead discussions for Gathering of Nations.

Silent Auction TO DO Lists by L. Van Loon and F. O’Gorman compiled by P. Smedley. T. Garrioch (GAC Canada) will take lead with help from F. O’Gorman.

Acceptance of Poster Abstracts sent to contributors. Next PCO meeting July 27th. Seek more exhibition participants. LifeBox rep. attending.

**11. Membership Report**

Awaiting GAC name and photo from new member country – Sweden. Greece had tax ID number approved. Plan to join via website system.

No response from Korean contact. Unable to contact Education person in Korea. Paul John, Philippines will attend 2017 conference, may establish an association.

Membership Secretary would like to have a 2017 conference delegate list to determine follow-up with the delegates.

**12. Elections, GAC Plans**

Send out job descriptions and revised by-laws. **Action: S. Fossum**

Question from GAC Minutes regarding destroying of ballots following BGM. The Secretary will make a motion to destroy the ballots at the end of the BGM.

4:43 PM: A. Hogan left the meeting.

**13. Next Meeting**: August 8/9, 2017

**14. Adjournment** at 4:45 PM by the Chair.

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|  Draft Minutes by Secretary L. Van Loon |   |