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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome to all | Web contractor Michael Maino created a secure log-in portal under the website Governance tab to house/ archive ICPAN business documents. Meeting date links will be available to navigate to selected page housing agenda, supporting documents for review and informed discussion. The use of a web based platform can increase efficiency by allowing board members direct file access through web hosting capability, thus lowering need for multiple file transfers via group email messaging. Also establishes an enduring backup archive system as part of contracted monthly web maintenance fee/functions. | **Board members to test functionality and provide suggestions for improvement (ALL).**  Secure log-in details  URL:  <http://www.icpan.org/401/login.php?redirect=/board-member-login.html>  Password: icpanista |
| **2** | **Attendance (LV)** | No regrets received in advance |  |  |
| **3**  **3A** | **Approve Agenda (LV)**  **Approve September 2015 BOD Meeting Minutes (LV)** | Any additions?  Corrections/additions? | **I move to approve the board meeting agenda as presented: /**  **I move to approve the minutes as presented (or modified prn): /** | VOTE  VOTE |
|  | **Ongoing Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **4** | **20 October 2015 Conference Call with Attorney Regarding New Non-Profit Status (JB)** | Informative discussion held regarding non-profit board responsibilities at request of ICPAN retained non-profit attorney Jeff Hurwit (JH). In attendance: JH, JB, PS, LV, MB, AH, (regrets: BB, SF). | 20 October meeting summary posted on secure login site for review/download (JB). | Board members to familiarize selves with associated Delaware registered non-profit organization responsibilities (ALL). |
| **5** | **Director and Liability Insurance (LV)** | See attachment with Laura’s update for details. |  |  |
| **6** | **Financial Report (MB)** | September 2015 Bank Statement provided |  |  |
| **7** | **Membership Update (AH)** | **3 action items from last meeting**:   * AH to follow-up with global colleagues present at AGM. * AH, MB, JB to share/coordinate responsibility for monitoring [icpan@icpan.org](mailto:icpan@icpan.org) email account. Joni covered from 15 September – 27 October ‘15 * JB sent letter to global organization representatives promoting ICPAN/GAC membership on 15 October ’15. D * Message was delayed: in lieu of minutes sent enhanced BGM PowerPoint summary |  |  |
| **8**  **8A** | **2015 Conference Report (BB)**  **2017 Conference Bid (BB)** | Action items from last meeting:   * Web site bid requests transmit to the Chair in order to track level of interest and communication coordination. Chair will copy B. Buch on all communications related to RFPs.   *No further RFP requests received as of 25 October ’15 (Australia has expressed interest to host in 2017)*   * P. Smedley to present the draft operational policy during October 27, 2015 board (Skype) meeting. * BB followed up with date of 2015 website closure *(BB already sent date by email)* * When working with 2017 conference planning team, ensure the inclusion of a permission and copyright disclaimer in the oral abstract acceptance document (pending action). | Delegate Survey, conference evaluation form currently in collection from conference website.  2015 Conference Website will be retired/taken offline on \_\_\_\_\_. | When working with 2017 conference planning team, ensure the inclusion of a permission and copyright disclaimer in the oral abstract acceptance document (BB) |
| **9** | **Building Infrastructure**  **(JB, AW)** | JB to promote global nurse involvement on Facebook and website. Web is collecting and capturing ongoing website nurse special interests submissions data that can be exported to an Excel file. | AW to follow up in early 2016 to begin establishing networking interest groups (January-February 2016) – these can morph into committees in the future. | Ongoing : action needed in early 2016 |
| **10** | **ICPAN Website** **Maintenance Fees (MB, JB)** | *9/12/15 Meeting: M. Bumpstead/P. Smedley: I move that ICPAN, Inc. pay its current webmaster a monthly stipend to continue website maintenance and updates. Carried unanimously.*  **Action items from last meeting**:   * Board members asked to submit information on organizational website fees for costing compartisons (ALL) * JB to investigate fair market value for   + monthly maintenance services   + hourly wage for additional work requests   + Request a fee structure quote from M. Maino. | Dorte Soederberg reported by email to [info@icpan.org](mailto:info@icpan.org) that web membership link and contact form were not working. Links were then tested and found to be operational. Unsure of background for the reported problem encountered. Connected Dorte with Membership Secretary on 10/26/15 for assistance with membership process.  Professional web maintenance, hourly fee comparisons (USD):   |  |  |  | | --- | --- | --- | | **Source** | **Monthly Maintenance Fee** | **PRN Hourly Fee** | | ASPAAN  Meg B | 165 | 175 | | Joni’s  Research | 50-100/hour | 40-75 | | Michael Maino RFP (= 5 hours maintenance /month) | 140 | 35 |     **I move to approve a $140 USD monthly website routine maintenance and site content back-up fee payable to Michael Maino. /**  **I move to approve a $35 USD per hour stipend for Michael Maino to perform content management functions when needed and as directed by the Board. /** | *Line Item for Budget*  VOTE  VOTE |
| **11** | **Next Meeting** |  |  |  |
| **12** | **Adjournment** |  |  |  |