ICPAN Board of Directors Meeting

Minutes from Post Conference Sept.12, 2015

Radisson Blu Scandinavia Hotel

Copenhagen, Denmark

At 1:45 PM the Chair, J. Brady, welcomed the Board of Directors at the first meeting post 2015 Biennial General Meeting (BGM). All agreed that support for the Inaugural BGM was enthusiastic, with 41 attendees present. All provided contact information on a circulated sign-in sheet to develop a board member directory. J. Brady thanked everyone for her past service and continued participation with this new board: each member now represents the interests of ICPAN, Inc. Future Global Advisory Council (GAC) members will be responsible to represent and interact with the member organization from which they are appointed.

**Present**: Joni Brady (Chair), Sue Fossum (President: Ex Officio), Pat Smedley (Vice-Chair), Meg Bumpstead (Treasurer), Laura Van Loon (Secretary), Ann Hogan (Membership Secretary), Angie Winter (Education Chair), Bente Buch (ICPAN Conference Chair).

**1. Agenda**

J. Brady presented an agenda. Approved by consensus.

**2. Meeting with Hurwit and Associates**

J. Brady stated that legal representatives, Hurwit and Associates (Hurwit) have requested a Board conference call to discuss non-profit operational guidelines applicable to U.S. based tax exempt organizations. Date to be determined.

**Action:** Joni who will arrange meeting: all to confirm availability.

**3. Director and Liability Insurance**

L. Van Loon has been in contact with potential service providers; she reported that prospective insurance companies will require a current ICPAN bank statement and IRS approval information prior to issuing quotes. Current ICPAN income is too minimal for Hurwit-recommended agents.

**Action:**

1. M. Bumpstead / J. Brady will send current bank statement to the Secretary, who will continue to investigate options for coverage.
2. L. Van Loon to report on RFP progress prior to next meeting.

**4. Membership Report**

In concert with the Bylaws, ICPAN is seeking organizational memberships to establish its Global Advisory Council. A. Hogan reported that ASPAAN submitted a Pledge Sheet with 2 signatures. Other international representatives obtained a Pledge Form (Netherlands, Greece, Denmark, England). A. Hogan felt that Ireland will pledge. L. Van Loon will ask NAPANc Board to approve the membership fee during its October 2015 board meeting. The website home page link has a section promoting/soliciting membership (links to icpan@icpan.org).

At this time, A. Winter asked M. Bumpstead to provide a receipt when NAPANc seed money is deposited into the ICPAN, Inc. account.

**Action:**

1. A. Hogan will follow-up with global colleagues present at AGM.
2. A. Hogan, M. Bumpstead, J. Brady will share/coordinate responsibility for monitoring the [icpan@icpan.org](mailto:icpan@icpan.org) email account.
3. J. Brady will send a letter (including BGM minutes) to all known global organization representatives to promote membership in ICPAN and the GAC.

**5. 2017 Conference Bid**

B. Buch will serve as the point of contact for 2017 Conference bid questions. Deadline to submit is January 22, 2016 - will internally accept the request for proposal (RFP) bids up to Monday, January 25, at 11:59 Copenhagen time. The bid(s) will be processed through the GAC Chair (P. Smedley). P. Smedley volunteered to draft an operational policy for the bidding process so that the GAC has a template to follow when rating conference bids submitted.

Questions were posed regarding handling of 2015 conference evaluations (e.g., is there a link back to the PCO from the evaluation? When does the PCO close down the icpan2015.dk site?) Suggestion made for future conferences: Ask for permission and copyright disclaimers from each presenter in advance in order to include presentations on the ICPAN website (in a PDF format).

**Action**:

1. Web site bid requests will 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.
2. P. Smedley to present the draft operational policy during October 27, 2015 board (Skype) meeting.
3. B. Buch to follow up with date of 2015 website closure.
4. When working with 2017 conference planning team, ensure the inclusion of a permission and copyright disclaimer in the oral abstract acceptance document.

**6. Building Infrastructure**

The Board is responsible for establishing position descriptions and procedural policies to manage the business of ICPAN, Inc. These will be based on provisions set forth within the Bylaws document. J. Brady asked each member to please review the Bylaws specific to her current position and consider how the role and responsibilities will be operationalized.

A call for delegate special interests page was built into the website: this was announced during a 2015 conference plenary session and the BGM. The goal is to eventually develop networking groups/committees from the delegate submissions. J. Brady suggested actual development of Special Interest Groups be brought forward in early 2016. In the interim, ICPAN will collect submissions from the website and through a Facebook page Survey Monkey. A. Winter agreed to coordinate groups to promote development of future committees/networking groups.

**Action:** J. Brady to promote/collect ongoing website submissions and follow up with A. Winter in approximately 4 months.

At this time, it was clarified that B. Buch will be on the Education Committee as Chair of the Scientific Section of the Education Committee for 2017. A. Winter is the Education Chair for 2017.

**7. Financials / ICPAN Website**

The Treasurer reported on current financials: ICPAN, Inc. has established an international bank account after receiving seed money donations and now must look at future strategic budgeting. Need exists to establish a presence and “face for the world” as a not-for-profit collaboration through proper reporting structures. M. Bumpstead is willing to prepare the financial reports manually for now.

The website requires ongoing management by a dedicated webmaster. Discussed reviewing a fair market value and use of a professional to manage website maintenance. Need exists to establish a password protected section to conduct ICPAN business (e.g., password secure page accessible only to Board members). The Secretary will post meeting files on the secure page, which can also be used for file sharing by Board members. Per the Treasurer, ASPAAN contracts with a firm that provides maintenance/back-ups at $165.00 per month, plus $175.00 for each additional work hour. Suggestion made to retain [www.icpan.org](http://www.icpan.org) web builder (Michael Maino) to perform this service.

**M/S: 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**: J. Brady will investigate fair market value for monthly maintenance services/hourly wage for additional work requests, and request a fee structure quote from M. Maino.

*A. Winter left the meeting at 1425.*

**ICPAN Conference Archives**

The Board was thrilled and surprised with a history book presented by Esther Watson (USA). This beautiful history included historical items from 2011 and 2013. The book was viewed by 2015 delegates in the Silent Auction room. P. Smedley volunteered to become the ICPAN historian/archivist as Esther said she is stepping down. The book’s location was unknown at the time of this meeting.

**Action:** P. Smedley will contact Esther Watson regarding location of archive book.

**Next Meeting**

The date was set for **Oct. 27, 2015** (**in Australia Wed. Oct** **28th**) at same time used for previous meetings. For consistency and planning purposes, future meetings will be held the 4th Tuesday (Wed. in Australia) of every month and as the Chair declares.

As there was no further business, adjournment was declared at 14:55.

Draft Minutes prepared Oct. 12, 2015 by Laura Van Loon

Schedule of times for next meeting will be included on final copy

Saskatoon (Canada - Saskatchewan) Tuesday, October 27, 2015 at 2:00:00 PM CST UTC-6 hours

Edmonton (Canada - Alberta) Tuesday, October 27, 2015 at 2:00:00 PM MDT UTC-6 hours

Copenhagen (Denmark) Tuesday, October 27, 2015 at 9:00:00 PM CET UTC+1 hour

Dublin (Ireland) Tuesday, October 27, 2015 at 8:00:00 PM GMT UTC

London (United Kingdom - England) Tuesday, October 27, 2015 at 8:00:00 PM GMT UTC

Sacramento (U.S.A. - California) Tuesday, October 27, 2015 at 1:00:00 PM PDT UTC-7 hours

Washington DC (U.S.A. - District of Columbia) Tuesday, October 27, 2015 at 4:00:00 PM EDT UTC-4 hours

Melbourne (Australia - Victoria) Wednesday, October 28, 2015 at 7:00:00 AM AEDT UTC+11 hours

Corresponding UTC (GMT) Tuesday, October 27, 2015 at 20:00:00