ICPAN Inc. Draft Minutes, Board of Directors Meeting

February 23/24, 2016

Skype Call as per various time zones

Saskatoon (Canada - Saskatchewan)             Tuesday, February 23, 2016 at 2:00:00 PM   CST  UTC-6 hours

\*Edmonton (Canada - Alberta)                   Tuesday, February 23, 2016 at 1:00:00 PM   MST  UTC-7 hours

\*Copenhagen (Denmark)                          Tuesday, February 23, 2016 at 9:00:00 PM   CET  UTC+1 hour

\*Dublin (Ireland)                              Tuesday, February 23, 2016 at 8:00:00 PM   GMT  UTC - 0

\*London (United Kingdom - England)             Tuesday, February 23, 2016 at 8:00:00 PM   GMT  UTC - 0

\*Sacramento (U.S.A. - California)              Tuesday, February 23, 2016 at 12:00:00 PM   PDT  UTC-8 hours

\*Washington DC (U.S.A. - District of Columbia) Tuesday, February 23, 2016 at 3:00:00 PM   EDT  UTC-5 hours

\*Melbourne (Australia - Victoria)              Wednesday, February 24,2016 at 7:00:00 AM AEDT UTC+11 hours \*Corresponding UTC/GMT                       \*

**1. Call to Order** at 1400 (CST) by Board Chair J. Brady.

**2. Attendance**: J. Brady, A. Winter, A. Hogan, B. Buch, M. Bumpstead, L. Van Loon. Regrets: P. Smedley

**3. Approval of Agenda**: **M/S: L/Van Loon/M. Bumpstead: That the agenda be approved as presented. Carried.**

**4. Minutes** from Jan. 26/27, 2016 **M/S L Van Loon/M. Bumpstead: #7 amended for clarification to read P.Smedley, ICPAN Vice-Chair will send letters to new ICPAN GAC members explaining their role and expectations. J. Brady, ICPAN Chair will write letters to National Association Presidents welcoming their participation on the GAC. Carried.** S. Fossum abstained as absent from last meeting**.**

L. Van Loon will add the total time spent at each meeting as part of the adjournment.

**5. Treasurer’s Report**

The Treasurer filed State of Delaware Annual Franchise Tax Report.

January 2016 financial reports posted. Citibank Chequing account balance: USD$7035.52 Have received more membership dues and sent receipts since January 31, 2016 statement. Hurwit retainer balance is USD$618.69. Corporate bank cards received.

**Action**: **J. Brady will continue to investigate the most cost-effective method of payment for the webmaster; will request Hurwit Associates talk to her before sending letters to the Treasurer**. Reported that cheques are $.40 per transaction.

**6. 2015 Conference Update**

Fantastic job and congratulations to 2015 Conference Chair B. Buch. Total 416 delegates from 22 countries.

Evaluations summarized, posted on ICPAN Board Member site. Evaluations to be circulated to delegates. **Action: B. Buch**

Review the summary document and respond with comments to B. Buch. **Action: All**

Successes to be forwarded to next conference chair. Loss on merchandise. May depend on the host country whether merchandise is a good idea or not. Silent auction was a first time event at a conference in Copenhagen and considered successful. Keep registration bag for future conferences. Generous of conference organizers to offer to sponsor keynote speakers with travel, accommodation and registration.

 To mail a flag to J. Brady for display at the April 2016 ASPAN conference. **Action: B.** Buch

To give roll-ups to Jamie Mann-Farrar and Suzy, Australian delegates who are attending IFNA conference in Glasgow Scotland. **Action: B. Buch**

Previous delegate lists on secure page. Webmaster is backing up all posted information.

**7.**  **Membership Update**

Sweden will discuss membership at their next meeting. Membership Secretary has written to Robert Hawker, New Zealand contact and German contact Mr. Ulrich (where there is no perianaesthesia group). South Korea to be contacted. Prioritize follow-up with contacts in Greece and Switzerland. **Action: Membership Secretary**

**8. GAC Activity: 2017 Conference Bid**

Deadline for Conference Bid Evaluations by GAC members is Wed. Feb. 24, 2016 with recommendation on March 1. **Action: GAC, P. Smedley**

To set up SKYPE Meeting with GAC members once SKYPE addresses received, to discuss post evaluation of conference process. **Action: P. Smedley**

Denmark has not yet chosen a GAC representative. Language barrier prevents volunteers from letting their name stand. Invite Danish President to write to Membership Secretary or Vice-Chair to put B. Buch forward as the GAC member. **Action: B. Buch**

Invite current GAC members to send permission to add names and photos on Website for GAC and to remind those members who have not responded to the conference bid selection worksheets to respond on Feb. 24th. **Action: J. Brady**

**9.**  **Research Study Support Query**

 Louise McGuire (Master of Clinical Science candidate) in Adelaide South Australia has gained ethics approval from Adelaide University for her project which includes a video and participant information sheet and questionnaire that can only be distributed to professional organizations. ICPAN will disseminate questionnaire to National Association Presidents who will identify PCAU experts in the care area of the project. **Action: J. Brady**

**10. Special Interest Group Formation**

Members are signing up and now we need to form specific interest groups. Need momentum in the first 6 months to get it going. Suggest initial 3 topics include; Education, Research and Clinical Practice. Need to decide on appropriate social media platform. Will need policy for appropriateness and some way of supervising the forum. Suggest responding to members who signed up to inform and explain future plans.

To investigate ICPAN software for setting up our forum. **Action: A. Winter, J. Brady and Webmaster**

**11.** **Volunteer Opportunities and Membership when no professional perianaesthesia organization in the country**

 To discuss planning for countries with no PACU organized association. **Action: A. Hogan and S. Fossum**

**12. ICPAN Bylaws and Policies**

 Review and comment on posted policy re Conference Organizing Committee by March 14 to L. Van Loon.

**Action: All**

Continue to develop job descriptions based on ICPAN By-laws. **Action: All but M. Bumpstead**

Prepare Conflict of Interest Policy for ICPAN as Non Profit Organization. **Action: L. Van Loon using notes from J. Brady’s conversation with Hurwit Associates.**

**13. Marketing**

 J. Brady continues to maintain Marketing and Media activities until we have a volunteer in that position.

**M/S: M. Bumpstead/A. Hogan: To invite BRV to propose a Marketing and Media Co-ordinator for the ICPAN transitional Board of Directors. Carried.**

To invite Simone V. to invite applicants for approval by the ICPAN transitional Board of Directors. **Action: J. Brady**

Can follow-up later by posting a call for applicants on the website if no one forthcoming. **Action: J. Brady**

Follow-up re spelling in *Global Connections* column written by J. Brady and S. Fossum and published in the ASPAN *Journal of PeriAnaesthesia* *Nursing*. Will be distributed to Board Members. **Action: J. Brady**

Send thank you notes to BARNA and ASPAN for providing free spaces at their conferences to promote 2017 ICPAN conference. **Action: J. Brady**

Submit badge names to Exhibition Managers for country reps when conference bid has been determined**. Action: J. Brady**

Obtain credentials and head shots of GAC members and their permission to post it on the GAC web page.

**Action: J.Brady**

Post enduring thank -yous to our sponsors on web page under *About Us*. **Action: J. Brady**

Send dates of conferences to be posted on ICPAN website to J. Brady. **Action: All**

 Remove hyperlinks from web page. **Action: J. Brady**

**14. Request for PACU Training in Cameroon**

Dr. Jim Brown, Cameroon, will meet J. Brady. He is requesting help for training PACU nurses. At this time, ICPAN cannot promise anything or any funding but we can suggest he talk to drug companies. Could give him Standards. Education Committee needs to review Standards. There are no endorsed Standards by ICPAN at this time.

S. Fossum has developed teaching packages.

Consider this a mission trip as there is no funding available. Many questions, e.g. Immigration status

15. **Next Meeting:** March 22/23, 2016

| **Location** | **Local time** | **Time zone** | **UTC offset** |
| --- | --- | --- | --- |
| [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, March 22, 2016 at 2:00:00 PM | [CST](http://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| [Edmonton](http://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, March 22, 2016 at 2:00:00 PM | [MDT](http://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Copenhagen](http://www.timeanddate.com/worldclock/denmark/copenhagen) (Denmark) | Tuesday, March 22, 2016 at 9:00:00 PM | [CET](http://www.timeanddate.com/time/zones/cet) | UTC+1 hour |
| [Dublin](http://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, March 22, 2016 at 8:00:00 PM | [GMT](http://www.timeanddate.com/time/zones/gmt) | UTC |
| [London](http://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, March 22, 2016 at 8:00:00 PM | [GMT](http://www.timeanddate.com/time/zones/gmt) | UTC |
| [Melbourne](http://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, March 23, 2016 at 7:00:00 AM | [AEDT](http://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| [Sacramento](http://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, March 22, 2016 at 1:00:00 PM | [PDT](http://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [Washington DC](http://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, March 22, 2016 at 4:00:00 PM | [EDT](http://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
| Corresponding UTC (GMT) | [Tuesday, March 22, 2016 at 20:00:00](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20160322T2000) |   |   |

**16. Adjournment at 1600 (CST) 2 Hours**

**Draft minutes submitted by L. Van Loon, Secretary**