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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome to all!Supporting documents: <http://www.icpan.org/401/login.php?redirect=/board-member-login.html> Password: icpanista | Convened via Skype @  |  |
| **2** | **Attendance (LV)** | Regrets:  | Present: |  |
| **3** | **Approve Agenda (LV)** | Additions? | **I move to approve the board meeting agenda as presented: LV /** |  |
| **4** | **Approve January 2016 BOD Meeting Minutes (LV)** | Email request to please send edits to Secretary in advance of meeting for inclusion (All)Corrections/additions? | **I move to approve the minutes as presented (or modified prn): LV /** |  |
| **5** | **Financial Report (MB)** | Statements posted with meeting files on secure login page. | * Notification received from Hurwitt re: annual filing due date: filed/uploaded to website
* Membership receipts sent
 |  |
|  | **Ongoing**  | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **6** | **2015 Conference Report (BB)** | Summary of Delegate evaluations, budget, silent auction results |  |  |
| **7** | **Membership Update (AH)** | Membership recruitment efforts produced great results. Effort ongoing. | Current GAC membership: |  |
| **8** | **GAC Activity: 2017 Conference Bid** **(PS)** | GAC members to choose next conference site (control for conflict of interest), review current bid document / process. Conference bid review/recommendation slated for completion by March 1st.Board members collaborated on draft Policy/Procedure for GAC review and recommendations. Date for first GAC meeting pending. | Welcome emails sent to all new GAC members. |  |
| **9** | **Research Study Support Query (JB)** | Louise McGuire (Master of Clinical Science student) in Adelaide South Australia requesting support from ICPAN to connect with expert nurses.  | Sent: Friday, February 5, 2016 3:08 AMHi Joni, Thanks so much for your response that was really kind of you. It is wonderful to have such experts in the field offer so much support. I will definitely still contact you to distribute my questionnaire if that's still ok with you? I have gained ethics approval from Adelaide University for my project. I will collect each survey over the period of a month. I have developed a video to go with the participant information sheet and the questionnaire. My ethics approval is only for the professional organisations distribution so I don't think I can use web based distribution at this stage Joni. Thank you also for your kind offer of support, I might take you up on that!! I hope to have the survey distributed to your organisation within the next few weeks. Kind regards, Louise McGuire 😀 | **Continue to work with Louise and brief the Board as progress occurs (JB).** |
|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **10** | **Special Interest Group Formation (AW)** | Collecting submissions via ICPAN website. Website reports provide cumulative interest form submissions in a list. Most current list posted on secure meeting page: lase entry 2/17/2016 -a few new submissions past 2 weeks. |  |  |
| **11** | **Volunteer opportunities and membership when no professional perianaesthesia organization in country (SF/PS)** | ICPAN has a mission to support and guide nurses in this specialty practice working in countries in which no perianaesthesia organization exists. Suggestion made to develop a procedure to provide membership for new organizations.PS and SF agreed to work on draft document. |  |  |
| **12** | **ICPAN Bylaws and Policies (LV)** | Need to operationalize the Bylaws. LV/JB to identify/recommend process, priorities and deadline dates for P&P development.   | GAC policy draft doneNext in line for development: * Board member job descriptions needed to underpin policies (i.e., identify who does what and when)
* Conference policy draft (Board: Host country roles/responsibilities)
 | **Draft/complete Board job descriptions in March (LV/ALL)****Finalize Conference Host: ICPAN Board policy to define roles and responsibilities, reporting guidelines ( )** |
|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **13** | **Marketing (JB)** | Marketing activities ongoing.* Updated website, Facebook page with “watch this space” 2017 conference
* Facebook page now with 557 “likes”

Discussion on filling empty position. Transitional Board has latitude in the decision to fill a vacancy. Suggestion made to post a call for applicants on web. Marketing requires a specialized skill set (e.g., technology base).  | * Submitted application for complimentary exhibition space at BARNA-WCNA Glasgow (May 2016),

ASPAN Philadelphia (April 2016)* ICPAN article published by JB/SF in *Journal of PeriAnesthesia Nursing* Global Connections column
* Need to populate GAC webpage with new members: need to request headshot and credentials from GAC members
* Propose first asking Simone V. to recommend a BRV member to join the team. BRV has been engaged with ICPAN since the 2011 conference and this representation would increase diversity of Board membership.
 | **Send thank you note to BARNA, ASPAN for providing free spaces to promote 2017 conference (JB)****Submit badge names to Exhibition Managers for country reps when conference bid has been determined (JB)****Email GAC request for necessary items/permission to post (JB)** |
|  | **New Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **14** | **Request for PACU training support in Cameroon (JB)**  | Email forwarded from Dr. Jim Brown for review in advance of meeting. |  |  |
| **15** | **Next Meeting** | March 22, 2016 | **Meeting adjourned @** |  |