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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome ☺  Files posted (password: icpanista) <http://www.icpan.org/401/login.php?redirect=/board-member-login.html> | Convened via Skype @ |  |
| **2** | **Attendance (MB)** | Regrets: Sue Fossum | Present: |  |
| **3** | **Approve Agenda (JB)** | Additions? | **I move to approve the 14/15 February 2017 board meeting agenda as presented: LV/** |  |
| **4** | **Approve Meeting Minutes (LV)** | Edited draft minutes circulated via email/posted on web meeting page | **I move to approve the November 22/23 2016 board meeting minutes as amended: LV/**  **I move to approve the January 17/18 2017 board meeting minutes as presented: LV/** |  |
| **5** | **Financial Report (MB)** | ICPAN, Inc. Sponsorship prospectus in development |  |  |
| **6** | **Chair and Marketing/Media Update (JB)** | Website page added <http://www.icpan.org/global-outreach.html>  New menu tab added for “Sponsorship” hidden in navigation until ICPAN, Inc. sponsorship packet ready to post | * Louise McGuire in AU: 2nd round of unit design study received 1st week of Feb 2017 * PACU education in Cameroon began in January for 3 weeks. Info from Dr. Jim Brown & Harriet shared with BoD by email (Pat, Joni). Owen submitted an oral abstract per Chair’s request * Website form request from NL for bariatric patient transfer shared by AW. Thanks to all who supported the request with helpful resources shared * Weekly website stats: 270 unique visitors & 679 page views * Facebook page now over 700 likes-growing weekly, several queries about conference program received * Michael Maino developing short logo for consideration, may keep old version from 2013 provided by AH |  |
| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **7** | **Conference Policy to Accompany Conference Bid Documents (SF, AH, PS)** | Bid documents were approved by Board/GAC. Files posted on 8 January 2017 meeting page  *Bundled files*  *Advice to National Associations*  *Advice to Reviewers*  *Bid Form*  *Guidelines for choosing PCO*  *Conference Site Specifications* | Review of final conference policy draft.  **I move to approve the conference policy to be issued with biennial bid proposal as presented (LV on behalf of SF&AH)**  *Proposed 2019 Bid timeline*:   * End of April: Issue call for bid applications * July 1st: Close bidding * July 2-August 14: BOD/GAC review/score bids * August 15: GAC recommendation goes to BOD * September 1: top bid host notified by Chair * September 15: Bid acceptance form returned to Chair * November: Announce at Closing in Sydney | **Finalize draft policy document (LV)**  **Policy to GAC for feedback GAC webpages (JB)**  **Develop host country bid acceptance document stating terms of conference policy have been reviewed, are understood (JB)** |
| **8** | **2017 Conference Update (SQ, AW)** | Oral abstract submission closed 31 January  Poster abstract submission deadline 1 June 2017  January draft program document from SQ posted with meeting files | * Planning update (SQ) * Abstract review team assignments in progress via PCO process (AW leading) | **Oral abstract review process completed by \_\_\_\_\_\_\_ (AW)** |
| **9** | **Membership Policy and Report (AW)** | Benefits of Membership and Membership Policy draft documents shared in advance by email for comments | * Benefits of membership query from Croatia * Membeership policy discussion |  |
| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **Parking Lot** | **ICPAN Elections (SF)** | Establish process/policy to guide 2017 Board election | President drafted policy for consideration. To be discussed next meeting. Please review/send feedback to Sue Fossum |  |
| **Parking Lot** | **Chair & Marketing/Media Job Description (LV, JB)** | Drafts developed, pending final versions for presentation to BoD |  |  |
|  | **Next Meeting** |  | **Date for next meeting:**  **Meeting adjourned @** |  |