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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: Angie Winter | Present: |  |
| **3** | **Approve Agenda (JB)** | Additions? | **I move to approve the July 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 May 2017 board meeting minutes as presented (or amended): LV/** |  |
| **5** | **Financial Report (MB)** | Files posted for review |  |  |
| **6** | **Bylaws Revisions for Approval (LV, SF)** | Draft document posted with secure files on meeting page | * Discrepancies needing parity across document and with related position descriptions |  |
| **7** | **Approve Job Descriptions (LV)** | Drafts developed, posted on secure meeting page for review, decision by BoD | **Marketing Media JD**  **Chair JD**  **Vice Chair JD** | **Post all final approved JDs on GAC secure login page for review/ election recruitment (LV/JB)** |
| **8** | **2019 Conference Host (JB, ALL)** | **No bids received from member organisations** | * ICPAN to host conference – where? … discuss ideas |  |
| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **9** | **Chair and Marketing/Media Update (JB)** |  | * Chair attended ASPAN & BARNA conferences/exhibitions; Laura Van Loon (with support from Angie Winter) attended NAPANc annual conference to promote ICPAN & Conference * Extending 2017 conference invitation: IFNA Pres. Jackie Rowles * Facebook postings made – see photos posted on meeting page * Updated 2017 webpage to reflect Fiona Newman as 2017 Conference Chair subsequenbt to Suzi Querreul’s resignation * Worked with Ann, Meg and Webmaster Michael Maino to complete testing for online PayuPal banking system; * Made membership and related payment pages public last week <http://www.icpan.org/membership.html> * JoPAN ads placed in June, August editions |  |
| **8** | **2017 Conference Update (JB & MB for AW)** | Poster abstract submission deadline 1 June 2017 | * Email update provided by Chair to Board – please review details * Poster acceptances sent * Next PCO meeting in late July * LifeBox rep will attend – awaiting name * Seeking more exhibition participation |  |
| **9** | **Membership Report (AH)** | * Sweden on board – need GAC rep * Greece had Tax ID# approved – plan to join via website system | * Plans for membership renewal period |  |
| **10** | **ICPAN Elections / GAC Plans (PS, SF)** | Established process/policy to guide 2017 Board election | * Review plans for election roll-out |  |
| **11** |  | |  |  |
|  | **Next Meeting** |  | **Date for next meeting:**  **Meeting adjourned @** |  |