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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****4A** | **Approve February 23, 2016 BOD Meeting Minutes (LV)****Approve March 3, 2016 BOD Discussion Minutes** | Email request with file sharing (JB) on March 21 to review minutes in advance of meeting (All)Corrections/additions? | **I move to approve the February Board meeting minutes as presented (or modified prn): LV /****I move to approve the March 3, 2016 Board call minutes as presented (or modified prn): LV /** |  |
| **5** | **Financial Report (MB)** | Statements pending receipt/placement on secure login page. |  |  |
|  | **Ongoing**  | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **6** | **2017 Conference (JB)** | * Summary of 2015 Delegate evaluations, budget, silent auction results now posted on secure login page.
* GAC, Board accepted ASPAAN’s bid
 | * JB sent bid results to ASPAAN President Jamie Mann-Farrar (JM-F), who confirmed acceptance to host ICPAN 2017 in Sydney – exact dates pending PCO scheduling with venue
* Awaiting 2017 Conference Chair’s name, contact info from JM-F
* JB secured complimentary promotional booths to exhibit at ASPAN in April (JM-F, MB), May at WCNA/BARNA in Glasgow (JM-F, Sue Querruel). BB advertised at DK conference last week.
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| **7** | **Membership Update (AH)** | Membership recruitment efforts produced great results. Effort ongoing. |  |  |
| **8** | **GAC Activity (PS)** | Board members continue to collaborate on draft Policy/Procedure for RFP to support bid review recommendations. Date for first GAC Skype meeting pending. | GAC informed re: 2017 bid acceptance by Board (PS) and notified re: host country confirmation of acceptance (JB) |  |
|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **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.  | Louise requested ICPAN’s help; subsequently informed that direct requests were sent for support to ORNAC, BARNA, ASPAN, IARNA, AfPP, AORN, ACORN. Awaiting return communique regarding what assistance is needed to reach more global nurses to complete the study. | **Continue to work with Louise and brief the Board as progress occurs (JB).** |
| **10** | **Special Interest Group Formation (AW)** | Collecting submissions via ICPAN website. Current list through 21 March posted on secure meeting page. AW provided link to helpful social media article: <http://www.bradaronson.com/22-high-impact-low-cost-social-media-opportunities-for-nonprofits/> Social Media Policy development (AW/LV)Since the 3rd email account icpan@icpan.org is not being used, will now be used by AW to officially communicate with nurses wanting to participate in the special interest groups. | * AW, JB met with Webmaster Michael Maino (MM) to discuss installment of forums on website
* MM formatted page and provided screen shot (posted with meeting files)
* AW has developed a script for Board review/discussion
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|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **11** | **Volunteer opportunities and membership when no professional perianaesthesia organization in country (SF/AH)** | AH and SF worked on development of a procedure to provide membership for new organizations. | Document completed. |  |
| **12** | **ICPAN Bylaws and Policies (LV)** | Need to operationalize the Bylaws. LV to lead process, address, establish deadline dates for P&P development.  In line for development: * Board member job descriptions needed to underpin policies (i.e., identify who does what and when)
	+ Treasurer JD previously received from MB
* To be considered by GAC for recommendations to Board
	+ Conference policy draft (Board: Host country roles/responsibilities)
	+ Conference Organising Committee
	+ RFP/Bid review document
 | * President JD received from SF
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| **13** | **Marketing (JB)** | Updated website, Facebook page with 2017 conference announcements.Transitional Board has latitude in the decision to fill a vacancy. Marketing requires a specialized skill set (e.g., technology base). Proposed first asking Simone V. to recommend a BRV member to join the team.  | * Thank you communicated to BARNA, ASPAN for free exhibition booths
* Holding off on filling empty Board position
* MM populated GAC webpage: JB emailed request to GAC members for headshot and credentials - deadline 28 March
* Submitted ASPAAN reps’ exhibition badge names to ASPAN, BARNA/WCNA
* Purchased decorative items to use for exhibition booth
* JB secured a power outlet for enticing AU video projection; JM-F to secure Glasgow booth items (contact information shared)
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|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **14** | **Request for PACU training support in Cameroon (JB)**  | Mbingo Baptist Hospital, Cameroon, requesting PACU educator support in this very resource poor country. How can ICPAN help? | Phone meeting with Dr. Jim Brown held on March 14th. Email introduction made with Dr. Allie Green in UK. Subsequent email from Dr. Brown posted on secure webpage for Board discussion today. |  |
| **15** | **Next Meeting** | April 26, 2016 | **Meeting adjourned @** |  |