|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome! | Convened via Skype @ |  |
| **2** | **Attendance (MB)** | Regrets: Laura VanLoon  Meg Bumpstead volunteered to record minutes/action items for today. | Present:  Chair requested a Board Member Directory be compiled by the Secretary. | Provide LV with preferred email, postal address, birthday (day/month) **(ALL)** |
| **3** | **Approve Agenda (JB)** | Additions? | **I move to approve the November 22 2016 board meeting agenda as presented: LV/** |  |
| **4** | **Approve Meeting Minutes (LV)** | Minutes circulated by Secretary via email in advance of meeting | **I move to approve the November 1-2 2016 board meeting minutes as presented: LV/** | Policies from 1-2 November 2016 Consent agenda finalized for posting on web (LV) |
| **5** | **Executive Session (JB)** | Informational |  |  |
| **6** | **Biennial Conference Bid Review Documents (PS)** | GAC reviewed bid document while considering comments from test review completed by BOD and GAC.  Action item: Board and GAC members requested to test Biennial Conference Bid Review document. | Files shared:  *Advice to National Organisations*  *Advice to Reviewers*  *ICPAN Conference Bid Final* |  |
| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **7** | **Biennial Conference Host Policy (AH, SF)** | Policy draft circulated to BOD in advance for review/feedback. Latest draft posted on secure meeting page |  |  |
| **8** | **PACU Nursing Milestones (SF)** | Resurge education tool developed by Sue Fossum, shared for education of nurses in underserved nations | Discuss posting as a website resource.  Copyright/permission documented? Link to Resurge site document? |  |
| **9** | **2017 Conference Update (SQ)** | Low registration and abstract submission numbers reported at last meeting. Decision: Extend oral abstract submission deadline to January 31st 2017 | AW notified abstract review team that submission deadline was extended to January 31st 2017.  Website update requests pending completion? |  |
| **10** | **Marketing: SAFE-T Campaign (JB)** | 2017 conference logo, print advert, post card template housed on BOD secure login pageWFSA SAFE-T Campaign  <http://www.wfsahq.org/get-involved/safe-t> | ICPAN accepted into WFSA SAFE-T campaign. Sent our logo for posting on that webpage.  Chair received email contact from LifeBox Foundation: interested in working with ICPAN  Suggestions from Board on how to market this involvement | **(ALL)** Push 2017 conference advertising on host country organization website/in publications |
| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **11** | **ICPAN Elections (SF)** | Establish process/policy to guide 2017 Board election | President drafted policy for consideration. |  |
|  |  |  |  |  |
|  | **Next Meeting** | No meeting in December for holiday break, reconvene in January 2017. | **Date for next meeting:**  **Meeting adjourned @** |  |