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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome! | Convened via Skype @ |  |
| **2** | **Attendance (LV)** | Regrets:  Note: M. Bumpstead available for 80 minutes | Present: |  |
| **3** | **Approve Agenda (LV)** | Additions?  June 2016 Minutes approved per on-line vote in (July 2016) | **I move to approve the board meeting agenda as presented: LV /** |  |
| **4** | **Financial Report (MB)** | Statements housed on secure login webpage.  Non-profit organization sponsorship package exemplar of shared by Meg (email). All BOD members were requested to review and provide feedback/ideas to MB. | Financial update  D&O Insurance renewal - payment made  Opportunities for advancing corporate sponsorship to increase reserves / programming funds. |  |
|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **5** | **2017 Conference (SQ))**  **Education Chair Report** **(AW)** | *Summary of 2015 Delegate evaluations, budget, silent auction results posted on Board secure login page.*  Registration opened on September 15 2016.  PCO sent email blast (registration opened, abstract submission reminder) on 17 Sept 2016  .,  **Files shared with ACPAN**:  2015 delegate volunteer abstract reviewer list compiled, sent to ACPAN/SQ | Report on site visit with PCO (SQ)  Review updated ICPAN 2017 critical path timeline – discuss deliverables  Immediate Conference needs?  PCO updates to potential delegates per Exhibition booth info passed   * Low airfare alerts * Invited speaker teasers * Notifications of relevant deadlines   Program planning   * Invited/keynote speakers * When to hold BGM? * Rooms needed to host BGM   (? During lunch, RSVP with 2017 registration), BOD mtg., host committee, PCO staff  Plans for abstract review/notification |  |
| **6** | **Membership (AH)** | <http://www.nzno.org.nz/groups/colleges_sections/colleges/perioperative_nurses_college>  Action item (ALL): send Membership Chair feedback on benefits. 1 response posted on secure webpage (document-LV) | New member  Benefits of ICPAN Membership | Invoice (MB) welcome letter (JB) sent to NZ;  GAC rep appointment pending |
| **7** | **GAC Activity (PS)** | Met on 17 August 2016  Reviewed 3rd Bid Draft, made changes, sent 3 documents to GAC members who were absent from meeting  PS drafted document “Advice to Reviewers to be circulated to GAC |  |  |
| **8** | **Research *Study* Support Query (JB)** | Louise McGuire, Adelaide South Australia, requested ICPAN support to connect with nurses. | N=80. Second phase questionnaire to begin soon. | Ongoing (JB) |
| **9** | **Bylaws Policies/Procedures(LV)** | Conference host RFP document needed – should be developed in concert with bid review sheet.  Job description files posted on Board secure login page.  Board members (SF, AH) drafted ICPAN Conference Policy – review pending.  *Clarification sought re Education Job Description Action: LV, AW* |  |  |
| **10** | **Marketing (JB)** | Facebook page = 661 likes, regular growth.  2017 conference logo, print advert, post card template housed on BOD secure login page  ICPAN 2017 ad in December *JoPAN*, Fall *Pulseline* | FB page announcement about conference registration had >1,450 hits as of 24 Sept 2016 (shared 6 times)  NZ GAC page addition on ICPAN site (MM) |  |
| **11** | **Copyright Infringement (JB)** | Reduced penalty request under review by Cartoon Stock (JB) | Penalty waived in consideration of non-profit status. Documentation of waiver retained for the record. | Issue resolved. |
| **12** | **ICPAN Elections** | Need process/policy to guide 2017 Board election |  |  |
| **13** | **Next Meeting** | October 25, 2016 - may need to revise date. | **Meeting adjourned @** |  |