ICPAN Inc. Draft Minutes, Board of Directors Meeting

March 22/23, 2016

Skype Call as per various time zones

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| **Location** | **Local time** | **Time zone** | **UTC offset** |
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| [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, March 22, 2016 at 2:00:00 PM | [CST](http://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| [Edmonton](http://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, March 22, 2016 at 2:00:00 PM | [MDT](http://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Dublin](http://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, March 22, 2016 at 8:00:00 PM | [GMT](http://www.timeanddate.com/time/zones/gmt) | UTC |
| [Copenhagen](http://www.timeanddate.com/worldclock/denmark/copenhagen) (Denmark) | Tuesday, March 22, 2016 at 9:00:00 PM | [CET](http://www.timeanddate.com/time/zones/cet) | UTC+1 hour |
| [Melbourne](http://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, March 23, 2016 at 7:00:00 AM | [AEDT](http://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| [Sacramento](http://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, March 22, 2016 at 1:00:00 PM | [PDT](http://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [Washington DC](http://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, March 22, 2016 at 4:00:00 PM | [EDT](http://www.timeanddate.com/time/zones/edt) | UTC-4 hours |

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1. **Call to order** at 1400 by J. Brady, Chair.
2. **Attendance**: J. Brady, S. Fossum, P. Smedley, B. Buch, A. Hogan, M. Bumpstead, L.Van Loon,

And attempting to connect A. Winter

1. **Approval of Agenda**: M/S: S.Fossum/M.Bumpstead: Move to accept the circulated agenda. Carried.
2. **Approval of Feb. 22/23, 2016 Minutes:** #6, registration bag should replace conference bag; that the word keynote should be inserted before speakers.

amended, then post on the secure website once done. Carried.

4. A. **Approval of March 3/4 2016 Minutes**: M/S: L.Van Loon/S.Fossum: Under Venue to add: Discussion re lack of detailed Request For Proposal (RFP) and the Global Advisory Committee will be addressing this issue; Under PCO#3: add Loss from merchandising by Conference Committee. Approved as amended to be posted on the secure website. Carried.

1. **Financial Report:**

Statement Period Feb.1-29, 2016 shows balance in chequing account of $9728.52.

Confirmed that Flag was receive by J. Brady and funds received by B. Buch. Personal cheque paid to webmaster in March and April by J. Brady. To address banking procedures and webmaster payments when J. Brady and M. Bumpstead are in Philadelphia, USA. Informed that bank is moving but remaining in Alexandria.

1. **Conference 2017**

2015 Evaluation Feedback received from B. Buch. No comments at this time.

S. Fossum will attend the **World Congress for Nurse Anesthetists/BARNA conference May 13-16, 2016 in Glasgow, UK**. B. Buch will ensure 3 roll-ups are carried to this conference by delegates for the complimentary promotional booth on site. ICPAN conference promoted by B. Buch at Danish conference in March, 2016...

Updates provided about complimentary promotional booth at ASPAN’s 35th annual conference, Philadelphia, USA April 10-14, 2016.

2017 ICPAN Conference: J. Brady sent the results of the 2017 bid results to ASPAAN President Jamie Mann-Farrar .The Australian Conference Committee announced the date and location for November 1-4, 2017 in Sydney. Naming the Conference Chair 2017 still under discussion.

1. **Membership Update**

Membership Secretary reported follow-up with Sweden, Finland, Germany (no answer), and New Zealand which has dismantled the website and disbanded PANNZ. There is another association established with a pre-operative group and she will contact the Vice-Chair.

Follow-up re Diane Powell who attended the Copenhagen conference (J.Brady), J. Bulgu from South Korea (J. Brady and S. Fossum), Norway and Iceland contacts (B. Buch).

Suggestion to next Conference Chair that delegate lists identify their countries - would be useful for the forums as well.

Suggestion to rename Pledge Form as membership Application Form.

ICPAN Logo will be posted on the secure website.

1. **GAC**

GAC informed of 2017 bid acceptance by the Board of Directors and acceptance by Australia. To set up a SKYPE call with GAC after Easter to begin discussing a RFP 2019 bid document to include budget, cost per delegate, comparison of 2 venues as examples.

Operational/Procedural: Vice-Chair accepts the responsibility for the GAC, can review time-lines and prepare the RFP by Nov. 1, 2016, involve the current GAC members in selection site for the 2019 site, and announce 2019 site before the 2017 conference.

Suggest GAC members get involved with Special Interest Groups, conference committees to maintain the international focus within the conference process.

At 1451 Edmonton time, A. Winter joined the call.

1. **Research Study Support Query**

Louisa McGuire, candidate for Master of Clinical Science, in Adelaide South Australia, requested ICPAN’s help to contact international perianesthesia expert nurses to answer survey. Requests sent to ORNAC, BARNA, ASPAN, IARNA, AFPP, AORN, and ACORN. Noted NAPANc missed. Will request an abstract for the 2017 conference. Continue to follow-up (J. Brady).

1. **Special Interest Group Formation**

A. Winter will have use of third ICPAN email address to enable official communication with nurses wanting to participate in the Special Interest Groups. 50 members to date on secure post.

Reported a very productive meeting with J. Brady and Webmaster Michael Maino to discuss the forum instalment on the website, the formatted page and screen (which M. Bumpstead said read very well), and to start with three topics: Education, Research and Clinical Practice. Social Media Policy will be developed and posted. Will there be a “disclaimer”? Will it be password accessible only? Could there be a check by user that the user read and agreed to the Social Media Policy? If the user is registered and posts inappropriately, the Webmaster can block that user. Facebook page is well used and question posed whether our questions in the forum can be linked to Facebook?

1. Volunteer Opportunities and Membership when no professional perianaesthesia organization in a country

Review document on secure post

1. **ICPAN Bylaws and Policies**

Need to operationalize the Bylaws. Complete job descriptions, Social Media Policy and review Conference Policy Draft (L.Van Loon by next meeting). GAC will consider Conference Policy draft (to be simplified), Conference Organizing Committee Policy , Request For Proposal/Bid Review Policy; Nominations and Elections Policy to be developed(S. Fossum).

Calendar for further work to be done (L. Van Loon).

1. **Marketing**

Thank you communicated to BARNA, ASPAN for free exhibition booths

Holding off on filling empty (Marketing) Board position

MM populated GAC web page: JB emailed request to GAC members for headshot and credentials -deadline 28 March

Submitted ASPAAN reps’ exhibition badge names to ASPAN, BARNA/WCNA; ASPAN GAC representative will change in April as President Term is 12 months

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)

Send National Conference dates and websites to be posted on ICPAN website.

Consider corporate sponsorship on the website – M. Bumpstead to follow up with J.Mann-Farrar

1. **Request for PACU Training in Cameroon**

J. Brady reported about a phone meeting with Dr. Jim Brown held on March 14th. Hospital site discussed is austere, and only a stipend possible for nurses.

Offer to send Standards from countries.

Email introduction made with Dr. Allie Green in UK.

Suggestion by M. Bumpstead that ICPAN could set up a page on the website for the Cameroon situation, listing volunteers, provide information, offering web cams and on-line digital training opportunities.

14. Next Meeting is April 26, 2016 at various SKYPE times.

1. Adjournment followed at 1606 Saskatoon time. Length of Meeting: 2hours, 6 minutes

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| [Edmonton](http://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, April 26, 2016 at 2:00:00 PM | [MDT](http://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
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| [Melbourne](http://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, April 27, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| [Copenhagen](http://www.timeanddate.com/worldclock/denmark/copenhagen) (Denmark) | Tuesday, April 26, 2016 at 10:00:00 PM | [CEST](http://www.timeanddate.com/time/zones/cest) | UTC+2 hours |
| [Dublin](http://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, April 26, 2016 at 9:00:00 PM | [IST](http://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
| [London](http://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, April 26, 2016 at 9:00:00 PM | [BST](http://www.timeanddate.com/time/zones/bst) | UTC+1 hour |
| Corresponding UTC (GMT) | [Tuesday, April 26, 2016 at 20:00:00](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20160426T2000) |  |  |

Submitted by Laura Van Loon, Secretary