**ICPAN Meeting Action Items April 11, 2017**

Varied times via SKYPE

Present: Pat, Ann, Joni (Chair), Meg, Laura, Angie (left 1443), Sue on @ 1444 Saskatoon time and Suzi on @ 1456 Saskatoon time. Commenced at 1410.

* 1. Agenda: Circulated by email by the Chair and approved
	2. Minutes from March 14, 2017 Approved. Decision re approved policies. See 7.
	3. Information on Anderson Newsletter: **Action:** **Laura** to circulate Anderson newsletter.
	4. Financials: Meg will post per email. **Done** already.

**Action:** **Joni** to talk to webmaster this weekend re July 2017 website renewal.

* 1. ICPAN 2017 update: **Action: Angie** to ask Jayne whether letters have been sent thanking those who submitted abstracts but were declined.
	2. Membership: **Action:** **Ann** will follow-up re pro rata membership fees for Sweden.

**Action: Joni** will discuss drop-down box for member list on website.

* 1. **GAC: Action: Sue and Pat** will forward final Election, and Nominations Policy, Membership Policy and GAC Terms of Reference to GAC members for meeting April 18th.
	2. Joni and Sue attending and promoting ICPAN at ASPAN. Action: Need giveaways for the booth. **Action: Joni** will invite South Korean delegates to a meal to talk about ICPAN.
	3. Conference Policy: **Action: Sue** will circulate final approved (by consensus) policy. {to strike out #6 under GAC responsibilities and decide on wording for #2 under Terms of Membership}
	4. Strategic Timeline for 2019 RFP: **Action: Joni** will ask webmaster to assist in posting a fill-in form for people interested in the RFP Bid Documents.
	5. Conference update from Suzi: Great work for all Angie’s work
	6. Next meeting : May 9th. Regrets: Meg.

| **Location** | **Local Time** | **Time Zone** | **UTC Offset** |
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| [Saskatoon](https://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, May 9, 2017 at 2:00:00 pm | [CST](https://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| [Edmonton](https://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, May 9, 2017 at 2:00:00 pm | [MDT](https://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Sacramento](https://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, May 9, 2017 at 1:00:00 pm | [PDT](https://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [Washington DC](https://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, May 9, 2017 at 4:00:00 pm | [EDT](https://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
| [Dublin](https://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, May 9, 2017 at 9:00:00 pm | [IST](https://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
| [London](https://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, May 9, 2017 at 9:00:00 pm | [BST](https://www.timeanddate.com/time/zones/bst) | UTC+1 hour |
| [Sydney](https://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, May 10, 2017 at 6:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| [Sydney](https://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, May 10, 2017 at 6:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| Corresponding UTC (GMT) | [Tuesday, May 9, 2017 at 20:00:00](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20170509T2000) |   |  |
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* 1. Meeting concluded 1513 Saskatoon time. Hours: 1 hour 3 minutes

Draft Action items taken by Secretary Laura Van Loon