ICPAN Board of Directors Minutes

October 10/11, 2017 at various SKYPE times

| **Location** | **Local Time** | **Time Zone** | **UTC Offset** |
| --- | --- | --- | --- |
| [Saskatoon](https://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, October 10, 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, October 10, 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, October 10, 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, October 10, 2017 at 4:00:00 pm | [EDT](https://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
| [London](https://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, October 10, 2017 at 9:00:00 pm | [BST](https://www.timeanddate.com/time/zones/bst) | UTC+1 hour |
| [Dublin](https://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, October 10, 2017 at 9:00:00 pm | [IST](https://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
| [Sydney](https://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, October 11, 2017 at 7:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| [Melbourne](https://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, October 11, 2017 at 7:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| Corresponding UTC (GMT) | [Tuesday, October 11, 2017 at 20:00:00](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20170711T2000) |  |  |

**1.Call to Order**: by J. Brady, Chair at 4:00 PM

**2.Roll Call**: Present: J. Brady, S. Fossum, A. Hogan, M. Bumpstead, P. Smedley, A. Winter

Regrets: L VanLoon, F. Newman (ICPAN Conference Chair June, 2017)

**3.Approval of Agend**a: M/S: S. Fossum/ M Bumpstead: Move to accept the agenda as amended. Carried.

**4.Approval of edited draft minutes** of July, August & September; Correction to Survey Monkey (Monkey Survey) 2017 board meeting: M/S: S. Fossum/J. Brady: Move to accept the amended July 2017 board meeting minutes. Accepted.

**5. Correspondence** Correspondence from Hurwit – regarding non-reinsurance with previous insurer. We have current Director Insurance with Arch insurance. Directors and Officers Liability Insurance paid US $ 484.10

**6. Request for Conference** Please send Sue mobile number you will be using for the conference. Can everyone download WhatsApp on their phone so we can have a group chat for texting.

**7.Financial Report**: Healthy for funds at the present time. Update for October:

Webmaster $280

Conference Flags, 2 GoDaddy $565.77

Webmaster $280

Total $1,125.77

AU Member renewal $500

10 Oct 2017 Balance = $5,683.08

Pens discussed -$400 + postage ($7.99) AUD for 250

Motion: To accept Financials as presented and to purchase 500 pens.

M/S: S. Fossum/ P Smedley

**Action: Meg to Purchase**

**8. ICPAN conference Update:**

On track with PCO

Sponsorship ~$45,000 AUD, Overall Budget: likely break even, may make small profit

**See Joni’s notes**

**Actions:**

Angie to add the GAC members volunteering for Conference Moderation onto the program and poster judging. Microphone holders to be pulled from Audience for each session.

**9. Membership Renewal**

Renewal fees have been added to the website, wording for current membership number has been clarified. All letters to countries have been sent.

US may not renew until after their Board meeting in November, Australia, NZ, USA and Netherlands have made enquiries.

Australia has renewed.

Membership secretary to send welcome letter, cc to Chair and Vice Chair. Treasurer to send receipt only if formal receipt requested.

**Action: Ann to draft process for welcome.**

**12. Elections**

Survey Monkey questionnaire will be sent to all.

Nominations have been received, more to be added at conference, Ann will vet bids as 2nd person. Everyone on GAC have been invited.

**13. BGM Presentation**

Have received Slides from Sue & Meg, Pat to invite GAC to have agenda items.

Slide completion deadline 15 October

**14.2019 Conference Host**

Propose to Announce Cancun, Mexico, November 2019 without further information.

Need to review PCO’s with new board after the conference.

**15.Technology Survey**

Can everyone please take the technology survey posted on the website.

Michael is building the skeleton pages for the 2019 conference website based on the current Sydney website shell.

**13. Next Meeting**: October 24/25, 2017

**14. Adjournment** at 6.05 PM by the Chair.