**ICPAN Board of Directors Meeting Minutes**

**April 26, 2016 per SKYPE various times**

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| Location | Local time | Time zone | UTC offset |
| [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, April 26, 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, April 26, 2016 at 2:00:00 PM | [MDT](http://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Washington DC](http://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, April 26, 2016 at 4:00:00 PM | [EDT](http://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
| [Sacramento](http://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, April 26, 2016 at 1:00:00 PM | [PDT](http://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [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) |  |  |

1. **Call to Order** at 1600 EDT by Board Chair, J. Brady.
2. **Attendance** J. Brady, P. Smedley, A. Hogan, L. Van Loon, S. Fossum, A. Winter for one hour

**Regrets**: B. Buch, M. Bumpstead

1. **Approval of Agenda**: **M/S: L. Van Loon/S. Fossum That the agenda be approved as presented. Carried.**
2. **Approval March 22, 2016 Minutes: M/S: L. Van Loon/S. Fossum: That the meeting minutes be approved as presented. Carried.**
3. **Financial Report:** Statementspending and will be posted on secure login page. **Action**: **M. Bumpstead**

Board Chair added comments. Minor expenses from hosting an ICPAN Booth at ASPAN conference. Need to reconcile expenses. Obtained 1500 ICPAN postcards free due to Staples having software problem: take some to Glasgow conference. Obtained 550 names at the ASPAN Booth for 2017 ICPAN Conference. Full page ad for 2017 conference posted on secure log-in page, sent to *JOPAN, Breathline* and all are requested to distribute to journals and international sites. Web page for the conference is up on conference site.

1. Winter joined the call.
2. **Special Interest Group, Social Media Policy**  J. Brady and M. Maino to secure log-in pages for policies ; list policies for both Board and for GAC on secure pages. Once Social Media Policy is approved, the Forum site will be posted. Propose we need a Code of Conduct Policy.

**M/S: L.Van Loon/A. Winter: That the posted Social Media Policy to be approved as posted with the amendment under Responsibilities “will not use protected health information”. Carried.**

To complete and post policy where necessary for Forum Users. **Action:** **L.Van Loon, J. Brady**

If there are problem(s) with submissions on the Forum, hen those people will receive the complete policy

Distribute trial forum questions to each board member as a test and go live on May 2nd.

**Action: A. Winter**

Email those subscribers who have already submitted questions. **Action: A. Winter**

1. **2017 Conference**

Board Chair J. Brady and President Jamie Mann-Farrar (JM-F) ASPAAN met in Philadelphia at ASPAN Conference

GAC and Board have accepted ASPAAN’s bid for 2017 conference site.

Conference venue site will be changed to Luna Park as not available. Must confirm new site. Nearby hotel blocks must be booked. Program registration fee needs to be similar to past conferences.

Need to expand Conference Planning Committees with GAC volunteers and interested volunteers from non-member countries, like Greece. Firm up conference needs with ASPAAN. **Action: J. Brady**

Review evaluations from Copenhagen Conference to see if there was a question for delegates to say if they were interested in helping ICPAN next conference; if so list names. **Action: J. Brady**

Request GAC members to suggest 5 names from their respective countries to be abstract reviewers. **Action: P. Smedley**

Discuss suitable agenda placement of 2017 BMG. **Action: ICPAN reps at Glasgow Conference and ASPAAN reps 2017 ICPAN Conference Chair Suzi Querruel (SQ) and ASPAAN President JM-F.**

Discuss placement of BMG and Board Elections in Sydney: **Action: Board of Directors**

1. **Membership Update**

Posted the membership recruitment document “How to Form an Organization”.

Finland has submitted their membership. To invoice their fee. **Action: M. Bumpstead**

1. **GAC Activity**

Timeline discussion.

Date for first GAC Skype Meeting is May 4, 2016. Agenda, minutes, secretarial help for first GAC meeting. **Action: P.Smedley**

Important decision to be made when to announce the next conference site. Prefer not to overshadow Australia conference. Perhaps Sept. 2017? Firm up venue for announcement – to discuss further.

Clarified by Board Chair that ASPAAN President JM-F was informed that conference profit split will be 80/20% as voted on at 1st BMG.

1. **Research Study Support Query**

Continue with support for research project and report to Board. **Action: J.Brady**

1. **ICPAN Bylaws and Policies**

Vice-Chair, Treasurer, Secretary, Membership Secretary, President job descriptions posted for review and discussion. Nominating/Elections Policy posted.

Determine related governance development. **Action: L. Van Loon/J. Brady**

Establish timeline for Policy and Procedure development. **Action: L. Van** **Loon**

To develop: Conference Policy Draft, Conference Organizing Committee, and RFP Bid Review Document

1. **Marketing**

ASPAN requested the ICPAN contact be updated to Armie Holcomb, Past-President, ASPAN

Comments on spirited, excellent and enthusiastic reception by ASPAN delegates in Philadelphia.

GAC page complete and Facebook updated. Photos from conferences on website.

1. **Request for PACU training support in Cameroon**

To post “call for interest” on ICPAN website when Dr. Jim Brown submits request for a PACU Educator for Mbingo Baptist Hospital. Dr. Brown thanks the board for supporting this request.

**Action: J. Brady**

1. **International Council of Nurses (ICN)**

Board Chair contacted ICN for information. **Action:** **L. Van Loon to contact known CNA members: J Judith Shamian, President; Marlene Smadu, ICN Board member.**

1. **Next Meeting: May 24**, 2016

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| | **Location** | **Local time** | **Time zone** | **UTC offset** | | --- | --- | --- | --- | | [Edmonton](http://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, May 24, 2016 at 2:00:00 PM | [MDT](http://www.timeanddate.com/time/zones/mdt) | UTC-6 hours | | [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, May 24, 2016 at 2:00:00 PM | [CST](http://www.timeanddate.com/time/zones/cst) | UTC-6 hours | | [Washington DC](http://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, May 24, 2016 at 4:00:00 PM | [EDT](http://www.timeanddate.com/time/zones/edt) | UTC-4 hours | | [Sacramento](http://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, May 24, 2016 at 1:00:00 PM | [PDT](http://www.timeanddate.com/time/zones/pdt) | UTC-7 hours | | [Copenhagen](http://www.timeanddate.com/worldclock/denmark/copenhagen) (Denmark) | Tuesday, May 24, 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, May 24, 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, May 24, 2016 at 9:00:00 PM | [BST](http://www.timeanddate.com/time/zones/bst) | UTC+1 hour | | [Melbourne](http://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, May 25, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours | | [Sydney](http://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, May 25, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours | | Corresponding UTC (GMT) | [Tuesday, May 24, 2016 at 20:00:00](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20160524T2000) |  |  |   Draft Minutes by Secretary Laura Van Loon |  |

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