Action Minutes from ICPAN Meeting Jan. 17/18 2017

| Lo**cation** | **Local Time** | **Time Zone** | **UTC Offset** |
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| [Saskatoon](https://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, January 17, 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, January 17, 2017 at 1:00:00 pm | [MST](https://www.timeanddate.com/time/zones/mst) | UTC-7 hours |
| [Washington DC](https://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, January 17, 2017 at 3:00:00 pm | [EST](https://www.timeanddate.com/time/zones/est) | UTC-5 hours |
| [Sacramento](https://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, January 17, 2017 at 12:00:00 noon | [PST](https://www.timeanddate.com/time/zones/pst) | UTC-8 hours |
| [London](https://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, January 17, 2017 at 8:00:00 pm | [GMT](https://www.timeanddate.com/time/zones/gmt) | UTC |
| [Dublin](https://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, January 17, 2017 at 8:00:00 pm | [GMT](https://www.timeanddate.com/time/zones/gmt) | UTC |
| [Melbourne](https://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, January 18, 2017 at 7:00:00 am | [AEDT](https://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| [Melbourne](https://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, January 18, 2017 at 7:00:00 am | [AEDT](https://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| Corresponding UTC (GMT) | [Tuesday, January 17, 2017 at 20:00:00](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20170117T2000) |  |  |

1. Call to Order: 2:15 PM (Stoon time) by S. Fossum, President as J. Brady away.
2. Attendance: Present: A. Winter, M. Bumpstead, S. Fossum, A. Hogan,

Regrets: J. Brady, S. Querruel

1. Approval of the agenda with movement to table minutes:M/S: M.Bumpstead/A. Winter That the agenda be approved as amended. Carried
2. Financial Report: M. Bumpstead stated the financials are posted on the secure Directors login webpage and that there has been little movement of funds. Explained that webmaster fees have been waived for 2 months since there has been little work and it has become more of an ad hoc nature of work.
3. Membership Fees and proposal: A. Hogan will take the lead and discussion will involve emails. **Action: ALL**
4. Sponsorship Document: Circulated by M. Bumpstead and congratulations for this fine piece of creative writing, inserts and package. Still require ongoing funding through sponsorships. What are the next steps for sponsorship brochure? Action: to ask S. Querruel Action: Inform M. Bumpstead of other organization’s sponsorship packages, perspectives, e.g. ACPAN**. Action: ALL**
5. Membership Category: Due to sponsorship categories that are not conference related. Suggest adding another membership category, e.g. Affiliate... **Action: M. Bumpstead and S. Fossum** in one month to be approved by the Board for BGM
6. Conference Update: M. Bumpstead reported that ACPAN met the PCO and the following:

* Email blasts re dates and abstracts should be going out. L. Van Loon reported receiving one on Dec. 19, 2016;
* Reviewed budget and propose revised budget sent to Directors during the meeting;
* Wed. event free with full conference registration
* Thursday event (gala) moved to Friday night - concern people will be tired from jet lag and 2 very long days and not attend and having 2 successive nights that are busy should become alternate occasions – need 150 attendees to break even
* Wed. will include hospital visits; workshop for novice presenters
* Sat. AM will be conference but Sat. afternoon will be optional tour (zoo)
* New day rate and but must decide price – single day rate to include Goody bag
* Sat. Half day rate without a Goody bag
* Need all incentives to boost attendance with options

Educational Program requires 38-39 speakers. Received 38 to date with 2 more coming in from Australia.

Countries represented by speakers? Follow-up: M. Bumpstead

Other ideas: S. Fossum will ask our Chair to contact known authors and ask our own Boards of Directors to circulate the request for abstracts.

M. Bumpstead toured the impressive venues located in central Sydney. “Room for everyone” Accommodation and train routes: very short walks to venue from the trains.

Election Policy: S. Fossum reminded us that for the first election of the Board Hewitt has suggested we waive the requirements and be flexible. P. Smedley has been encouraging GAC members to consider stepping up to the Board. Feels there is talent to cultivate.

Suggest Call for Nominations for a position 2 months prior to BGM and close nominations 2 weeks prior. Submit ballots one week prior to the President and cc to the Secretary who must keep the votes and enter them into the Minutes. Require a handover process. **Action: Circulate next draft: S. Fossum in about a week. To hold sending to the GAC until updates reviewed.**

Reminded there is no proxy voting and GAC members vote. A. Hogan worries about transparency.

Next meeting scheduled: Feb. 14/15, 2017

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| [Melbourne](https://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, February 15 2017 at 7:00:00 am | [AEDT](https://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| [Melton](https://www.timeanddate.com/worldclock/australia/melton) (Australia - Victoria) | Wednesday, February 15, 2017 at 7:00:00 am | [AEDT](https://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
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Adjournment: At 3:08. Total of 53 minutes

Draft Minutes by Laura Van Loon, Secretary