ICPAN Board of Directors

Minutes from February 14/15, 2017

Convened by SKYPE

| **Location** | **Local Time** | **Time Zone** | **UTC Offset** |
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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 |
| Melbourne (Australia - Victoria) | Wednesday, February 15, 2017 at 7:00:00 am | [AEDT](https://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| [London](https://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, February 14, 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, February 14, 2017 at 8:00:00 pm | [GMT](https://www.timeanddate.com/time/zones/gmt) | UTC |
| [Sacramento](https://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, February 14, 2017 at 12:00:00 noon | [PST](https://www.timeanddate.com/time/zones/pst) | UTC-8 hours |
| [Washington DC](https://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, February 14, 2017 at 3:00:00 pm | [EST](https://www.timeanddate.com/time/zones/est) | UTC-5 hours |
| [Edmonton](https://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, February 14, 2017 at 1:00:00 pm | [MST](https://www.timeanddate.com/time/zones/mst) | UTC-7 hours |
| [Saskatoon](https://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, February 14, 2017 at 2:00:00 pm | [CST](https://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| Corresponding UTC (GMT) | [Tuesday, February 14, 2017 at 20:00:00](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20170228T2000) |  |  |

1. **Call to Order**: 2:02 PM (Saskatoon time) by J. Brady, Chair
2. **Attendance**: Present: A. Winter, M. Bumpstead, A. Hogan, J. Brady, L. Van Loon

**Regrets**: S. Fossum, S. Querruel

1. **Approval of the Agenda**: **M/S: L.Van Loon/M.Bumpstead: That the agenda be approved as circulated. Carried.**
2. **Approval of the Nov. 22/23, 2016 and Jan. 17/18 Minutes**: **M/S: L. Van Loon/ P. Smedley: That the Nov. 22/23, 2016 Minutes be approved as amended. Carried.**

**M/S: L. Van Loon/ P. Smedley That the Jan. 17/18, 2017 Minutes be approved as circulated. Carried.**

1. **Financial Report**: There has been no activity except filing fee of US $25.00.

Draft Budget at 22 December, 2016 remains unchanged.

Conference Prospectus disseminated to 200 companies. ACPAN is contacting their own networks and sending sponsorship prospectus out to contacts as a personal touch with the hope of strengthening sponsorships and therefore income. No confirmed sponsors yet. No limitations to number of sponsors. Need 400 delegates to break even and 150 payees to break even for the “Sydney Showboats”.

1. **Chair and Marketing/Media Update**:

L. McGuire, Adelaide, AU has circulated the second draft of her study; received first week in Feb. 2017. May present at AU conference - may classify her as Novice Speaker.

Completed PACU education at Mbingo Hospital, Cameroon by two ICPAN-recruited PACU nurses. One of the nurses, Owen Ashwell from NZ will submit an oral abstract per Chair’s request. Detailed letter from Harriet (BARNA member working with Owen) circulated and comments shared.

A.Winter shared request for bariatric transfer and resources shared by several. Facebook page now over 700 likes and growing weekly. Increased queries about conference program.

Logo design of 2013 may be retained rather than M. Maino’s suggested one.

Website page added under “About Us’ menu tab and Global Outreach for addition of World Federation of Societies of Anaesthesiologists - WFSA - which we have joined.

1. **Conference Policy**: Conference Policy as posted on February 13, 2017 reviewed by all.

For readability, all policies will include the statement ‘hereafter ICPAN, Inc. will read as ICPAN”. Changes to be made by L. Van Loon and J. Brady. Present to GAC at next meeting for feedback.

**Action: P.Smedley**

Questions re Conference Insurance: Mandatory that the host country of the conference has public liability insurance. Australia has $10 million liability. Suggest host country examine what happens if there is a conference loss and whether insurance is considered. Policy outlining Financial Responsibilities requires a new paragraph that includes Financial Relationships to include profit/loss outcomes as a separate [point and insurance requirements. Is it prudent to include a disclaimer if the host country of the conference does not have insurance? **Action: J. Brady offered to write this.**

Develop host country bid acceptance document of the Conference Policy**. Action: J.Brady**

**2017 Conference Update:** Written report submitted by S. Querruel

* Sponsorship prospectus has been forwarded to PCO list (over 200 companies) however within the Australian bounds, we have encouraged our ACPAN committee members to contact their representatives as a personal touch & so far we have had a positive response from all contacted (unsure however if any have booked a spot!) Will receive an update from Jayne
* On 1st Feb, 5 current registrations (not unusual at this stage) - over 1600 in database through PCO so email blasts are reaching a wide & varied group
* As of 1st Feb, 62 abstract submissions & a mixture of oral & poster submissions (Angie would you mind filling in the details regarding the review team)
* I would like to forward the invited speaker letters before the end of the month (PCO has drafted the invitation) however I do not some contact details

 - Paula Foran, our opening address (I have confirmed & have details)

 - Jan Odom-Forren (I have her details & have confirmed)

 - Ellen Poole (do not have contact details)

 - as the committee, do you have anyone in mind as an invited speaker?

* The hospital's for the tours on the Wednesday afternoon are being confirmed (ChrisO'Brien Lifehouse (a specialist cancer centre); Prince of Wales/ Royal Hospital for Women/ Children's Hospital (all on one campus) & Royal North Shore Hospital (with a visit to their simulation centre))Joni has uploaded our draft program (obviously a work in progress) - an updated program will be produced by March
* Marketing for conference - discussion re: budget for marketing if required? Do we need to look at expanding our marketing of the conference & place ads in related organisations journals etc

A.Winter states we have 62 oral abstracts and we need 32-34. Need 38 sessions outside plenary sessions. M. Bumpstead said other years we had up to 100 abstracts. She also stated she has reviewed her 5 abstracts and they are “amazing quality”. Suggestion that more email ‘blasts’ including the social side, hospital visits, conference speakers, dinner cruise, be sent by PCO. Confusion about Denise as a presenter and her role. Invite O. Ashwell to be a keynote. Suggest more Australian keynote speakers such as ACPAN’s new Curriculum Director, Heather Reynolds. Reply with oral abstract reviews by Feb. 22. Comment: it is very little time to respond to the request for reviews.

ACPAN has a Fellowship Program and may want to induct the new Fellows on the 1st day of the conference.

Delphi Study with ACORN, BARNA and possibly IARNA involvement lists perianaesthesia attitudes which may be a valuable presentation at conference. Would like to connect with researchers at the conference. Internet connection is not available for a “Delegate Forum – The Gathering of Nations”” such as we experienced in Copenhagen due to lack of connectivity. Utilize Discussion Groups instead.

May have Silent Auction and suggest light items for travelling purposes. Suggest proceeds go to ACPAN.

Losses in the Copenhagen “ICPAN Shop” will reflect on what we sell in Australia. ICPAN branded items result in ICPAN proceeds. Pins without year or place. USB sticks; pens; boomerang; key ring. **Action: All to price 500-1000 pins and items in their locale and include delivery to a site in Australia.**

1. **Membership Policy and Report**:

Membership enquiry from Croatia stimulated need for Membership Benefits to be reviewed for dissemination.

Discussion about welcoming new organizational members who wish to join ICPAN, Inc. at any time, and to include these new members to have representation on the GAC as soon as possible.

**M/S: A. Hogan/M. Bumpstead: That we waive the current annual membership fees until October 1, 2017. Carried.**

Agreed by consensus thatany new organizational members will pay a pro rata rate until Oct, 1, 2017. **Action: M. Bumpstead**

Renewal notices will be remitted as per policy for Oct. 1, 2017. **Action: M. Bumpstead**

Individuals are known to want to join ICPAN,Inc. but we are sensitive to others who may feel ICPAN,Inc. oversteps boundaries. Suggest talking about this at the BGM.

**M/S: A.Hogan/M.Bumpstead: That an individual who is not a member of an ICPAN, Inc. Organizational Member may be eligible to join as an Affiliate Health Care Member as per Section 3.3.1 of the Bylaws and once the annual fee of $US 25.00 is received. Carried.**

1. **ICPAN Elections:** Review and respond to Elections Process and Policy for discussion at next meeting**.**

**Action: All**

1. **Chair and Marketing Media Job Descriptions:** Pending**. Action: L.Van Loon, J. Brady**

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| 1. **Next Meeting:**   [**Edmonton**](https://www.timeanddate.com/worldclock/canada/edmonton) **(Canada - Alberta)** | Tuesday, March 14, 2017 at 2:00:00 pm | [MDT](https://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [**Saskatoon**](https://www.timeanddate.com/worldclock/canada/saskatoon) **(Canada - Saskatchewan)** | Tuesday, March 14, 2017 at 2:00:00 pm | [CST](https://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
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1. **Adjournment: 4:10 PM (Saskatoon Time) Total hours: 2 hours 8 minutes**

Draft Minutes submitted by Secretary L. Van Loon