**ICPAN, Inc. Board of Directors Draft Minutes**

November 24/25, 2015

SKYPE Meeting per various time zones

\*Saskatoon (Canada - Saskatchewan) Tuesday, November 24, 2015 at 2:00:00 PM CST UTC-6 hours

\*Edmonton (Canada - Alberta) Tuesday, November 24, 2015 at 1:00:00 PM MST UTC-7 hours

\*Copenhagen (Denmark) Tuesday, November 24, 2015 at 9:00:00 PM CET UTC+1 hour

\*Dublin (Ireland) Tuesday, November 24, 2015 at 8:00:00 PM GMT UTC - 0

\*London (United Kingdom - England) Tuesday, November 24, 2015 at 8:00:00 PM GMT UTC - 0

\*Sacramento (U.S.A. - California) Tuesday, November 24, 2015 at 12:00:00 PM PDT UTC-8 hours

\*Washington DC (U.S.A. - District of Columbia) Tuesday, November 24, 2015 at 3:00:00 PM EDT UTC-5 hours

\*Melbourne (Australia - Victoria) Wednesday, November 25, 2015 at 7:00:00 AM AEDT UTC+11 hours

\*Corresponding UTC/GMT Tuesday, November 24, 2015 at 20:00:00

1. Call to order at 1415 (CST) by P. Smedley, Vice-Chair, as quorum present. J. Brady not yet contacted or called in so Pacira Nursing Advisory Board postponed until she is present.
2. Attendance: P. Smedley, M. Bumpstead, S. Fossum, A. Hogan, L. Van Loon

Regrets: B. Buch Continued calling J. Brady and A. Winters.

1. Approval of the Agenda: P. Smedley requested addition of “Operational Draft” (see 6.). To add “Details about current and proposed membership” (see 6.) and “Next Venue –how to move forward” (see 6.).

**M/S: P. Smedley/M. Bumpstead: That the agenda be approved with additions. Carried.**

3. A. Approval of the Minutes: **M/S: S.Fossum/M.Bumpstead: That the Oct. 27/28 Minutes be accepted as circulated. Carried.**

Ongoing Business

1. D&O Insurance: M. Bumpstead reported that J. Toepfer, Operations Director for Hartford Insurance received the annual payment for Directors and Officers Liability Insurance today.
2. Financial Report: M. Bumpstead stated she will provide monthly reports with income and disbursements. Circulated Oct.31 Profit and Loss Statement. All seed money has been received. Has sent membership invoices to Netherlands, Ireland and Australia and received money from Australia. A. Hogan hopes that Ireland’s membership money will be coming soon.

Current financial status: US $6005.00; Retainer balance US $1014.00 with Hurwit Associates.

**M/S: S. Fossum/A. Hogan: That the Treasurer’s report be accepted as presented. Carried.**

1. Membership Report: A. Hogan reported that the Ireland membership cheque needs two signatures and hopes to have it processed soon.

No response yet from Netherlands, New Zealand. Pledges informally given from Canada (by Dec. 31), U. K., and waiting to hear back from Denmark. USA will be supporting ICPAN and the GAC representative will be the immediate Past President on an annual basis. Discussion re the one year term and A. Hogan stated that during the formative process that will be acceptable. Once the USA realizes their rep can’t move to the Board of Directors, perhaps they will make a change.

Question: do all countries have a PeriAnesthesia Group? S. Fossum reminded us of our Article 111 Membership Section 3.2.1. that allows groups who support our goals/objectives can be members. P. Smedley said that even the word PeriAnesthesia gives an advantage to joining and M. Bumpstead endorsed it saying, “anyone with an interest in the area” can join. A. Hogan would like to include Croatia, Israel, South Korea, IFNA and has a contact presenting our information to Sweden. P. Smedley suggested sending out an invitation to promote emerging organizations and assist them to incorporate. All countries can apply with a plan to become a member. M. Bumpstead reported that ASPAAN is rebranding to become Australian College of Peri Anaesthesia Nurses which will be representing nurses working in PACU, anaesthesia, preadmission, same day admission and will move to include pain nurse practitioners and nurse sedationists/ anaesthetists into the future.

14:44 (CST) J. Brady joined the meeting and was updated on the meeting thus far. She stated that Denmark has the incorporation letter as requested. Further discussion and agreement about the incorporation letter being added to the pledge letters that will be sent out. J. Brady had an inquiry about membership but did not know the origin of the writer’s country.

Pacira Nursing Advisory Board moved to 7.

P. Smedley asked about the authority and right to decide the future conference sites.

Vice-Chair is responsible for GAC meetings; is Ex Officio to the Conference Committee.

The Conference Committee is a working group of the GAC.

GAC will be important, influential and contribute to policy formation

The GAC needs to be in place to firm up potential policies.

L. Van Loon will review the format for the policy.

The Conference Chair actually chairs the Conference Committee, and should have a history of conference involvement, have knowledge of current perianaesthesia nursing information.

Bid document is in place and as we move forward we may need to change the policy and process.

GAC members each have one vote and should bring a recommendation as an advisory to the Board the first time round of the process (for2017).

Undue Influence: Discussed bidding country’s GAC rep should abstain from voting.

If there is a tie within the GAC, then the Board could make the decision.

Is P. Smedley available to be Conference Chair if B. Buch unavailable?

Prefer to get familiar with the tool, and then set the procedure to solicit the 2019 bid. Would like to announce the next conference site at the 2017 conference.

Do we need a meeting to review the draft when P. Smedley circulates it?

1. J. Brady informed us about the Pacira Nursing Advisory Group. She attended a meeting arranged by the drug company Pacira that makes bupivicaine. There is research funding available for nursing and the reps became interested in the description about ICPAN. Everyone agreed that J. Brady, whose new workplace position is Pain Manager, should pursue this. There could be opportunities to see what is happening in our practice, such as patient advocacy, knowledge attitudes around pain, treatments that are in use. It was suggested that we could start with easy, short-term projects. Next meeting TBD.
2. ICPAN Website Maintenance Contract: J.Brady reported that web master M. Maino replied today regarding his proposed contract. We are all to reply to J. Brady re a hybrid template by Dec. 1/15. M. Bumpstead will look into and provide information about maintaining website functionality, cataloguing time records, adding a page, uploading files.

J. Brady reported that the website has been active.

1. Next Meeting: January 5/6, 2016.
2. Adjournment at 1540 (CST) by J. Brady.

Draft Minutes by L. Van Loon, Secretary