

**Minutes from ICPAN, Inc. GAC SKYPE: 18th April 2017**

**Present**: Call initiated at 12 noon (PST) by Pat Smedley. Present on call: Markku Ahtiainen, Hanneke von Kooten, Bente Buch, Clodagh Wogan, Armi Holcomb, Fiona Newman, Marja-Liisa Ylitalo-Airo, Sue Fossum.

Trica Garrioch, after multiple attempts, was still unable to join the call.

**Apologies**: Johanna McCamish, Joni Brady

**Minutes** from February GAC meeting reviewed - without edits or changes. *Motion to approve: Armi; Second: Bente*. *Approved.*

**Matters Arising:**

GAC Update of ICPAN, Inc. reviewed with GAC members by Pat Smedley. Questions asked about Sydney 2017 hospital tours. Fiona provided a brief update. More info will follow.

**Agenda Items:**

1. **ICPAN Inc. Policies Review**:
* Membership Policy: Discussion on policy specifics. Markku asked question concerning #3 Roles and Responsibilities of Membership Secretary / Maintenance. Discussion centered around whether copies needed to be kept by the Membership Secretary if the originals were being kept by the Treasurer. Bente, Marja-Liisa wondered if this would be duplication and since the treasurer and membership secretary would be communicating is there need for both to keep records. Question will be brought back to the Board of Directors. Clodagh recommended that on item #6 – Benefits of Organisational Membership that wording should be ‘promote’ and not ‘ensure’. All agreed that this is a good change. (*see highlighted areas of policy for discussion items*). Trica had sent grammatical suggestions to team prior to GAC Skype call.

*Motion to Approve: Bente; Second: Armi. Approved to send back to Board of Directors*.

* Election Policy: Discussion on policy specifics. Question raised by Markku as to why the President was handling the election process. Sue provided the information that since the President holds a non-voting role, there was not a conflict of interest and is the most appropriate person to handle the election process. Markku also asked as to whether the ballots would remain for a period of time in case a review is asked for. Sue mentioned that the election process will be done via Survey Monkey allowing for each individual GAC member to cast a vote in private. Votes will be sent to the ICPAN President and Secretary so that there is a check/balance in tally of results. Sue did not know how long the ballots would be accessible for – will bring question back to the ICPAN Board.

*Motion to Approve: Clodagh; Second: Markku. Approved to send back to Board of Directors.*

* GAC Job Description: Discussion centered around clarification of who calls for the quorum and what constitutes a quorum for GAC meetings. Sue referred back to section of Bylaws (4.4 Meetings) that was sent out to the group prior to the Skype call. Actual number is not detailed in Bylaws, but that the quorum is a majority. Pat explained that we do not know the total number of GAC member organizations as we are still growing, but that a majority is what is referenced in Bylaws. Armi commented about who should make this call (ICPAN Vice Chair) at the beginning of the meeting and what constitutes a quorum for that meeting. Discussed also that any major policy/vote would go out to entire GAC for a vote.

*Motion to approve: Hanneke; Second: Marja-Liisa. Approved to send back to Board of Directors.*

1. **Any Other Business at Hand**
* Pat expressed thanks to Armi for her dedication and commitment to GAC as she will be leaving GAC with Katrina Bickerstaff coming on as ASPAN representative.

**Next Meeting Date: Tuesday May 16th;**

Call ended at 1303 PST. Minutes taken by Sue Fossum