

**Minutes from ICPAN, Inc. GAC SKYPE : 22nd February 2017**

**Present** : Pat Smedley, Markku Ahtiainen, Hanneke von Kooten, Bente Buch, Clodagh Wogan [Trica Garrioch unable to connect / discussed the Agenda with here immediately after group call on a one to one]

**Apologies** : Armi Holcomb, Johanna McCamish

**Minutes** from the last full meeting : January 24th passed as correct [proposed Bente, seconded by Hanneke : agreed by all]

**Matters Arising:**

Update of ICPAN,Inc. notes sent February 2017 used to guide discussion through Agenda:

**1. Policy Reviews** :

Conference Policy : Pat explained that this policy will be sent shortly following completion of first draft by BoD. This policy must be reviewed in time to be included in the Bid Process 2019 set up. This due to start at end of April. GAC assured that this operational policy contains more information on financial arrangements [profit share / potential loss situation] of conference. Bente queried whether Australia has a ‘no loss guarentee’ – she added that Copenhagen did not have this clause as it cost more. Everyone agreed with status on this policy

Membership Policy : Details of this explained more fully by Pat. Everyone supported October date for renewals and waiving renewal until this date for established ICPAN members.

All agreed that the Affiliate Membership was important and should be activated now. They considered $25 an appropriate fee for membership per annum. It was thought that individuals seeking membership from a country with no peri-anaesthesia association would quickly realize that it would be better to form a small association and join as an Association rather than pay individual sums of $25. Pat said there may be problems if the National Organization is not fulfilling role as a professional peri-anaesthesia organization, and where nurses working in this speciality would prefer to join ICPAN as Affiliate. This will have to be reviewed further by the BoD.

**2. Conference Bid 2019:**

Everyone agreed with the proposed Time Line for Bid Process 2019.

**3. Sydney Conference :**

* Oral Poster Review : everyone had found this straightforward, Bente had no time so will ask for more time to submit
* Marketing material : there were queries as to how to use the Post Cards and A4 Poster. Trica has sent this material to all Canadian provinces belonging to the NAPANc as well as to Canadian Nurses Association. Hanneke has posted it in journal and on website – also in her hospital. Bente has used it at the national conference and in her hospital. Suggested that promotional material be hosted on national websites so that members can download the marketing material – print it off and put up in hospitals around the country [this would stop the necessity of having known contact in hospitals. Or a link to Sydney Conference website which could have a section to allow individuals to access marketing materials.
* Bente asked about whether there was much marketing in near by countries [Asia, Phillipines, Japan] – this could not be confirmed by it should be raised with PCO since it would be encouraging to have even a couple of delegates from these areas to broaden the ICPAN scope.
* Bente asked where the 3 roll up banners for ICPAN had gone. Were they displayed in Glasgow? Clodagh and Pat said there were definitely not 3 – maybe one only displayed.

**4. National Association Information:**

* Pat asked for everyone to return the form requesting information about their National Associations. Pat will resend the form together with the examples from Hanneke and Markku. It is important to understand the organisations that make up ICPAN.

**5. Any other business:**

* Clodagh asked if there was to be a reduction in conference fees for GAC members. Pat could not confirm this but will approach BoD about this query.
* Trica asked if there would be time for a GAC meeting at conference, even if only for a meal. Pat will raise this with BoD – maybe a lunchtime meal could be reserved for GAC.
* Pat confirmed that Owen Ashwell and Harriet Zych will be attending conference and presenting their trip to Cameroons. Everyone thought that was excellent and Pat expressed the hope that maybe their experience could inform the development of a basic pack for 3rd world education.
* Pat confirmed that GAC meetings will be monthly up to Conference : meetings scheduled on Tuesday’s a week following the BoD meetings.

The meeting closed at 21.00 GMT

1. Sydney 2017 : status on abstracts.

It was pointed out that we have currently 45 abstracts which is only enough to fill all sessions. Again while the majority are from USA, there are no abstract submissions from Canada, UK, Ireland and Finland [that is amongst our members]. Action : Pat will alert Finland, Canada, Ireland GAC reps to approach their Boards urgently to submit abstracts before the deadline. Johanna will action this immediately in NZ

1. Membership Policy

GAC to scrutinize Membership policy when BoD draft complete to decide when the optimum time to renew should fall

1. Sponsorship

ICPAN, Inc. sponsorship policy currently being drafted by BoD. Anyone with ideas on sponsorship should contact Meg Bumpstead :

[Megan.bumpstead@gmail.com](mailto:Megan.bumpstead@gmail.com)

1. Sydney Conference

Shaping up now. Everyone received the latest e-blast for abstracts.

Discussion on whether there is currently any money from ICPAN, Inc. to advertise Sydney 2017. Everyone thought that some funds [however small] should be available to national associations for this purpose. This should form part of a budget which should also include funds to sponsor BoD / GAC officials to attend conference.

Action : can PCO send out advertising material to GAC national representatives [banners, logo, any promotional material].

It was generally agreed that even if no funds available for the above, that registration should be free to BoD / GAC officials.

1. Election of Officers Policy

Sue Fossum is working on this policy. When draft scrutinized by BoD, this will be sent onto GAC for comment and recommendations.

Armi reminded GAC that the ASPAN GAC representative only stands for one year [as immediate past president] and that this is not likely to change, despite it precluding as US GAC member from being promoted to the BoD.

1. GAC reps contact with respective National Boards

A discussion on the above revealed that most reps had regular and easy access to their Boards. It was stressed that it is the GAC Reps responsibility to report back regularly to their Board, and now that the GAC will meet more regularly it will be easier to develop this pattern.

ACTION : it was decided that GAC Reps should send their BoD updates back to ICPAN, Inc. regularly so that we know what is going on in different countries. They will be sent to Pat as Chair and she will disseminate them.

1. Dates of projected GAC SKYPE meetings up to Sydney conference

Monthly GAC meetings will now be held a week following the ICPAN, Inc. Board meetings. Notes on the BoD meeting will be sent out immediately giving everyone a chance to be updated prior to GAC meeting.

Dates for next SKYPE meetings; all meetings on Tuesdays:

21st February

21st March

18th April

16th May

20th June

18th July

15th August

19th September

17th October

1. Information about member associations and their working practices

It would be useful to know more about our member associations. Not all associations are stand alone peri-anaesthesia organisations. Some form part of academic colleges / others are part of acute care groups. A form will be sent round by Pat for all GAC members to fill in the name of their association and briefly describe the structure and who is eligible to join. In addition it would be interesting to note who is eligible to work in anaesthesia and PACU in each country, what training they have and what autonomy they enjoy.

This would encourage networking, sharing of common problems.

The meeting terminated at 2050 GMT