**SEPTEMBER 12/13 2017 ICPAN Board Meeting NOtes**

**Attendance:** Joni Brady, Sue Fossum, Meg Bumpstead, Ann Hogan

**Regrets:** Pat Smedley, Laura Van Loon, Fiona Newman, Angie Winter

Chair unable to declare a quorum: reported on a request from the Secretary received several days ago to take a personal leave of absence from ICPAN participation until further notice. All agreed to proceed with today’s meeting to report off on activities/action items from August for information purposes and to review next steps leading up to 2017 Conference/Biennial General Meeting (BGM).

1. **Approve July, August 2017 minutes**

Minutes posted on secure meeting webpage, distributed by email in advance of the meeting for review, commentary. No changes suggested from group. Unable to vote today due to absences.Deferred to October meeting.

1. **Financials**

Treasurer reported no unplanned expenditures encountered, balance stable. Will have an influx of funds with membership renewals during coming weeks.

Group discussed purchase of (9) 3’x 5’ member country flags for 2017 Conference Opening Ceremony procession at cost of $58.35 US (already have ICPAN, AU, US flags in possession). Flags can be repurposed for use at future conferences. PCO inquiring on availability/cost of flag holders for placement on stage throughout conference days. Group agreed to purchase mini flags to be given to delegates at time of registration as was done in Canada 2011 and Ireland 2015, Cost for 400 delegates estimated at $300-400 US. Sue shared a link to a vendor by email. All agreed that flag expense adds to ICPAN conference marketing/social media photo posts, and international delegate pride/networking connections. Identified need to establish a policy on discretional board spending to guide future actions.

**ACTION:**

* Share information from 2013 flag purchase (**Ann**).
* Follow up with PCO at September meeting re: flagpoles; research/purchase mini flags at lowest possible cost (**Joni**).

1. **Conference Chair job description**

Draft provided by Secretary, posted on secure meeting page in advance of today’s meeting Defer vote to September meeting.

**ACTION:** Review draft posted on secure September meeting page; share feedback with group (**All**).

1. **Membership Renewal notification process update**Membership Secretary reports first affiliate member has joined from Tanzania. Online affiliate member web application worked well. Need to verify payment into PayPal account. Renewal deadline previously slated for 1 October. Letter content to be drafted/sent as soon as possible. Request made for assistance on letter content.

**ACTION:**

* Treasurer to verify Tanzania affiliate member payment into PayPal account (**Meg**).
* Collaborate to draft renewal letter and send to member countries (**Ann. Joni**)

1. **2017 Conference update (Joni)**

List of >350 registered delegates posted on secure meeting webpage with notes from last PCO meeting. Another preconference programme offering added to schedule. Exhibition participation growing, nearing budget target. Programme updated and posted on conference website. Planning is on schedule. WFSA & Lifebox will be represented. IFNA President Jackie Rowles cannot attend (schedule conflict); Vera Meussen from Australia will represent IFNA – also member of ACPAN Board. Finland will not have a GAC rep in Sydney, no registered delegates to date.

**ACTION:** Invite IFNA rep to carry flag on behalf of Marja-Lisa who will be attending IFNA Board meeting during AU conference week (**Joni**).

1. **Election update**

President reported invitation sent to eligible GAC and Board members soliciting board candidacy. Some interest reported, will continue to build candidate slate with focus on succession planning.

**ACTION:**

Continue to build candidate slate**,** report results at next meeting (**Sue**).

Build secure survey ballot once slate developed (**Joni**)

1. **BGM planning**

2017 meeting report to be modeled from inaugural BGM format. Goal to complete final draft slides by mid-October.

**ACTION:**

* Post draft BGM slide template on secure Board login page after compilation (**Joni**).
* Email board members slides needed for BGM report development (**Joni**).
* Complete board position BGM report slides, send to Chair **DEADLINE 15 OCTOBER** (**ALL**)

1. **2019 bids**

All bid proposal documents (Spain, Portugal, Mexico/Cancun) and rating tool posted on secure website page <http://www.icpan.org/board-member-login.html> for team access/download. Discussion on optimal location held. Dubai and Abu Dhabi disqualified due to lack of PCO experience in conference organization. Consensus to rotate to N. America in 2019 as 2 meetings already held in Europe. Ann shared by email/reported on recent contact with Cancun accredited PCOs. Agreement to hold off on bid review until additional formal proposals are in froim Cancun for review.

**ACTION:** set up meeting with Cancun accredited PCO and ICPAN Chair, pursue formal proposal for bid review (**Ann**).

1. **Technology survey for meeting software**

Survey developed. Will distribute to Board and GAC after final check performed by webmaster.

**ACTION:** Finalize quality check and then distribute survey to Board and GAC (**Webmaster Michael Maino, Joni).**

**Next meeting 10 October 2017 at usual time zone schedule.**

Meeting notes complied by Joni Brady.