International Collaboration of PeriAnaesthesia Nurses
ICPAN

Promoting Global Excellence in PeriAnaesthesia Nursing

ICPAN Board of Directors Go-To-Meeting Minutes
8 April 2020, 1300-1430 Eastern Daylight Time

1. **Attendance**

   Attended: Joni Brady (JB), Maria Kapritsou (MK), Johanna McCamish (JM), Mette Ring (MR), Ulrica Nilsson (UN), Magnus Flodberg (MF), Trica Garrioch (TG)
   Regrets: Evangelos Konstantinou (EK), Meg Bumpstead (MB)
   Quorum achieved

2. **Agenda/Additions/Approval (TG)**
   Motion to approve Standard template agenda TG, seconded MF

3. **Minutes Review/Approval (TG)**
   Motion to approve minutes of February 12, 2020 TG, seconded MK

4. **Chair Report (JB)**
   Chair posted the following document for review on website:
   - ICPAN Chair update for February GAC

5. **Strategic Plan (JB)**
   Chair reminded board members of the following outstanding action item:
   ACTION:
   - All board members to review the ICPAN Strategic Plan document and revise dates and goals applicable to their executive board position prior to next ICPAN meeting (ALL)

6. **Financial Report (JB)**
   Chair discussed the documents posted for review on the April meeting page of the website:
   - ICPAN 2019 tax filing Form 990-N
   - GoToMeeting annual subscription
   - ICPAN PayPal account balance
   - Citibank account balance for February and March 2020

7. **GAC Chair Report (MK)**
   New GAC member of New Zealand is Rob McHawk. Orientation Process implemented with success. New process of approving GAC minutes through survey monkey established without problems, members found it more effective. MR and MF presented their strategic plan for 2020-2021 at February meeting. JB presented the 2019 ICPAN financial report at February meeting. MK shared ICPAN Conference 2021 update. Social media response to conference video-2300 views

8. **Conference Chair Report ICPAN Athens 2021 (MK)**
   Contract
   Private agreement is under review. MK to sign after revisions as agreed.
   ACTION:
   - Send revised copy of AFEO private agreement to board members for review (MK)

Conference Chair Report ICPAN Athens 2021 continued (MK)

Budget

A proposed conference budget is needed. Necessity of purchasing conference insurance discussed, will continue following review of budget and conference contract

ACTION:

- Obtain copy of insurance of congress expenses from AFEO and share with board members (MK)

Promotion

Poster and carte postale SAVE the Date are ready, promotion has started. Weebly website builder account due for renewal, will not renew as ICPAN will need PCO to take over the link.

ACTION:

- Set meeting with the AFEO IT group, MK, MF, MM and JB to discuss domaine name going over to AFEO (JB)

Sponsorship

Companies have started to be approached

Scientific Program

Keynote speaker from the host country is Dr. Korkolis Dimitrios and the GAC has been asked to propose two Keynote speakers

Registration

Proposed registration costs; 550 euros or ~600 USD and decreased cost for Greek nurses. Discussion to continue.

9. **Media Marketing Chair Report (MF)**

Statistics from Facebook February 6-March 4, 2020; likes increased 3400%, reach increased 1911%, post interactions increased 10375%, 35 more followers, total likes-1081. Followers by country; Australia 212, USA 205, Denmark 96, Great Britain 74, Canada 44, Egypt 43, Finland 43, Ireland 28, Pakistan 27. Facebook boost only went to Africa, should have been to all member countries, JB to follow up. Most popular post is the save the date for ICPAN 2021 Greece conference. LinkedIn very few likes, 74 members in the group. Instagram 32 followers, profile started February 19, 2020. ICPAN email needs to be forwarded to MF. JB and MF to meet and arrange. Reminder, we still need 55 second presentations from everyone on the Board

ACTION:

- ICPAN profile to be removed on LinkedIn (MF)

ACTION:

- Board members to send video to MF, see email from MF 14-Jan-2020 for details (ALL)

10. **Membership Secretary Report (JM)**

New Zealand and Netherlands membership renewals are completed. Denmark and U.K. status of renewal require follow up. Application in process for BARNA. JM to follow up with the Philippines, Norway and Brazil. JM proposes that a timeline for sending out of membership renewals be created to ensure a more timely completion of renewal process. JM is currently updating GAC membership database. Received an individual request by email, suspected scammer/no further response needed

Membership Secretary Report continued (JM)

ACTION:

- Membership Secretary to review communications with Denmark and U.K. and send emails (JM)

ACTION:

- Membership Secretary to follow up on headshots of country representative for New Zealand, Sweden and Canada (JM)

ACTION:

- Membership Secretary to send email with "the save the date" banner for ICPAN 2021 to member countries chairs, presidents and our GAC representatives for distribution (JM)

11. Education (MR)

Letter sent with a complementary registration for ICPAN 2021 to ICPAN 2019 Cancun "Favorite Presenter" Dr. Ligia Fahl Fonseca. MR invited Dr. Fonseca to consider Brazil becoming a member country of ICPAN. Karuna Dahlberg of Sweden has submitted the following manuscript for publication in Journal of PeriAnesthesia Nursing: Education, competence, and role of the nurse working in the PACU: an international survey. MR shared the European Federation of Critical Care Nurses Association newsletter on Covid-19 and suggested ICPAN create a letter to our nurses.

ACTION:

- Create a letter to PeriAnesthesia Nurses to be posted on ICPAN website and shared with member countries (MK, MF)

12. Presidents Report

https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736(19)33176-9.pdf

UN checked out the Lancet announcement above, it is about the year of the Nurse & Midwifery and that they will dedicate a special issue in 2020 to the theme of Nursing. It is about high quality research papers that can be submitted during 2020. UN does not think ICPAN is there yet. Karuna Dahlberg (KD) of Sweden has submitted the following manuscript for publication in Journal of PeriAnesthesia Nursing: Education, competence, and role of the nurse working in the PACU: an international survey. UN as one of the co-authors questions if this paper is at that level of quality that Lancet requests

ACTION:

- Discuss with KD whether this paper meets the requirements for submission to the Lancet (UN)

UN looked into and found that applying for grants from The Burdett Trust for Nursing https://www.btfn.org.uk/grant-programmes/ most applicants have to be based in the UK. UN to follow up with Tracey Radcliffe from BARNA

UN identified two important issues for ICPAN; 1. Increase the number of national memberships and 2. Conduct more research on national and international levels. UN identified when comparing with physicians' organizations, research is the core element in their organization and at conferences. The challenge we face as an organization is that it will be hard to gain money to an organization that mainly relays on clinical practice. Not saying clinical practice is not important but if we want to be strong, we have to show the effect of PACU nursing on patients' safety, costs and quality and this is done with research

13. New Business

MK to be interviewed this month by WHO

Each board member shared a brief description of the Covid-19 situation in their country/local area

14. Next Meeting Date

Next ICPAN Board meeting will be 13-May-2020

Schedule of meeting dates for 2020 posted on Board login page of website