**Agenda**

**ICPAN Board of Directors Meeting**

**February 13, 2018**

**Skype Call 3:00PM Eastern Standard Time**

1. **Attendance / Quorum**
2. **Agenda Approval (Vote)**

Additions?

1. **Minutes Review / Approval (Vote)**

* January 9, 2018 Board of Directors Meeting
* 2017 Biennial General Meeting, Sydney AU

1. **Board of Directors Position Descriptions and Roles Update**

* Chair update on 1:1 meeting progress, plan of action
* Plan to appoint working groups to focus on specific goals identified. Involve key positions for strategic discussion within a working group to bring best evidence recommendation to the Board. Realistically appraise resources and distribute workload across Board to support timely strategic goals attainment.

1. **ICPAN Board Communications Update**

Draft development underway to standardize communication from and within the Board

1. **ICPAN Board Contingency Planning Update**

Creation of a plan for responsibilities of BOD members if Chair and Vice Chair unavailable pending to be developed

1. **Treasurer’s Report**

Online meeting software subscription purchase

1. **ICPAN Marketing/Media Coordinator Vacancy (Vote)**
2. **ICPAN Cancun 2019**

**•** Conference Chair position **(Vote)**

• BTC updated budget; Decision on PCO contract needed **(Vote)**

* Next steps

1. **Membership Update**

All member organizations have renewed. One membership fee cheque received 9 February in Alexandria, VA - pending deposit when Chair returns to that address.

1. **Next Meeting Date**