| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| --- | --- | --- | --- | --- |
| **1** | **Call to Order (JB)** | Welcome to all!  Supporting documents:  <http://www.icpan.org/401/login.php?redirect=/board-member-login.html>  Password: icpanista | Convened via Skype @ |  |
| **2** | **Attendance (LV)** | Regrets: | Present: |  |
| **3** | **Approve Agenda (LV)** | Additions? | **I move to approve the board meeting agenda as presented: LV /** |  |
| **4** | **Approve April 26, 2016 BOD Meeting Minutes (LV)** | Informal May 24th BOD phone call notes included with meeting files on June meeting webpage.  Corrections/additions? | **I move to approve the April Board meeting minutes as presented (or modified prn): LV /** |  |
| **5** | **Financial Report (MB)** | Statements posted on secure login webpage. | Payment of annual Delaware non-profit registration fee ($25 USD) sent to Northwest Registered Agent. Hurwit assisted with account login transfer to ICPAN Treasurer. | **Meg to File June reports early next week.** |
| **6** | **2017 Conference (SQ / JB)** | * Summary of 2015 Delegate evaluations, budget, silent auction results now posted on Board secure login page * List of volunteers compiled from 2015 delegate evaluations and posted with meeting minutes (JB) * Current committee volunteer list updated /posted with meeting files (JB) | * Select conference name * Review, revise timeline provided by AU President in May * 2017 Website content development (PCO)   + Call for abstracts ASAP page     - Angie to oversee review process   + Hotel information   + PCO updates to potential attendees   + low airfare alerts   + Teaser emails: keynote speakers * Volunteers for Abstract reviews | Tides of change – Advocacy, Education & Research  **Pat to send Suzi all documents used in Dublin for Scientific committee DONE**  **Call for Abstracts to be made on 1/8/2016**  **Close abstracts IN PROGRESS**  **31/10/2016 COB 5pm Australian Eastern Standard Time; review abstracts 6 weeks; Notify presenters 1/12 need acceptance by 10 working days and post draft program December 19th.**  **Suzi to Meet with Jamie and PCO to do full site visit of Luna Park 1/7/2016. DONE Will get more information on Website, Hotel discounts, Venue information and travel information around Sydney. Add abstract submission process, link to Hopper app for cheap airfares and currency and date converters.**  **IN PROGRESS**  **Need Logo updated by PCO for use on website. IN PROGRESS**  **Pat to provide list to add to list Joni loaded on website. Suzi to select committee, Angie to coordinate reviews. IN PROGRESS**  **Angie to email group to request interest in abstract reviews. DONE** |
| **7** | **GAC Activity (PS)** | Board members (Sue, Ann) continue to collaborate on draft Policy/Procedure for RFP to support bid review recommendations.  GAC Skype meeting minutes, social media policy posted on secure GAC login page. | Conference bid review by GAC | **Board to review Bid document Pat circulated with Marku’s comments for finalization. IN PROGRESS**  **Pat to send next steps to Joni. DONE**  **Timeframe for conference bid to be circulated for comment. IN PROGRESS** |
| **8** | **Research Study Support Query (JB)** | Louise McGuire (Master of Clinical Science student) in Adelaide South Australia requesting support from ICPAN to connect with expert nurses.  Louise again requested ICPAN’s help due to low response rate; second requests sent for support to GAC member organisation leaders (Joni) | Louise reports that the majority of responses have come from ICPAN’s support and she is most appreciative.  Having difficulty getting responses from AU – sent request for help to Meg.  BARNA sent information regarding “mailbox full” reported by Louise. | **Continue to work with Louise and brief the Board as progress occurs (JB)**  **IN PROGRESS**  Meg sent personal request to 10 people.  **Send Ann thoughts on benefits of ICPAN membertship (e.g., why country member orgfanizations should be a member of ICPAN (ALL). IN PROGRESS** |
| **9** | **Next Meeting** | July 26, 2016 | **Meeting adjourned @** |  |