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| **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 | FYI: Pacira Nursing Advisory Board Meeting information: possible research study funding around perioperative pain management. |  |
| **2** | **Attendance (LV)** | Regrets:  BB (scheduled to work) |  |  |
| **3**  **3A** | **Approve Agenda (LV)**  **Approve October 2015 BOD Meeting Minutes (LV)** | Any additions?  Corrections/additions? | **I move to approve the board meeting agenda as presented: /**  **I move to approve the minutes as presented (or modified prn): /** | VOTE  VOTE |
|  | **Ongoing Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **4** | **Director and Liability Insurance (LV)** | Agreed to purchase insurance last meeting. |  |  |
| **5** | **Financial Report (MB)** | October 2015 Bank Statement |  |  |
| **6** | **Membership Update (AH)** | **Action items from last meeting**:   * Membership recruitment ongoing. * JB will upload the most current international contact list developed onto secure log-in page of website. | Discuss current membership applications submitted.  Discussion on member application that does not support a 2-year term for GAC representation: organization desires to send a new rep every year to serve on GAC. Thoughts/comments? |  |
| **7** | **ICPAN Website** **Maintenance Contract (MB, JB)** | FYI: Meet webmaster Michael Maino -  Virginia Tech Pi Kappa Phi Ability Experience Carnival  <http://m.wdbj7.com/news/local/virginia-tech-fraternity-hosts-the-ability-experience-carnival/36460068>  All agreed in October meeting to continue a working relationship with web master Michael Maino.  **Action from last meeting**:   * Request made to have MM develop an itemized proposal to list monthly maintenance work and vacation contingency plan (JB). * Board members to test site functionality, provide suggestions for improvement (ALL). | Supporting documents pending | *Line Item for Budget*  VOTE |
| **8** | **2017 Conference Bid Policy/**  **Procedure Development** | The plan is to develop conference bidding policy guidelines and procedures with input from the GAC.  PS drafted conference bid selection guidelines for board review and discussion. |  |  |
| **9** | **Next Meeting** |  |  |  |
| **10** | **Adjournment** |  |  |  |