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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 |  |  |
| **2** | **Attendance (LV)** | Regrets: BB (scheduled to work) |  |  |
| **3** | **Approve Agenda (LV)** | Additions? | **I move to approve the board meeting agenda as presented: LV /** | VOTE |
| **4** | **Approve November 24, 2015 BOD Meeting Minutes (LV)** | Corrections/additions? | **I move to approve the minutes as presented (or modified prn): LV /** | VOTE |
|  | **Ongoing Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **5** | **Financial Report (MB)** | Bank Statements posted with meeting files on website secure login page. |  |  |
| **6** | **Membership Update (AH)** | Membership recruitment efforts ongoing. Chair sent reminder email to international partners on 12/30/2015: 2017 conference request for proposal deadline, ICPAN membership and representation on GAC. |  |  |
| **7** | **ICPAN Website** **Maintenance Contract (MB, JB)** | **Action from last meeting**: Contact webmaster to discuss proposed changes to contract: add language around* website plugin upgrades (monthly maintenance section)
* 30-day notice required from webmaster in order to end contract (JB)
 | Informational:Webmaster Michael Maino agreed to board’s requests for an amended contract. Signed contract uploaded to secure login website page.Monthly service payments will begin in January.  | Ensure monthly payment schedule is followed per contract (MB)  |
| **8** | **2017 Conference Bid Policy/****Procedure Development (PS)** | The GAC to form this month and begin a review of draft document developed by PS. Files posted on secure meeting login page.Goal for GAC to define future conference bid policy process/guidelines/procedures in prep for 2019 conference bid.  |  |  |
|  | **New Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **9** | **Research Study Support Query (JB)** | Email contact from Louise McGuire currently undertaking Master of Clinical Science degree in Adelaide South Australia. Seeking expert opinion on model of care for 4-6 bedded bay Post Anaesthetic Recovery Unit (PARU). Looking to send out a questionnaire worldwide re: expert opinion on the problems, solutions and benefits to this design. Requesting support from ICPAN to connect with expert nurses. |  |  |
| **10** | **Special Interest Group Formation (AW)** | Collecting submissions via ICPAN website. Website reports provide cumulative interest form submissions in a list. Reminder to submit placed on Facebook page 12/30/15 (JB).  |  |  |
| **11** | **Volunteer opportunities and membership when no professional perianaesthesia organization in country (JB)** | Greek nursing organization did not approve membership because it has thousands of generalist members. Maria Kapritsou is very interested in ICPAN involvement and wants to explore options in advance of attempt to develop a specialist organization in Greece.  |  |  |
| **12** | **ICPAN Bylaws and Policies (LV)** | LV and JB met in November to discuss goal to operationalize the Bylaws. LV to identify process, priorities and deadline dates for initial round of P&P development   |  |  |
| **13** | **Next Meeting** |  |  |  |
| **14** | **Adjournment** |  |  |  |