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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 | Convened via Skype @ |  |
| **2** | **Attendance (LV)** | Regrets: Bente Buch  Angie Winter (available for one hour) | Present: |  |
| **3** | **Approve Agenda (LV)** | Additions? | **I move to approve the board meeting agenda as presented: LV /** |  |
| **4** | **Approve March 22, 2016 BOD Meeting Minutes (LV)** | Email request with file sharing (JB) on March 21 to review minutes in advance of meeting (All)  Corrections/additions? | **I move to approve the March 22, 2016 Board meeting minutes as presented (or modified prn): LV /** |  |
| **5** | **Financial Report (MB)** | Statements pending receipt/placement on secure login page. |  |  |
|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **6** | **Special Interest Group Forums, Social Media Policy (AW)** | Collecting submissions via ICPAN website. AW provided link to helpful social media article: <http://www.bradaronson.com/22-high-impact-low-cost-social-media-opportunities-for-nonprofits/>  Social Media Policy development (AW/LV)  3rd email account [icpan@icpan.org](mailto:icpan@icpan.org) now used by AW to officially communicate with nurses wanting to participate in the special interest groups. | AW/Michael Maino holding release of the Forums until the related policy language is approved (Michael built page, currently hidden from public).  Policy files posted for review: Social Media, Privacy Policy |  |
| **7** | **2017 Conference (JB)** | * GAC, Board accepted ASPAAN’s bid * JB secured complimentary promotional booths to exhibit at ASPAN in April (JM-F, MB), May at WCNA/BARNA in Glasgow (JM-F, Sue Querruel). | * JB met with ASPAAN President Jamie Mann-Farrar (JM-F) while promoting ICPAN 2017 Sydney in Philadelphia (ASPAN meeting). * Change in venue to Luna Park site due to conference centre build: will not allow booking until 6 months from completion. Need to confirm venue now to commence planning for 2017. New site is an established venue * Working on hotel blocks closest to venue * Program, registration fee similar to IE and DK * Need to solicit global volunteers (get names from GAC reps and past evaluations) to serve on conference planning committees * Request for assistance with abstract selection for uninvited speakers. ASPAAN has invited keynote speakers – PCO will send teaser blast emails to promote conference * Placement of Biennial General Meeting in program needs discussion by Board – Board elections will occur in Sydney |  |
| **8** | **Membership Update (AH)** | Membership recruitment ongoing. “How to form an organization” document completed. |  |  |
|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **9** | **GAC Activity (PS)** | GAC informed re: 2017 bid acceptance by Board (PS) and notified re: host country confirmation of acceptance (JB)  GAC collaborating on draft Policy/Procedure for RFP to support bid review recommendations. | Date for first group GAC Skype meeting May 4, 2016. |  |
| **10** | **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 requested ICPAN’s help; subsequently informed that direct requests were sent for support to ORNAC, BARNA, ASPAN, IARNA, AfPP, AORN, ACORN. | Survey link/study info sent to BRV, DK, Greece, NAPANc, ASPAAN, Korea, UAE. | **Continue to work with Louise and brief the Board as progress occurs (JB).** |
| **11** | **ICPAN Bylaws and Policies (LV)** | Need to operationalize the Bylaws. LV to lead process, address, establish deadline dates for P&P development. In line for development:   * Board member job descriptions needed to underpin policies (i.e., identify who does what and when)   + Treasurer JD previously received from MB * To be considered by GAC for recommendations to Board   + Conference policy draft (Board: Host country roles/responsibilities)   + Conference Organising Committee   + RFP/Bid review document | * Files posted for review:   Position descriptions   * + Vice Chair   + Secretary   + Treasurer   + Membership Secretary   + President   Policy   * + Nominating/Elections |  |
|  | **Ongoing** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **12** | **Marketing (JB)** | Updated website, Facebook page with 2017 conference announcements.  Marketing requires a specialized skill set (e.g., technology base). Holding off on filling empty Board position due to learning curve for inexperienced marketing leader. Transitional Board has latitude in the decision to fill a vacancy. | * ASPAN Exhibition yielded 550 contacts and 5 potential corporate sponsors for Sydney. Thanks to Meg B, JM-F, Clo Wogan, Geraldine McMahon for manning the booth. * Populated GAC webpage with photos and links to parent organization, changed ASPAN representative to A. Holcomb per request. * The ICPAN 2017 site was launched by ASPAAN's PCO. ICPAN website now linked from homepage, with the site updated this morning, GAC page now fully loaded. Facebook updated as well. * Printed/distributed post cards for US and UK exhibitions (1000 cards = $149 USD) * Sent print advertisement to *JoPAN, Breathline;* Need to further distribute to international partners * Need to reconcile expenses from ASPAN Exhibition (decorative items to use for ex- hibition booth at ASPAN, WCNA). * Need to post upcoming international conference dates, request reciprocal action from member organizations |  |
| **13** | **Request for PACU training support in Cameroon (JB)** | Mbingo Baptist Hospital, Cameroon, requesting PACU educator support in this very resource poor country. How can ICPAN help? | Follow up phone meeting with Dr. Jim Brown held on March 30th. Awaiting script from Jim to put info “call for interest” on website/FB page.  Shared helpful info sent from Sue F. with Jim.  Made query/contact with International Council of Nurses – awaiting reply.  Email contact has now occurred with Dr. Allie Green in UK (was out of country, delayed her reply). |  |
| **14** | **Next Meeting** | May 24, 2016 | **Meeting adjourned @** |  |