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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome ☺Files posted (password: icpanista) <http://www.icpan.org/401/login.php?redirect=/board-member-login.html>  | Convened via Skype @  |  |
| **2** | **Attendance (MB)** | Regrets: Sue Fossum | Present: |  |
| **3** | **Approve Agenda (JB)** | Additions? | **I move to approve the 14/15 February 2017 board meeting agenda as presented: LV/**  |  |
| **4** | **Approve Meeting Minutes (LV)** | Edited draft minutes circulated via email/posted on web meeting page  | **I move to approve the November 22/23 2016 board meeting minutes as amended: LV/****I move to approve the January 17/18 2017 board meeting minutes as presented: LV/** |  |
| **5** | **Financial Report (MB)** | ICPAN, Inc. Sponsorship prospectus in development |  |  |
| **6** | **Chair and Marketing/Media Update (JB)** | Website page added <http://www.icpan.org/global-outreach.html> New menu tab added for “Sponsorship” hidden in navigation until ICPAN, Inc. sponsorship packet ready to post | * Louise McGuire in AU: 2nd round of unit design study received 1st week of Feb 2017
* PACU education in Cameroon began in January for 3 weeks. Info from Dr. Jim Brown & Harriet shared with BoD by email (Pat, Joni). Owen submitted an oral abstract per Chair’s request
* Website form request from NL for bariatric patient transfer shared by AW. Thanks to all who supported the request with helpful resources shared
* Weekly website stats: 270 unique visitors & 679 page views
* Facebook page now over 700 likes-growing weekly, several queries about conference program received
* Michael Maino developing short logo for consideration, may keep old version from 2013 provided by AH
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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **7** | **Conference Policy to Accompany Conference Bid Documents (SF, AH, PS)** | Bid documents were approved by Board/GAC. Files posted on 8 January 2017 meeting page *Bundled files**Advice to National Associations**Advice to Reviewers**Bid Form**Guidelines for choosing PCO**Conference Site Specifications* | Review of final conference policy draft.**I move to approve the conference policy to be issued with biennial bid proposal as presented (LV on behalf of SF&AH)***Proposed 2019 Bid timeline*:* End of April: Issue call for bid applications
* July 1st: Close bidding
* July 2-August 14: BOD/GAC review/score bids
* August 15: GAC recommendation goes to BOD
* September 1: top bid host notified by Chair
* September 15: Bid acceptance form returned to Chair
* November: Announce at Closing in Sydney
 | **Finalize draft policy document (LV)****Policy to GAC for feedback GAC webpages (JB)****Develop host country bid acceptance document stating terms of conference policy have been reviewed, are understood (JB)** |
| **8** | **2017 Conference Update (SQ, AW)** | Oral abstract submission closed 31 JanuaryPoster abstract submission deadline 1 June 2017January draft program document from SQ posted with meeting files | * Planning update (SQ)
* Abstract review team assignments in progress via PCO process (AW leading)
 | **Oral abstract review process completed by \_\_\_\_\_\_\_ (AW)** |
| **9** | **Membership Policy and Report (AW)** | Benefits of Membership and Membership Policy draft documents shared in advance by email for comments | * Benefits of membership query from Croatia
* Membeership policy discussion
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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **Parking Lot** | **ICPAN Elections (SF)** | Establish process/policy to guide 2017 Board election | President drafted policy for consideration. To be discussed next meeting. Please review/send feedback to Sue Fossum |  |
| **Parking Lot** | **Chair & Marketing/Media Job Description (LV, JB)** | Drafts developed, pending final versions for presentation to BoD |  |  |
|  | **Next Meeting** |  | **Date for next meeting:** **Meeting adjourned @** |  |