|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 November 24, 2015 BOD Meeting Minutes (LV)** | Please send edits to Secretary for inclusion by January 12, 2016. (All)  Corrections/additions? | **I move to approve the minutes as presented (or modified prn): LV /** |  |
|  | **Ongoing Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **5** | **Financial Report (MB)** | Statement posted with meeting files on website secure login page. | * Hurwitt mail forwarding renewal * Webmaster monthly payment options * No additional code identified by bank for BRV wire transfer | * Deposit ASPAN membership cheque (JB) |
| **6** | **Membership Update (AH)** | Membership recruitment efforts ongoing.  JB followed-up with Citibank re: missing wire transfer code; no known additional code. |  |  |
| **7** | **2017 Conference Bid Policy/**  **Procedure Development (PS)** | The GAC to form this month and begin a review of draft document developed by PS.  Previous consensus 11/24/15 discussion: Have GAC members choose next conference site (control for conflict of interest), review current bid document / process. Engagement in bid process provides experienced Board mentorship and informs GAC on needed underpin policy development from Bylaws and guide 2019 conference site selection goal (= prior to arrival at 2017 conference). If a GAC site selection vote ties, the Board votes to break the tie. |  | Identify date for first GAC meeting  *Goal set: Conference bid policy/process will be completed in January 2017 (GAC).* |
| **`** | **New Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **8** | **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. | Consensus that this request fits ICPAN’s mission and goals and appropriate for ICPAN to support.  JB sent supportive response and some questions for clarification/consideration, e.g., survey date range, expanding to wider sample, IRB approval. | **JB will follow-up with Louise and brief the Board as progress occurs.** |
| **9** | **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. Related informational email sent to AW (JB). |  |  |
| **10** | **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. | ICPAN has a mission to support and guide nurses in this specialty practice working in countries in which no perianaesthesia organization exists. Suggestion made to develop a procedure to provide membership for new organizations. | **PS and SF agreed to work on a draft document.** |
| **11** | **ICPAN Bylaws and Policies (LV)** | LV and JB met in November to discuss goal to operationalize the Bylaws. LV to identify/recommend process, priorities and deadline dates for initial round of P&P development. |  |  |
| **12** | **Strategic Timeline Review (JB)** | File posted for review. |  |  |
| **13** | **Next Meeting** |  | To be determined. |  |
| **14** | **Adjournment** |  |  |  |