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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome all! | 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 28/29 June 2016 BOD Meeting Minutes (LV)** | Minutes draft file pending. | **I move to approve the June 2016 Board meeting minutes as presented (or modified prn): LV /** |  |
| **5** | **Financial Report (MB)** | Statements housed on secure login webpage. | Financial update  Discuss opportunities for advancing corporate sponsorship to increase reserves / programming funds |  |
|  | **Ongoing** | **Background**  **Travel information** | **Discussion / Motion** | **Action Item (Responsible)** |
| **6** | **2017 Conference (SQ / AW JB)** | *Summary of 2015 Delegate evaluations, budget, silent auction results posted on Board secure login page.*  *List of volunteers compiled from 2015 delegate evaluations posted with June 2016 meeting files (JB)*  **Files shared with ACPAN**:  PS - 2013 conference plan documents  33 files  JB - adapted selected documents for  2017 web-abstract submit process  1. Home page welcome message with suggested edits/embedded links  2. Webpage copy: call for abstracts with templates included for online submission system fill-in forms. Need to confirm timeline for poster abstract deadline/notification/acceptance.  3. Abstract review form with board member comments pasted in (hover cursor over/click on yellow bubble near page top to expand). Cannot edit :( need an editable file format to make suggested changes.  4. Innovative Practice Poster Contest Reviewer Grid  5. Oral Abstract Acceptance Email w Instructions\_2015 Copenhagen Sample  6. Poster Acceptance Email w Instructions\_2015 Copenhagen Sample  7. ICPAN 2017 Poster Abstract Rejection Letter  8. Oral abstract rejection letter (needs more work)  Suzi, please share files with Sydney PCO, who can now work collaboratively with Angie to finalise plans for the abstract review/notification/acceptance process. Once these documents are finalised, JB will post on password protected ICPAN webpage for future reference/conferences. | 1. Report on site visit with PCO 2. Review updated ICPAN 2017 critical path timeline      1. Immediate Conference needs  * Current committee volunteer list update (SQ/AW/PS) * 2017 Website development (PCO) * AW/SQ/PCO working abstract process – launch 1 August * Tourist, VISA, hotel information posted on web * Room blocks booked so delegate   reservations can begin   1. Plan for PCO updates to potential delegates via email blasts    1. Low airfare alerts    2. Teasers: keynote speakers    3. Notifications (e.g., registration, all relevant deadlines) 2. Program planning  * When to hold BGM? * Rooms needed to host BGM (? During lunch, RSVP with 2017 registration), BOD mtg., host committee, PCO staff * What else? | **2017 Website review & functionality testing.**  **Date: \_\_\_\_**  **(PCO/BOD)**    **Site launch no later than 31 July (PCO)**  **Call for abstracts launch 1 Aug with related marketing deliverables**  **(PCO,SQ,AW, Marketing/JB,MM**  **PS to GAC)** |
| **7** | **GAC Activity (PS)** | GAC Skype meeting minutes, social media policy posted on secure GAC login page. | Conference bid review completed by GAC  Requested comments on the documents by 25 July  a.  Choosing PCO  b.  Advice for conference bidders  Goal: deliver package to Board by September  Scheduling next meeting: August 17 [Wed] or August 23 [Tues]  PS drafted document [Advice to Reviewers], will send to GAC on completion of above documents |  |
| **8** | **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.  Second request for support sent to organization leaders and GAC in June 2016 (JB/PS) | BARNA email request for help sent out by Manda DFunne  Louise’s ASPAN website link email request supported by email from National Office staff member to over 20 ASPAN experts. | **Ongoing (JB)** |
|  | **Bylaws Policies/Procedures**  **(LV)** | Board members (SF, AH) continue to collaborate on draft Policy/Procedure for RFP to support bid review recommendations. | Status update  Is BOD ready to move to approve these 3 job descriptions today? | Collaborate, recommend draft conference Policy/Procedure, accompanying  RFP document needed to support bid review process (SF, AH) |
|  | **Marketing (JB)** | ICPAN full page ad to appear in August *Journal of PeriAnesthesia Nursing*    Facebook page = 633 likes, active weekly growth  Skype issues with larger GAC group, at times w BOD. Meeting software investigation continues (e.g., Go-to-Meeting, WebX). Approx. $500 US/year on average for typical hosting fee | Webpage copy provided to ACPAN:   * Homepage welcome/related links * Call for abstracts with templates included for online submission system fill-in forms.   Website and FB page updated with ACPAN change, link established to new ACPAN site from both.  Suzi’s photo added to ICPAN site  Researching web meeting software. What is a reasonable expenditure for this Board to invest in a web meeting platform. Need web-based audio or web+nternational conference line. | **Please link ICPAN website** [**www.icpan.org**](http://www.icpan.org) **and Facebook page** [**https://www.facebook.com/International-Conference-for-PeriAnaesthesia-Nurses-ICPAN-121818707886264/**](https://www.facebook.com/International-Conference-for-PeriAnaesthesia-Nurses-ICPAN-121818707886264/) **from 2017 Conference site (PCO/SQ).**  **Ongoing** |
| **10** | **Cameroon Update (JB)** | Dr. Jim Brown, Mbingo Baptist Hospital call for help. |  | **Ongoing** |
|  | **New Business** |  |  |  |
| **11** | **Copyright Infringement (JB)** | Please check out:  [www.extortionletterinfo.com](http://www.extortionletterinfo.com/)  <https://news.ycombinator.com/item?id=8848697> |  |  |
| **12** | **Next Board Date = “Catch Up” Call** | August 23, 2016 – please attend if available.  It’s holiday time for many.  Focus on ICPAN 2017 planning/logisitics. | **Meeting adjourned @** |  |