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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome! | Convened via Skype @ |  |
| **2** | **Attendance (MB)** | Regrets: Laura VanLoon  Meg Bumpstead volunteered to record minutes/action items for today. | Present:  Chair requested a Board Member Directory be compiled by the Secretary. | **(ALL) Provide Laura with preferred email, postal address, birthday (day/month)** |
| **3** | **Approve Agenda (JB)** | Meeting today scheduled for 1 hour duration. | **I move to approve the November 1-2 2016 board meeting agenda as presented: JB/** |  |
| **4** | **Approve Meeting Minutes (JB)** | Minutes circulated by Secretary via email in advance of meeting | **I move to approve the November 1-2 2016 board meeting agenda as presented: JB/** |  |
| **5** | **Consent Agenda (JB)** | The 6 job description files shared in advance of meeting by Secretary for final review/comments. | **Job Descriptions presented for approval**:  President, Vice-Chair, Secretary, Treasurer, Membership Secretary, Education Chair  **I move to approve the consent agenda as presented: JB/** |  |
| **6** | **Financial Report (MB)** | Statements housed on secure login webpage.  Non-profit organization sponsorship package exemplar shared by Meg (email). | Opportunities for advancing corporate sponsorship to increase reserves / programming funds. |  |
| **7** | **2017 Conference (SQ, AW, JB)** | *Summary of 2015 Delegate evaluations, budget, silent auction results posted on Board secure login page.*  Registration opened on September 15 2016:  <http://www.icpan2017.com.au/registration/>  PCO sent another email blast (registration opened, abstract submission reminder) on 17 Sept 2016,  ., | Suzi, Angie, Joni met 16 October 2016 to review /discuss ICPAN 2017 critical path timeline and scientific programme format. Plan to keep programme format similar to prior biennial conferences with brief BGM day one just before lunch break.  **Files shared with ACPAN**: Past prospectus sample  **PCO update:**   * 1 registration to date * Few abstracts submitted, deadline 31 October; ? extend deadline * Prospectus developed, proofed   + 2 very interested AU companies * Low airfare alerts, currency calculator pending addition to website * Will attempt for ICPAN board members to receive conference rate pre and post conference dates PRN. **Need to provide details for ICPAN board members requiring extended booking (name, preferred hotel, dates required).** PCO will inquire re: extending the bookings.   2015 Delegate Forum results in analysis – will incorporate themes into 2017 Forum, submit abstract (Dr. Ellen Poole, Bente Buch, Mette Ring, Joni Brady) | Compile list of conference host hotel dates desired outside of send to Suzi. PCO will request extended conference rate for Board members **(AW).**  Contact ABPANC leadership to request CPAN/CAPA recertification credit for ICPAN 2017 program **(JB)** |
| **8** | **Membership (AH)** | Action item (ALL): send Membership Chair feedback on benefits. | Ann has new preferred email address. Website membership queries will be redirected to this email address by webmaster. | **(ALL) Please use the following:**[annhogan4@gmail.com](mailto:annhogan4@gmail.com) |
| **9** | **Marketing (JB)** | 2017 conference logo, print advert, post card template housed on BOD secure login page  Fall *Pulseline* articlepublished by Sue Fossum. | Reserved free booth at ASPAN 2017 exhibition in Indianapolis, Indiana.  ICPAN 2017 Global Connections column publishing conference info in December *JoPAN*,  While attending 2016 American Society of Anesthesiologists conference in October, Chair submitted application to join World Federation of Societies of Anesthesiologists (WFSA) SAFE-T campaign:  <http://www.wfsahq.org/get-involved/safe-t> |  |
| **10** | **ICPAN Elections** | Establish process/policy to guide 2017 Board election | President drafted policy for consideration. |  |
| **11** | **Biennial Conference Host Policy** | Draft compiled by SF, AH. |  |  |
| **12** | **GAC Activity (PS)** | Action item: Board and GAC members requested to test Biennial Conference Bid Review document. | New Zealand GAC rep appointment made: Johanna McCamish. Headshot for webpage pending.  GAC to review bid document while considering comments from test review completed by BOD and GAC. | **Review bid test comments with GAC and report to BOD at next meeting (PS)** |
| **13** | **Next Meeting** | Propose Board hold another meeting in November to work on current projects; no meeting in December for holiday break, reconvene in January 2017. | **Meeting adjourned @** |  |