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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 @ 1507 |  |
| **2** | **Attendance (LV)** | Regrets:  BB, AW (scheduled to work)  MB, LV unexpectedly unable to attend with notification sent | Present:  JB; PS; AH; SF (ex-officio) | Quorum not established. Discussions held, meeting documents reviewed. No voting occurred today.  **AW requested list of upcoming meeting dates to allow for blocked time during work shift and can participate (LV)** |
| **3** | **Approve Agenda (LV)** | Additions? | **I move to approve the board meeting agenda as presented: LV /** | No action. |
| **4** | **Approve November 24, 2015 BOD Meeting Minutes (LV)** | Corrections/additions? | **I move to approve the minutes as presented (or modified prn): LV /** | Draft file posted on secure login meeting page for review.  Will approve these minutes at next meeting.  ***Please send edits to Secretary for inclusion by January 12, 2016. (All)*** |
|  | **Ongoing Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **5** | **Financial Report (MB)** | Bank Statements posted with meeting files on website secure login page. | A new link was added to secure web login page to house financials as requested by the Treasurer. Monthly profit/loss sheets are now posted in that location | Files posted on secure website meeting page for review. |
| **6** | **Membership Update (AH)** | Membership recruitment efforts ongoing.  Chair sent reminder email to international partners on 12/30/2015: 2017 conference request for proposal deadline, ICPAN membership and representation on GAC. | Ireland, Australia have active membership.  Denmark working on buy-in from parent org. BB reported by email membership is likely.  Canada pledged, no bank transfer.  United Kingdom affirmative, not yet pledged.  BRV pledged, having difficulty transmitting payment. MB and JB working to resolve. Bank rep contacted during past week (JB - email, voicemail) no response yet.  US CEO email to AH today asking to mail checque to Hurwitt address vs. making electronic payment (avoid transfer fee). ICPAN functions as a “green” organization.  Chair requests to be copied on any external ICPAN business for continuity purposes and to stay informed. | **Reach out to organizations, encourage representation on GAC by end of January to promote maximum participation; Update October 2015 global contact Excel file posted on secure website (AH).**  **Follow-up with Manda Dunne (JB)**  **Follow-up with Citibank re: missing wire transfer code; inform AH with outcome (JB).**  **AH will respond accordingly**.  ***Please courtesy copy the Chair on external communication with global community (All).*** |
| **7** | **ICPAN Website** **Maintenance Contract**  **(MB, JB)** | **Action from last meeting**:  Contact webmaster to discuss proposed changes to contract: add language around   * website plugin upgrades (monthly maintenance section) * 30-day notice required from webmaster in order to end contract (JB) | Informational:  Webmaster Michael Maino agreed to board’s requests for an amended contract.  Signed contract uploaded to secure login website page.  Monthly service payments will begin in January. | **Ensure monthly payment schedule followed per contract (MB)** |
| **8** | **2017 Conference Bid Policy/**  **Procedure Development (PS)** | The GAC to form this month and begin a review of draft document developed by PS. Files posted on secure meeting login page.  Goal for GAC to define future conference bid policy process/guidelines/procedures in prep for 2019 conference bid. | 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. | **PS will send a warm email welcome to the new GAC members.**  **Identify date for first GAC meeting (PS)**  **Goal set: Conference bid policy/process in place in January 2017 (GAC).** |
|  | **New Business** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **9** | **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.** |
| **10** | **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 (JB). | Not discussed. | Related informational email sent to AW (JB) |
| **11** | **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.** |
| **12** | **ICPAN Bylaws and Policies (LV)** | LV and JB met in November to discuss goal to operationalize the Bylaws. LV to identify process, priorities and deadline dates for initial round of P&P development | Not discussed. | Related informational email sent to LV (JB) |
| **13** | **Next Meeting** |  | To be determined. | **Confirm meeting dates with Board members. Draft and distribute a 2016 meeting schedule to group (LV).** |
| **14** | **Adjournment** | (JB) at 1618 |  |  |