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| **Item** | **Subject** | **Background** | **Discussion / Motion** | **Action Item (Responsible)** |
| **1** | **Call to Order (JB)** | Welcome! | Convened via Skype @ as per  |  |
| **2** | **Attendance (MB)** | Regrets: Laura VanLoon Meg Bumpstead volunteered to record minutes/action items for today.  | Present: Joni, Pat, Ann, Meg, Angie & SueApologies: LauraChair 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/ AH** | Nil |
| **4** | **Approve Meeting Minutes (JB)** | Minutes circulated by Secretary via email in advance of meeting | **I move to approve the September 27 / 28 2016 board meeting agenda as presented: JB/ MB,** **In Favour: AW, AH, PS** | Nil |
| **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**Terms of Office to be two terms per Board Member; President should be appointed by the Board – this needs to be changed in the Bylaws and wording to be changed to “The President position will be appointed by consensus of the Board.”****We need to establish a “Bylaws proposed changes document” to go to the General Meeting”****Change for President responsibilities:****President will oversee the nomination/ election process.****All Position Descriptions to have effective Date November 2017.****I move to approve the consent agenda as presented: JB/ PS****In favour: AH, AW, MB** | **JB / LVH****Establish a “Bylaws proposed changes document”****All Position Descriptions to have effective Date November 2017.** |
| **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.Financial report not ready will be circulated as soon as available.Any ideas to Meg before December. | MB |
| **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)Need to have more blast emails from PCO advertising the Conference, need to check who the emails are going to several members of board have not received any emails from the PCO.Recommend changing the early bird date from September to June 1st.Need to identify Keynote speakers and add bios to website. | 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)****Contact PCO for email blasts and check which contacts lists they are using.****Change early bird date to 1 June.****Add Key note Bios to website****Add more about Australia (photo gallery) rather than a link.****Extend abstract submission date to end of January and Posters to June 1.****Need to ensure the food at conference is included in the blast email.****SQ** |
| **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.Ann has contacted Ingrid Andersen again – waiting response. Has contacted Iceland, South Korea, Saudi Arabia, UAE.Enquiries from website – Australia, US, UgandaInfo email to be forwarded to Ann’s email.Membership dues and renewals – Need to have discussion with GAC regarding how we collect dues. Proposal to change to Biannual Membership – June of conference year to coincide with Conference Planning. | **(ALL) Please use the following:**annhogan4@gmail.comMeg to prepare proposal doc for GAC and send to Joni/ Pat |
| **9** | **Marketing (JB)** | 2017 conference logo, print advert, post card template housed on BOD secure login pageFall *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. | ***Heldover*** |
| **11** | **Biennial Conference Host Policy** | Draft compiled by SF, AH. |  | ***Heldover*** |
| **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 @ 1 Hour 15 minutes** |  |