ICPAN Inc. Draft Minutes, Board of Directors Meeting

January 26/27, 2016

Skype Call as per various time zones

\*Saskatoon (Canada - Saskatchewan)             Tuesday, January 26, 2016 at 2:00:00 PM   CST  UTC-6 hours

\*Edmonton (Canada - Alberta)                   Tuesday, January 26, 2016 at 1:00:00 PM   MST  UTC-7 hours

\*Copenhagen (Denmark)                          Tuesday, January 26, 2016 at 9:00:00 PM   CET  UTC+1 hour

\*Dublin (Ireland)                              Tuesday, January 26, 2016 at 8:00:00 PM   GMT  UTC - 0

\*London (United Kingdom - England)             Tuesday, January 26, 2016 at 8:00:00 PM   GMT  UTC - 0

\*Sacramento (U.S.A. - California)              Tuesday, January 26, 2016 at 12:00:00 PM   PDT  UTC-8 hours

\*Washington DC (U.S.A. - District of Columbia) Tuesday, January 26, 2016 at 3:00:00 PM   EDT  UTC-5 hours

\*Melbourne (Australia - Victoria)              Wednesday, January27, 2016 at 7:00:00 AM AEDT UTC+11 hours

\*Corresponding UTC/GMT                       Tuesday, January 26, 2015 at 20:00:00

**1. Call to Order** at 1406 (CST) by Board Chair J. Brady.

Chair reported on the following: (1) ICPAN business card template developed/posted on secure Board login page. BOD members may adapt the template to create personal business cards. (2) Updated international contact list posted on same page for access by all.

**2. Attendance**: J. Brady, P. Smedley, A. Winter, A. Hogan, B. Buch, M. Bumpstead, L. Van Loon. Regrets: S. Fossum.

**3. Approval of Agenda**: **M/S: L/Van Loon/M. Bumpstead: That the agenda be approved as presented. Carried.**

4. Notes from January 5, 2016 are posted for information only as there was no quorum for business purposes.

**Minutes** from Nov. 24/25, 2015 amended under #6, Membership Report, GAC Operational Draft, line 2:

**M/S: L. Van Loon/B.Bente: “The Vice-Chair of the Board of Directors is responsible for GAC meetings”** and remove “**is Ex Officio**

**to the Conference Committee.**” **Carried**.

**5. Treasurer’s Report**

The Treasurer circulated the December Profit and Loss Statement. Has received membership funds from Canada.

To proceed to pay the Webmaster for services (from personal account for reimbursement later) and set up the most cost-effective method of payment for the future. **Action: J. Brady/M. Bumpstead**

Follow-up with Hurwit about a cost-effective method of forwarding letters. **Action: J. Brady**

Follow up with Citibank manager on Treasurer’s PIN number that has not yet been delivered from the bank. Need to obtain an additional code identifier from the bank for BRV wire transfer. **Action: J. Brady**

**6. Membership**

Update re countries the Membership Chair is contacting and the results of contacts.

Denmark will be joining ICPAN. There must be another person from Denmark on the GAC. Language barrier is a problem.

Pledge form sent to BARNA President.

Greece has no organization.

Germany contact obtained (Mr. Ulrich).

No reply from Finland yet.

Have Swedish contact (Ingrid Anderson).

New Zealand contact is Robert Hawker (Presenter at ICPAN conference).

**Action**: The Secretary will send the Membership Chair the preferred email that the Canadian GAC member requested for ICPAN business.

**Action:** The GAC Chair to copy the National Association Presidents/Chairs when sending the welcome letters to the GAC members

Report received as presented.

 **7. 2017 Conference Bid Policy/Procedure Development**

GAC Chair is sending a warm welcome to new GAC members and then will send a formal package to include ICPAN By-laws, operational policy, conference bid score sheet and evaluation by February 2 or 3.

**Action: P. Smedley** First GAC meeting in February. Set up SKYPE details in order to communicate with members. GAC Chair to cc: ICPAN Chair on international partner correspondence to support relationship building and succession planning development.

**Action:** **P. Smedley/GAC** Deadline for 2017 conference selection site is March 1, 2016.

**Action: J.Brady/P.Smedley TBC** Draft letter for new member organisation leaders explaining role and expectations of their ICPAN GAC appointee.

**Action: Webmaster/J. Brady** (currently acting as Marketing Chair due to vacancy) to set up the GAC secure login page.

Policies are not for public consumption but By-laws will be.

Clarification from discussion at the beginning of the meeting is written here as an appropriate place.

The immediate Past Conference Chair (B. Buch) has a position on the Board of Directors as she is involved in helping to establish the new conference committee until the next Conference Chair is appointed by the new host conference country. The immediate Past Conference Chair then vacates the Board position and acts as advisor to the new Conference Committee.

1. **Research Study Support Query**

Louise McGuire, Master of Clinical Science candidate, Adelaide, S. Australia requested ICPAN support to circulate a survey that seeks expert opinion on model of care for 4-6 bedded bay Post Anaesthetic Recovery Unit (PARU). Ethics board approval has been sought. **Action: J. Brady to follow-up.**

1. **Special Interest Group Formation**

ICPAN website reports provide cumulative interest forms from members. Reminder on Facebook 12/30/15.

Top 6 or 7 topics are: Nurse Anaesthetist; Pain Management; Paediatrics; Research; Education; International Standards; Clinical Questions. Need an informal leader with a way to communicate and look at the number of groups and connectivity. Leads to committees in the future.

**Action:** Education Chair to present recommendations for special interest group formation/communication methods at next meeting.

At 1537 (CST), A. Winter left the meeting.

1. **Volunteer Opportunities and Membership when no professional perianaesthesia organization in the country**

Maria Kapritsou desires ICPAN involvement is some capacity in advance of an attempt to develop a specialist perianaesthesia organization in Greece where ICPAN membership request was denied because there have only generalist members.

**Action: P. Smedley, S. Fossum** to develop a “how to” guide for countries wishing to establish a formal organisation.

1. **ICPAN Bylaws and Policies**

Proposal for timelines for policies and job descriptions discussed.

**Action: L. Van Loon** to present recommendations for related governance development activities.

1. **Strategic Timeline Review**

Posted for review and suggestions. Treasurer requested tax reporting in January be added.

**Action: All to review document and send suggestions for additions/corrections to Chair prior to next meeting.**

1. **Next Meeting:** February 23, 2016 as per schedule

Regrets noted: P. Smedley

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1. **Adjournment:** As there was no more business the meeting adjourned at 1548 (CST).

Draft Minutes submitted by L. Van Loon, Secretary