

**ICPAN,Inc. update for GAC**

**15th February 2017**

**Main points from ICPAN BoD meeting 14th February 2017**

Financial:

* No activity or updates on this
* Prospectus for sponsorship forwarded onto many outlets in Australia

Marketing / Media:

* 270 unique visitors and 679 page views
* Facebook page over 700 likes – growing weekly
* ICPAN Chair looking for new marketing/media coordinator – this could be a role for someone in new BoD elected in Sydney

Conference Policy:

* BoD reviewed Conference Policy : now in final draft form
* Conference policy details how conference is organized [between ICPAN, Inc., Host Association and PCO]
* GAC will review final draft policy
* Conference Policy will be added to Conference Bid Documents. Useful to prospective Host Association as it details profit share, financial liability, insurance provision

Proposed 2019 Conference Bid Timeline:

* End of April: Issue call for bid applications
* July 1st: Close bidding
* July 2-August 14: BOD/GAC review/score bids
* August 15: GAC recommendation goes to BOD
* September 1: top bid host notified by Chair
* September 15: Bid acceptance form returned to Chair
* November: Announce at Closing in Sydney
* Joni will send letter to all National Association leaders to confirm Bid Process active

Conference [Sydney] update:

* Keynote speakers being approached – 2 from Australia]
* Oral abstract review pack sent out today from PCO – deadline 22.2.17. Easy format, should be no problem meeting deadline
* Need to put together draft programme [with keynote speakers asap to allow prospective delegates seek funding [draft programme framework has been developed]
* To break even conference needs to attract 400 delegates
* Must increase marketing avenues for conference : send out more blast emails to mailing list
* Advertising material in home site for GAC
* Silent Auction at conference will be handled by Host Country as a rule. Sale of pens / small items will be organized by ICPAN Inc who will pass on items to next Conference host

Membership:

* Membership policy draft discussed
* Renewal date will be 1st October each year for all members
* New member Associations who join prior to this date will pay a ‘pro rata’ fee [up to 1st October]
* Original members [who joined at different times in first year are now waiting to pay their second year subscription [i.e. Ireland]. Their membership fee will be waived until 1st October for this second year
* Fee structure will appear as addendum on membership information
* Vote taken in meeting to allow Affiliate Membership from now. This will allow individuals working in peri-anaesthesia to join the Association [AS LONG AS THEY DO NOT HAVE A PERI-ANAESTHESIA ASSOCIATION IN THEIR COUNTRY]. They will not be eligible to vote. The Bye-laws include this membership category. It was always the intention to open it up to members once our operational structure could support it.
* Affiliate members will pay $25 [US] per annum. The website will include this category.

GAC : next tasks :

* Review policies for Conference / Membership /Election of officers
* Advertise conference in own countries