ICPAN Board of Directors Meeting

Minutes

May 9th, 2017 at various Skype Times

| **Location** | **Local Time** | **Time Zone** | **UTC Offset** |
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| [Saskatoon](https://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, May 9, 2017 at 2:00:00 pm | [CST](https://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| [Edmonton](https://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, May 9, 2017 at 2:00:00 pm | [MDT](https://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Sacramento](https://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, May 9, 2017 at 1:00:00 pm | [PDT](https://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [Washington DC](https://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, May 9, 2017 at 4:00:00 pm | [EDT](https://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
| [Dublin](https://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, May 9, 2017 at 9:00:00 pm | [IST](https://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
| [London](https://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, May 9, 2017 at 9:00:00 pm | [BST](https://www.timeanddate.com/time/zones/bst) | UTC+1 hour |
| [Sydney](https://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, May 10, 2017 at 6:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| [Sydney](https://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, May 10, 2017 at 6:00:00 am | [AEST](https://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| Corresponding UTC (GMT) | [Tuesday, May 9, 2017 at 20:00:00](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20170509T2000) |   |  |

1**. Call to order**: 2:08 PM (Saskatoon time) by Chair, J. Brady

2. **Present:** J. Brady, S. Fossum, M. Bumpstead, A. Winter, L. Van Loon, P. Smedley (on at 2:14 PM),

A. Hogan (off at 2:15, on at 2:17, off at 2:18, on at 2:22PM)

Regrets: S. Querruel

M. Bumpstead indicated she had to sign off in one hour.

3**. Chair Update**

The Chair stated that Action Items from April 11 Board Meeting were on track and on-going.

ASPAN Conference Exhibition: J. Brady and S. Fossum wo-manned the ICPAN booth, provided donations for raffle give-aways, and reported lots of interest and traffic throughout the conference. View beautiful pictures on website and Facebook page. Great work stated from all. Lots of freebies to give away – idea for L. Van Loon who will wo-man a free table at NAPANc.

**Action**: **J. Brady will follow up via email contact** with Dr JeBog You from Korea and Dr Paul Michael Tan from the Philippines, who are interested in becoming involved with ICPAN but lack a country organisation. JB will refer to Membership Chair for organisation foundational support when appropriate.

Conference Director from the USA OR Manager indicated an interest in producing a print piece about ICPAN. **Action: Chair will follow up on this query.**

Updated the group about exhibitors for the 2017 conference. Thoughts about a company purchasing gift bags, another putting up a website banner on our website.

Call for 2019 bids imminent.

J. Brady is attending BARNA in June and has a free ICPAN booth there.

L. McNulty offered ICPAN a free table for NAPANc conference. **Action: L. Van Loon will look after it**.

**Action:** **J. Brady will mail L. Van Loon business cards, little flags garland, and beach ball globes for use at NAPANc, A. Winter will send Aussie flag** **and posters** with C. Douglas (Alberta North President) as A. Winter is not attending the NAPANc conference this year.

Direct Marketing: **Action: by All Inform all organization’s to make sure all members realize and understand they are members of ICPAN.**

**4. Financial Report**

IRS Filing completed by M. Bumpstead and posted on secure site by J. Brady.

**Action:** **M. Bumpstead will be updating the monthly financials; will copy J. Brady and A. Hogan with the receipt to Sweden.**

**Action:** **J. Brady will add Sweden to GAC site** when membership dues receipt has been sent and member application information is received from A Hogan.

**5. Membership Report**

A. Hogan reported that Sweden paid $110.00 instead of $125. 00 but the question is whether this difference is from the exchange rate. ICPAN offers a pro-rated fee for those joining now until the next membership year commences.

A. Hogan is keeping all application forms. Membership policy will include “treasurer will keep receipts”.

A. Hogan had website comments and J. Brady is meeting webmaster on May 10th .

**Action: J. Brady to oversee: Fill-in box box for members; deactivate page that is not working; stop page before organization/affiliate and replace with a button to one or the other; add button to lead to PayPal; design one page for organizational membership and one page for affiliate membership; question a pop-up to identify status of membership so potential members know if they are an ICPAN member already ; Webmaster contacted the Widget Company about software option for blocking out a country: this is not possible without incurring expense. Membership Chair will set up new email address for Membership queries; Chair will test PayPal functionality when pages have been rebuilt.**

**Action: J. Brady, A. Hogan, M. Bumpstead and Webmaster to include a disclaimer that if joining ICPAN as an affiliate when the potential member is already in an ICPAN member country is an organizational member. Disclaimer would indicate the following as an example: “I understand that if my National Organization is a member of ICPAN, my affiliate membership dues will be considered a donation to ICPAN and be non-refundable.”**

**6. Conference Update**

Chair and Education Chair reporting. ingalplanning to move forward nowICPAN Conference Chair provided 2 draft documents on logistics planning as requested by Chair just prior to meeting today: Plans still require organising committee review and action by 2017 Conference Chair in order to finalise pre-conference delegate opportunity plans.

Pre-conference writing workshop given by J. Odom-Forrem and J. Brady; P, Forran and D. O’Brien leading speaker development workshop. Website registration allows delegates to sign up for both preconference workshops. ICPAN Conference Chair responsible to work with workshop presenters and hospital visit representatives to coordinate final plans and direct PCO on instructions to be sent to all respective pre-conference activity registrants.

**Action:** **S. Querruel to finalise hospital tour logistics with AU committee and PCO, and attend to report plans at next BOD meeting.**

**Action: S. Querruel to co-ordinate pre-conference workshop delegate instructions with the presenters and PCO now, and attend to report plans at next BOD meeting.**

**7. Poster Review Plans**

A.Winter has emailed PCO about submission of posters and timelines being June 15 and 30th. Number of poster submissions unknown.

M. Bumpstead informed us of Welcome to the Country such as Aboriginal Dancersbeing pursued.

**8. Election Process Plans**

P. Smedley states that GAC comments are incorporated in the 3 policies they reviewed and ready for approval again.

**M/S:** P. Smedley/A. Winter: That the 3 policies as presented to the GAC are approved as presented to the Board. Carried.

S. Fossum wants to entice potential election candidates with access to job descriptions (JDs).

**Action:** **L. Van Loon to send all finalized JDs policies to Chair/Webmaster for posting on GAC webpage, and catalogue all approved policies for presentation at BGM**.

 to complete job descriptions for Chair and Marketing and Media Coordinator asap.

**9. Marketing/Website Update**

Website hits steadily increasing: 356 unique users per week, >900 page views per week. Facebook likes also consistently growing to high 700’s, high traffic and increasing numbers of posts shared by some member organisations and other page followers.

: Update GAC webpage with new rep appointed by ASPAN.

Expenses for ASPAN exhibits: cards ($41.86) and flags ($30.00)

**Action:** **Marketing/exhibition receipts to be sent by J. Brady to Treasurer for reimbursement with consent from all**

Travel to BARNA assumed by J. Brady. Thank you to our Chair.

**10. Next meeting**

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11. Adjournment: 3:38 PM Saskatoon time (1.5 hours)

Draft Minutes recorded by L. Van Loon, Secretary