**ICPAN Board of Directors Meeting Minutes**

**June 28, 2016 per SKYPE various times**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Location | Local time | Time zone | UTC offset | Location | Local time | Time zone | UTC offset |
| [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, June 28, 2016 at 2:00:00 PM | [CST](http://www.timeanddate.com/time/zones/cst) | UTC-6 hours | [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, April 26, 2016 at 2:00:00 PM | [CST](http://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
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| [Melbourne](http://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, June 29, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours | [Dublin](http://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, April 26, 2016 at 9:00:00 PM | [IST](http://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
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| Corresponding UTC (GMT) | [Tuesday, June 28, 2016 at 20:00:00](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20160628T2000) |   |   | Corresponding UTC (GMT) | [Tuesday, April 26, 2016 at 20:00:00](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20160426T2000) |   |   |

1. **Call to Order** at 1606 (4:06 PM)EDT by Board Chair, J. Brady.
2. **Attendance** J. Brady, P. Smedley, A. Hogan, L. Van Loon, S. Fossum, A. Winter, S. Querruel,

**Regrets**: S. Fossum

1. **Approval of Agenda**: **M/S: L. Van Loon/A. Hogan: That the agenda be approved as presented. Carried.**
2. **Approval of April 26, 2016 Minutes:**

Correction #7. 2017 Conference to replace 5 names with 3 names to read: “Request GAC members to suggest 3 names from their respective countries to be abstract reviewers”.

**M/S: L. Van Loon/P. Smedley: That the meeting minutes be approved as amended. Carried.**

**Approval of May 22,2016 Notes:** Asthis was an informal meeting,phone call notes were posted.

1. **Financial Report** Financial statements will continue to be posted on secure login page. **Action**: **M. Bumpstead, J. Brady**

J. Brady sent the payment due to Northwest Registered Agent Service, Inc. for the State of Delaware Annual Franchise Tax .

Finland has joined and sent in membership dues.

1. **2017 Conference**

Post the summary of 2015 delegate evaluations and list potential volunteers from 2015 for the 2017 conference. **Action: J. Brady**

Review Top 10 themes that were of interest by 2015 delegates from evaluations. **Action: A. Winter**

Discussed defining and branding 2017 a 2017 conference title.

**Agreed by all that the title will be “Tides of Change – Advocacy, Education and Research.”**

**Action: S. Querruel, J. Brady**

Send all Scientific Committee flow sheets and documents from 2015 Dublin Conference to S. Querruel. **Action: P.Smedley**

***Call for Abstracts to be posted on the website on August 1,2016.***

Clarified ***Call for Abstracts*** to be closed on ***October 31, 2016 at 1700 (5PM) Australia Eastern* *Standard Time*.** Suggested adding a link to the World Meeting Calendar.

Since volunteers need at least 4 weeks to review the abstracts, date to ***inform presenters December*** ***1, 2016****.*

***Request acceptance within 10 working days*** ***by December 15, 2016***.

Target to ***start draft of program is mid-December.***

***Monday December 17, 2016*** – send out working draft of program **Action**: **A. Winter**

Clarify that volunteers from a country do not judge submissions from their own country. Suggest blinding submissions. Require more abstract reviewers. Email invitations to 2015 delegate who indicated an interest in helping in 2017. **Action: A. Winter**

Further request to GAC members to advertise for reviewers in their countries. **Action: P. Smedley**

Co-ordinate abstract reviews . **Action**: **A. Winter**

Committee structure and committee members. **Action**: **S Querruel**

The ***Call for Abstracts of Posters*** can be left up for a longer period of time. To discuss at a later date.

**Website development** – Ask PCO on July 1, 2016 for more input on website; hotels nearby, travel around Sydney, venue information, abstract information, link to “Hopper” and airfares, currency link, LOGO. **Action: S. Querruel**

Committee to complete a “quality check” review before website goes live.

Information:On July 1, 2016, S. Querruel and J. Mann-Farrar will meet the PCO for tour of Luna Park conference site. Cruise of the harbour at conference has been paid for.

1. **GAC Activity**

 GAC Skype meeting minutes, social media policy posted on new secure login page.

Draft 1 of RFP policy/procedure discussed by 3-4 GAC members on Skype meeting, S. Fossum and A. Hogan. Very complex document. GAC members are good at returning comments.

Next steps

Reformulation sent out as Draft 2 to Board of Directors with Marku’s comments. **Action: P.** **Smedley**

Board of Directors to provide feedback to Draft 2 for next meeting. **Action: ALL**

Review Guide For Proposal for next meeting. **Action: ALL**

Conference Time-Line Bid

Present ideas on process for bid for 2019 conference and time frame

1. **Research Study Support Query**

ICPAN support has provided more participation in the research survey ; difficulty getting local involvement. Request for expert nurses in Australia. **Action:M. Bumpstead**

GAC members will receive a second notice. **Action: J. Brady**

1. **Membership**

Countries that have not replied : New Zealand, UAE. New contact for Norway. Sweden not available now and asked about individual memberships. Iceland has PACU with Critical Care.

To send Membership Secretary thoughts on benefits of ICPAN, Inc. membership. We are still fledglings but need to answer the questions, “What did we get out of this when we joined”, “What would you as like to see coming from the organization”?

**Action: ALL**

1. **Request for PACU training support in Cameroon**

Allie Green connected with Dr. Jim Brown who submitted a request for a PACU Educator for Mbingo Baptist Hospital. Mission is ambitious. Difficulty recruiting.

M. Bumpstead left the meeting at 1620 EDT.

1. **Next Meeting:** Tuesday July 26 , 2016

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1. Meeting adjourned: 1725 (5:25 PM) Length of meeting 1 hour 24 minutes and 58 seconds.

Draft Minutes by Secretary, Laura Van Loon