ICPAN Inc. Draft Minutes, Board of Directors Meeting

November 22/23, 2016

Skype Call as per various time zones

| **Location** | **Local time** | **Time zone** | **UTC offset** |
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| [Saskatoon](https://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, November 22, 2016 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, November 22, 2016 at 1:00:00 pm | [MST](https://www.timeanddate.com/time/zones/mst) | UTC-7 hours |
| [Washington DC](https://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, November 22, 2016 at 3:00:00 pm | [EST](https://www.timeanddate.com/time/zones/est) | UTC-5 hours |
| [Sacramento](https://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, November 22, 2016 at 12:00:00 noon | [PST](https://www.timeanddate.com/time/zones/pst) | UTC-8 hours |
| [London](https://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, November 22, 2016 at 8:00:00 pm | [GMT](https://www.timeanddate.com/time/zones/gmt) | UTC |
| [Dublin](https://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, November 22, 2016 at 8:00:00 pm | [GMT](https://www.timeanddate.com/time/zones/gmt) | UTC |
| [Melbourne](https://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, November 23, 2016 at 7:00:00 am | [AEDT](https://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| [Melbourne](https://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, November 23, 2016 at 7:00:00 am | [AEDT](https://www.timeanddate.com/time/zones/aedt) | UTC+11 hours |
| Corresponding UTC (GMT) | [Tuesday, November 22, 2016 at 20:00:00](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20161122T2000) |  |  |

**1. Call to order** at 1407 by S. Fossum as Chair is absent.

**2. Attendance**: S. Fossum, P. Smedley, A. Hogan, M. Bumpstead, L.Van Loon, A. Winter,

**Regrets**: S. Querruel

**3. Approval of Agenda**: **M/S: S.Fossum/A.Hogan: Move to accept the circulated agenda. Carried.**

**4. Approval of Nov. 1/2, 2016 Minutes:** Thanks to the minute- taking by M. Bumpstead.

1. Hogan does not remember discussing membership renewals to be in June. Would like to ask GAC for input to the best month for membership renewals. S. Fossum also thinks it would be a good idea to take this association membership renewal back to the GAC. P. Smedley has recorded notes and says there was a proposal to change membership renewals to biennial membership to coincide with the conference planning schedule. Talked about best way to collect the membership dues.

**Action:** **M. Bumpstead will prepare a document about membership renewal that she will send to J. Brady and P. Smedley for the GAC input.**

Following this discussion and proposed action:  **M/S: P. Smedley/ A. Winter: To approve the November 1 /2, 2016 minutes as amended. Carried.**

**5. GAC Activity: decision to move to this agenda item as J. Brady unavailable**

P. Smedley heard back from half of the GAC members re simplifying the Advisory Document to Reviewers.

Bid Form Document is simplified re accommodation and transportation. There will be compulsory accommodation Sites 1 and Site 2, and removing the score of “40.”

Off-site variety has to match on-site accommodation.

Request cost in US dollars, euros and host country currency. Total score will change.

**Action: Alternative to on-site accommodation and send your suggestions to P. Smedley by email. ALL**

J. Brady joined the call at 2:55 PM (Saskatoon time).

P. Smedley continued with Advice on Review of ICPAN Conference Bid Review Document

Part 1 – Process

Part 2 – Review of Application

P. Smedley will “clean up the bid form” and send to GAC

Add to the website: hosting conference occurs every 2 years, some info re RFP is the website for the members or the world and if it is open to the public will it encourage others to join us

Can use Navigation Dropdown from Biennial Conference Tab

**Action: S. Fossum to follow up format, presentation by late December**

**Conference Planning discussed at this point**

ACPAN is re-organizing with a new Board of Directors. M. Bumpstead has volunteered as Treasurer.

**Action: J. Brady to set up a meeting in Dec. with S. Querruel, PCO, and new ACPAN President Fiona Newman**

3:22 PM (Saskatoon time) M. Bumpstead left for ACPAN meeting.

Discussed writing a form Letter of Agreement between the host country and ICPAN, Inc. J. Brady will specify what is in the letter and attach the Conference Policy to indicate acceptance by the host country.

**Action:** after Christmas

Discussed seed money for a host country where a need is demonstrated and if ICPAN, Inc. has the financial resources to provide seed money.

Discussed if a loss occurs from the conference and the financial state that ICPAN, Inc. has not got reserves to help with a loss. Host country needs to do everything possible to break even or make a profit. ICPAN, Inc. is not going to co-sign with the host country and our Board realizes the responsibility lies on the host country that should take cancellation insurance, include an indemnification clause to make the outcome harmless to the host country. The Conference Chair or Designee represents the host country on the ICPAN, Inc. Board of Directors so that we do know the status of the conference at all our meetings. ICPAN, Inc. has an advisory role only.

S. Fossum feels that the GAC members should get conference info posted on their respective web sites

**6. Biennial Conference Host Policy: Action:** Tabled until the next meeting in January**.**

**Action: Send definitions to A. Hogan and S. Fossum**

4:13 PM (Saskatoon time) S. Fossum left the meeting

J. Brady agreed to review the Conference Policy for A. Hogan, circulate it and ask for approval.

**7. Election Policy:** responsibilityof the President. **Action:** Tabled until the next meeting in January.

Conference abstracts number 38, no other information at this time.

**8. Marketing**

Lots of Facebook hits, website numbers increased “unique likes”

**9. Next Meeting**

Circulate potential dates for the next meeting date in January

**10. Adjournment**

Meeting adjourned at 4:30 PM (Saskatoon time) for a total of 2 hours and 23 minutes