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** |
| --- | --- | --- | --- |
| [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 (Chair absent).

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

J. Brady joined 2:55 PM; M. Bumpstead left 3:22 PM; S. Fossum left 4:13 PM (Saskatoon time)

**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. Group unclear on membership renewals to occur in June. Explored potential process for membership dues cycle. Discussed proposal to schedule biennial membership renewal to coincide with conference planning schedule. Consensus recommendation made: request GAC’s input for association membership renewal cycle.

**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**

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

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

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 and reports status of conference planning at each meeting**.** ICPAN, Inc. occupies an advisory/support role for the 2017 conference: no formal agreement made other than 80/20% split put in place at 2015 AGM in Copenhagen (2017 nconference site selected near time of incorporation, conference policy in development by BOD, will go to GAC for input next). 2019 conference host will be bound by a policy agreement.

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**

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.

**8. Marketing**

Lots of Facebook hits, website numbers increased “unique page views.”

**9. Next Meeting**

Circulate potential dates for next meeting date in January (LV)

**10. Adjournment**

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