**Agenda**

**ICPAN Board of Directors Meeting**

**January 9, 2018**

**Skype Call 3:00PM Eastern Standard Time**

1. **Attendance / Quorum**
2. **Agenda Additions / Approval**
3. **Minutes Review / Approval**
* October 10/11, 2017
* November 2, 2017
* December 12, 2017
1. **Board of Directors Position Descriptions and Roles**
* Chair to discuss plan
1. **Treasurer’s Report**
2. **ICPAN Cancun 2019**

**•** Update on progress regarding PCO’s

• Conference Chair position

* Next steps
1. **ICPAN Conference 2017 Sydney**

**•** Jayne Hindle’s Conference Evaluation Reports

• Silent Auction Report

1. **Membership**
* Update on member organizations paid/unpaid
* Goal to maintain a standard process regarding collection of membership organizations fee
1. **ICPAN Board Communications**
* Discuss standardization of communication from and within the Board
* Goal to decrease number of emails whenever possible
1. **ICPAN Board Contingency Planning**
* Discuss creation of a plan for responsibilities of BOD members if Chair and Vice Chair unavailable
1. **Next Meeting Date**