**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**