ICPAN Inc. Draft Minutes, Board of Directors Meeting

September 27/28, 2016

Skype Call as per various time zones

| **Location** | **Local time** | **Time zone** | **UTC offset** |
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| [Saskatoon](http://www.timeanddate.com/worldclock/canada/saskatoon) (Canada - Saskatchewan) | Tuesday, September 27, 2016 at 2:00:00 PM | [CST](http://www.timeanddate.com/time/zones/cst) | UTC-6 hours |
| [Edmonton](http://www.timeanddate.com/worldclock/canada/edmonton) (Canada - Alberta) | Tuesday, September 27, 2016 at 2:00:00 PM | [MDT](http://www.timeanddate.com/time/zones/mdt) | UTC-6 hours |
| [Washington DC](http://www.timeanddate.com/worldclock/usa/washington-dc) (USA - District of Columbia) | Tuesday, September 27, 2016 at 4:00:00 PM | [EDT](http://www.timeanddate.com/time/zones/edt) | UTC-4 hours |
| [Sacramento](http://www.timeanddate.com/worldclock/usa/sacramento) (USA - California) | Tuesday, September 27, 2016 at 1:00:00 PM | [PDT](http://www.timeanddate.com/time/zones/pdt) | UTC-7 hours |
| [Dublin](http://www.timeanddate.com/worldclock/ireland/dublin) (Ireland) | Tuesday, September 27, 2016 at 9:00:00 PM | [IST](http://www.timeanddate.com/time/zones/ist-ireland) | UTC+1 hour |
| [London](http://www.timeanddate.com/worldclock/uk/london) (United Kingdom - England) | Tuesday, September 27, 2016 at 9:00:00 PM | [BST](http://www.timeanddate.com/time/zones/bst) | UTC+1 hour |
| [Melbourne](http://www.timeanddate.com/worldclock/australia/melbourne) (Australia - Victoria) | Wednesday, September 28, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| [Sydney](http://www.timeanddate.com/worldclock/australia/sydney) (Australia - New South Wales) | Wednesday, September 28, 2016 at 6:00:00 AM | [AEST](http://www.timeanddate.com/time/zones/aest) | UTC+10 hours |
| Corresponding UTC (GMT) | [Tuesday, September 27, 2016 at 20:00:00](http://www.timeanddate.com/worldclock/fixedtime.html?iso=20160927T2000) |  |  |

1. **Call to order:** at 4:07 PM EDT by the Chair, J. Brady.
2. **Attendance:** J. Brady, S. Fossum, M. Bumpstead (for 80 minutes), A. Hogan, A. Winter, L. Van Loon, P. Smedley (had microphone difficulties)

S. Querruel joined at 4:30 PM EDT

1. **Approval of the Agenda:**

**M/S: M. Bumpstead/A. Hogan: That the agenda be approved as circulated. Carried.**

Minutes: June 2016 minutes approved per on-line vote.

July 26/27 Minutes to be approved as circulated. **Action: All**

August 23/24 by Skype. Informal meeting notes for information only as circulated.

1. **Financial Report:**

Reports are posted on secure Directors login web page.

Paid Directors and Officers Liability Insurance for October 29, 2016-Oct. 29, 2017.

To develop Corporate Sponsorship package in next few months this will increase financial reserves and funds. Review and respond to M. Bumpstead with ideas and suggestions.

**Action: All**

Interest in corporate sponsorship from Clearfast and Soothing Scents/QueaseEaseAromatherapy.

1. **2017 Conference:**

* **Overview**

J. Mann-Farrar, resigned on September 12, 2016 as President of the newly convened Australian College of PeriAnesthesia Nurses (ACPAN). The interim ACPAN President is Fiona Newman.

The PCO is efficient and answers to the ICPAN 2017 Conference Chair, Suzi Querrel.

Need to confirm the support of a local conference committee. The Conference Chair has not yet received a handover from J. Mann-Farrar re: critical path plan and outstanding information such as availability of cheap flights.

Need to find and confirm opening and closing keynote speakers, preferably from Australia. Suzi to invite ACPAN board members to suggest names.

Abstracts coming in slowly. PCO should send out teasers about who is coming, continue advertising registration (since Sept. 15). PCO should be asked to clarify meals for registration. Could we add money exchange link to the website?

Agreement to have a conference call to discuss conference matters. **Action: J. Brady, A. Winter, S. Querruel**

* **Program Planning**

First elected board members at this BGM by GAC membership.

GAC and Board members must attend the BGM. Everyone is invited but only the GAC and Board vote to elect board members.

Timing: concern if you give delegates an option, then people will go out to lunch. Prefer having the BGM before lunch; have it earlier in the week which encourages members to meet the board members throughout the conference. 2015 meeting was 30 minutes. How can we keep this BGM efficient?

Circulate a report to National Association Presidents and GAC.

Nominations and election occur before the BGM and announcement at the BMG made by Nomination Chair. Present elected board, goals, and possibly announce 2019 conference location. Continue program planning for BGM. **Action: J. Brady, A. Winter, S. Querruel**

Find out through PCO whether the hotel will give the ICPAN board members a pre and post day conference rate. **Action: S. Querruel**

At 4:52 PM EDT, S. Querruel and M. Bumpstead left the meeting.

* **Education Report**

Over 40 volunteers representing the global interest have agreed to review abstracts. Each person will receive abstracts that are colour-coded and nameless. Reviewers have a “high level of education, well qualified and totally brilliant”, said the Education Chair.

1. **Membership**

Greece anticipates forming an established a perianesthesia association during November 2016.

No word from Sweden, Iceland, South Korea. New Zealand is joining ICPAN Inc. and has submitted their membership fee. Will advise in GAC Chair welcome letter; NZ GAC rep to be given access to secure GAC login page, to provide credentials and headshot for the ICPAN website. **Action: P. Smedley, J. Brady, M. Maino**

Provide Membership Chair with ideas on benefits of ICPAN Membership. **Action: All**

At 4:56 PM EDT, A. Winter left the meeting.

1. **GAC Activity**

Last meeting was August 17, 2016 when the GAC reviewed the 3rd bid draft.

The GAC Chair drafted a document “Advice to Reviewers” which will be circulated to GAC members.

All 3 documents , “ICPAN Conference Bid Form”, “ICPAN Conference Bid Process: Advice to National Organizations” and “Advice to Reviewers” are up to spec and ready for increased pool of people to test run the 2015 Danish conference bid using the new format. All the completed documents will be posted on the secure Board and GAC log-in web pages.

Note: Title change: “ICPAN Conference Bid Form” has replaced the former “RFP” (Request for Proposal)” as all the conference documents are overlapping and therefore confusing in their identities. Change suggested at the last GAC meeting.

GAC members and board members were asked to return their scored bids to GAC Chair by October 18th in order that results are ready for next board meeting. **Action: GAC members and ICPAN Board members**

Discussion and explanation re the process for Secure GAC and Board postings. Documents are posted on the specific meeting page for each meeting. Once the reports are approved (example financials, conference documents, minutes), then these reports are posted on the secure page.

1. **Research Study Report**

Louise McQuire, Adelaide South Australia, will be sending out her second questionnaire soon to 80 ICPAN members and others. **Action:** **Ongoing reports from the Chair of ICPAN, Inc.**

Dr. Ellen Poole, a university professor who specializes in qualitative research, is reviewing the major themes from information obtained at the interactive Delegate Forum (shakespeak.com) chaired by J. Brady at the ICPAN Conference in Copenhagen. Dr. Poole, Bente Buch, Metter Ring, and Dr. Brady will submit a poster abstract, planning to present 2015 themes during the 2017 Forum. For follow-up. **Action:** **J. Brady**

1. **Bylaws, Policies/Procedures**

* **Job Descriptions**

Six job descriptions to be ready for approval at the next meeting. Still some outstanding questions for discussion by all. Once agreed upon, and then post on secure login page. **Action:**  **L Van Loon and J. Brady**

* **Conference Policy**

Development of this Conference Policy continues. Questions to think about: “What is in the best interests of ICPAN”, what is fair to the host country”? As a policy, it can be changed as needed.

Everyone to review the draft of the Conference Policy and provide feedback by October 18th to S. Fossum who will collate and present the revised draft at the next board meeting. **Action: All**

1. **Marketing**

Facebook page has had 661 likes and more than 1450 hits as of September 24, 2016.

All boartd members may view/download conference logo, print advert and post card template housed on BOD secure login page to market coinference.

The USA perianaesthesia nursing journal, *JoPAN* will place a full page advertisement about the ICPAN *tides of change* conference in their October 2016 issue.

The 2016 fall edition of the quarterly newsletter *Pulseline published* by the PeriAnesthesia Nurses Association of California (PANAC), will include “A Personal Invitation to You” by S. Fossum to advertise the ICPAN *tides of change* conference.

Will be adding the New Zealand GAC representative to GAC webpage. **Action:** **J. Brady, M. Maino**

1. **Copyright Infringement**

Copyright infringement of our non-profit corporation has been reviewed by a pro bono lawyer and resolved by J. Brady. ICPAN, Inc. thanked the lawyer for helping ICPAN, Inc. resolve this issue with no legal action, expense or financial consequences.

1. **ICPAN Elections**

The President is the only board member without voting rights, so most appropriate position to lead new election process. Require an elections policy for 2017 BGM. Determine the operationalising of this process. **Action:** **S. Fossum**

* **Other Business**

Question about Hurwit annual fee, mail forwarding fee, and possible retainer cost. **Action:** **J. Brady**

Offer to write a letter /report updating the member countries about ICPAN, Inc. This letter can be read to boards and include a Thank You to the GAC members. Circulate to ICPAN, Inc, board members. **Action: J. Brady**

**13. Next Meeting Revised Date**

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1. Meeting adjourned at 5:55 PM EDT. Total hours: 1 hour, 48 minutes.

Draft minutes recorded by Laura Van Loon, Secretary