



International Collaboration of PeriAnaesthesia Nurses ICPAN

Promoting Global Excellence in PeriAnaesthesia Nursing

ICPAN Board of Directors Go-To-Meeting Minutes 14 April 2021 1300-1430 Eastern Daylight Time

1. Attendance Agenda Review (JB)

Attended: Joni Brady (JB), Ulrica Nilsson (UN), Mette Ring (MR) Trica Garrioch (TG), Johanna McCamish (JM), arrived 1355

Regrets: Magnus Flodberg (MF), Jacqye Tibbetts (JT)

Quorum not achieved

2. Agenda Approval

No additions to posted agenda

3. Minutes and Review/Approval (TG)

December, January and February Minutes posted to April meeting, deferred approval as no quorum

ACTION:

- Secretary to send survey monkey for approval by board of posted December, January and February Minutes (TG)

4. Chair Report (JB)

JB shared chair report, posted on April meeting.

- Update on Operation Smile; chair discussed a “memorandum of understanding” for our part in the creation of our educational modules. Chinese nurses will complete translation of our modules and provide the education in country. There will be a hybrid learning environment with a virtual OR, time in class and clinical. Case studies appropriate to their country will be created and a train the trainer model will be utilized.
- ASPAN Waste Anesthetic Gas (WAG) project document posted for review on meeting page. Awaiting further information on this request for participation from Elizabeth Card in US.
- ICPAN Online Social will be combined with first ICPAN webinar and will follow presentations.
- ASPMN Collaboration Update; membership option to join, Chair followed up with ASPMN President Maureen Cooney in January and March, matter is ongoing.
- Chair attended G4 Alliance Nursing Group meetings in February and April. Will share resources with GAC next week. March meeting recording link and minutes posted for access on April meeting page.
- Chair sent email to Member Country Organizations to update and inform on rationale for ICPAN 2021 cancellation and provide key dates leading to BGM on 7 September. Copy of message posted on meeting page.

5. Strategic Plan (JB)

Chair discussed the important dates and responsibilities on the revised strategic timeline.

Document is posted to board web page for review

ACTION:

- Board members to review strategic timeline document (ALL)



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6. Financial Report (JB)

- Chair and new Treasurer to meet and complete signing at bank, date yet to be determined.
- Financial tracking performed; account files posted. Balance sheet to December 2020 is complete, reviewed by past treasurer and is posted to April meeting.
- Michael Maino purchased domain name a transfer back to ICXPAN from EPENOE/AFEA (Go Daddy). JB sent “get well” flowers on behalf of Board and GAC to Hanneke van Kooten (BRV). Reimbursements pending.
- Need for review of finances discussed, formal/informal review. Discussion ongoing

ACTION:

- Board members to review financial reports posted April meeting, send queries to JB (ALL)

7. GAC Chair Report (JB)

President contacted a GAC representative to propose interim chair position was unsuccessful. Group discussion led to suggestion that focus for the board will be recruitment of a GAC Chair, not an interim chair as the timeline is becoming quite short. Next GAC meeting April 21, 2021. Chair received replies from 4 country representatives who will present reports at next meeting.

ACTION:

- Board members are invited to attend GAC meeting April 21, 2021 (ALL)

8. Conference Chair Report - Athens 2021 Postponement

Secretary to remove Conference Chair Report from future agenda

9. Education Chair (MR)

MR discussed planned Webinar with 3 presenters. May 18, 2021. MR communicating with presenters and planning practice zoom session in advance of webinar. Copies of PPP's will need to be sent in advance to Education Chair and Board Chair. Registration posted to ICPAN website. Email to leaders of member countries sent. Invite for GAC members to disseminate registration invitation will be discussed at next week's GAC meeting. Open invitation for registration discussed, plan to watch number of registrants and send email to GDPR mailing list 2 weeks prior to webinar

ACTION:

- Education Chair and Chair to meet with presenters May 17, 2021 (MR/JB)
- Marketing/Media Coordinator to send invitation to GDPR mailing list on **May 4, 2021** (MF)

10. Media Marketing Coordinator Report (MF)

March and April reports posted for review

11. Membership Secretary Report (JM)

Membership report posted for review. One individual membership received, from country unknown. It is the time of year that there may be a changeover in leadership of member country associations. Board members are asked to please notify Membership Secretary of name and contact information of all leadership changes within their home country organization

ACTION:

- Chair and Membership Secretary to meet to discuss affiliate members (JM/JB)
- Notify JM of any changeover in member country leadership new leadership (ALL)



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12. Presidents Report (UN)

President's report posted for review. UN discussed Covid study, need to update as we are now in third wave. Finnish translation is pending. Once complete, UN will convert to online.

13. New Business

13.1 Job Description Review (TG)

Discussed president's job description and bylaws regarding president's nonvoting status. Position is non-voting to allow for President to lead elections. Any change to bylaws would entail involvement of legal advice and would be costly. Chair encouraged board members to ensure that the job descriptions honor the bylaws when reviewing each position. Revisions have been completed to Secretary, Education Chair and Marketing and Media Coordinators job descriptions. President, Chair and Membership secretary positions have been reviewed with no revisions. Job descriptions for GAC/Vice Chair and Treasurer to be reviewed by Chair. Plan for electronic vote by board on revisions and present revised job descriptions to GAC at June meeting

ACTION:

- Chair to review job descriptions for GAC/Vice Chair and Treasurer (JB)
- Secretary to send approval for job descriptions by survey monkey (TG)
- Secretary to present revised job descriptions to GAC at June meeting (TG)

14. Next Meeting Date

May 12, 2021