



# International Collaboration of PeriAnaesthesia Nurses ICPAN

*Promoting Global Excellence in PeriAnaesthesia Nursing*

## ICPAN Board of Directors Go-To-Meeting Minutes 11 August 2021 1300-1430 Eastern Daylight Time

### 1. Attendance

Attended: Joni Brady (JB), Johanna McCamish (JM), Magnus Flodberg (MF), Jacqye Tibbetts (JT), Trica Garrioch (TG), Ulrica Nilsson (UN), Mette Ring (MR)  
Quorum achieved

### 2. Agenda Approval

Usual agenda suspended, discussion points listed by chair on August meeting

### 3. Minutes and Review/Approval (TG)

May and June 2021 minute's approval deferred

### 4. Operation Smile Collaboration (JB)

JB and UN met with Operation Smile. Chair reported that this collaboration will pose no financial risk to ICPAN. Chair has a team of volunteers willing to work on drafting an education program. The overall goal of this collaboration is to create a program that is suitable to utilize in many countries. The draft MOU file is posted on August meeting

#### ACTION:

- Board members to review MOU and send feedback to JB and UN by August 22, 2021 (ALL)
- Chair to meet with the organization team to make a plan for China (JB)

### 5. Conference Host Bid Review (MR)

Education chair reported that several responses have been received, deadline for review of the Bids is August 15, 2021. Two very qualified bids, very exciting. MF identified that the 2 choices are not competing on the same level with the 2 different styles of proposals, with the Netherlands filling out their own review. Discussed concerns of the lengthy review process, the lack of GAC engagement and the two different presentation styles of the bids. We need to consider changing the process of bid submissions so future bid presentations can compete on the same level. Discussion to continue. A proposal was put forward that Ireland have an opportunity to fill out a review, discussion by all. In view of our timelines, the bid review process will continue unchanged. Plan is to review and revise our process to create a single standard in future.

#### ACTION:

- Review both conference bids and send response to MR by August 15, 2021 (ALL)
- Email to be sent to board members of summary of reviews received (MR)
- Note the need for revision of the BGM Conference Bid review process (JB, MR)

### 6. GAC Report (JB, UN)

Responses were 5/11 to survey monkey email regarding volunteers or sending an email to their member country organization requesting volunteers. Discussed do we need a GAC group? Chair and President began the election process. Concerns is the lack of any GAC members willing to step up to the ICPAN board positions, do we have a slate of candidates to fill board vacancies. JB and UN to meet individual GAC members to discuss barriers to succession planning.



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## **GAC Report continued**

### ACTION:

- Chair and President to meet with GAC members individually 1:1 (JB, UN)

## **7. 2021 BGM (JB)**

Chair has received some reports. The plan is to hold the BGM during the scheduled GAC meeting October 19, 2021.

### ACTION:

- Send BGM reports to chair (ALL)
- Chair to prepare BGM presentation (JB)

## **8. President Report (UN)**

Few responses from member countries to the International PACU Nurses survey is very disappointing.

### ACTION:

- Email GAC members with poor International survey response, each countries response rate, promote engagement, communication of survey and request for responses (UN)

## **9. September Webinar (MR)**

Webinar planning has begun, no recommendations for speakers received from the GAC. JB has two speakers, nurse from Nigeria to speak on advocacy and a US nurse to present on waste anesthetic gases. Discussed filling the third speaker spot to discuss ICPAN future, recruitment and challenges. MR to introduce the host country for 2023 Conference to present as the final presentation and then a social time to finish the webinar. Improvements implemented are request for personal emails, email to be entered twice, inclusion of a web clock and asking for registrant's country. Meeting will be recorded and possibly hosted later by JM, discussion to continue.

### ACTION:

- Chair to send speaker biographies to Michael Maino to populate webpage (JB)
- Michael Maino to post a web clock on website (MM)
- Marketing/Media Coordinator, chair and Michael to coordinate to have link for registration open by next week (JB, MF, MM)
- Registrants to be sent certificates of attendance

## **10. Next Meeting Date**

Date in August to discuss conference decision to be determined



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## **ADDENDUM to August Meeting**

### **ICPAN Board of Directors Go-To-Meeting Minutes 25 August 2021 1300-1430 Eastern Daylight Time**

#### **Attendance**

Attended: Joni Brady (JB), Johanna McCamish (JM), Magnus Flodberg (MF), Jacqye Tibbetts (JT), Trica Garrioch (TG), Ulrica Nilsson (UN), Mette Ring (MR)

Quorum achieved

#### **2023 Biennial Conference Bid (MR)**

Education chair presented a summary of the conference bid review. All board members and 6 GAC members completed reviews of the bids. GAC members from Ireland and Netherlands were not asked to participate in the bid review. All agree that there were two very qualified bids. Four GAC members responded that the bids were equal. Netherlands is the overall winner of the Bid and will be notified that they will be hosting the Biennial ICPAN Conference in 2023. A proposal was put forward to invite Ireland to host the 2025 conference. Discussion by all.

**MOTION:** ICPAN offer Ireland the opportunity to host the ICPAN Conference in 2025 by MR  
Approved by all

#### **ACTION:**

- Chair and Education chair to plan communication of Bid results to candidates (JB/MR)