



International Collaboration of PeriAnaesthesia Nurses ICPAN

Promoting Global Excellence in PeriAnaesthesia Nursing

ICPAN Board of Directors Go-To-Meeting Minutes 10 February 2021 1300-1430 Eastern Daylight Time

1. Attendance Agenda Review (JB)

Attended: Joni Brady (JB), Johanna McCamish (JM) left @ 1358, Magnus Flodberg (MF), Ulrica Nilsson (UN), Jacqye Tibbetts (JT), Mette Ring (MR), Trica Garrioch (TG)

Regrets: Evangelos Konstantinou (EK), Maria Kapritsou (MK)

Quorum achieved

No additions to posted agenda

Minutes and Review/Approval (TG)

December and January Minutes deferred approval to March meeting

Action Items List Review (TG)

Deferred, secretary to send email with timeline for review of bylaws and ICPAN documents to all.

Secretary to seek feedback for re-organizing ICPAN website

ACTION:

- Secretary to send task based timeline for documents review to board (TG)
- Secretary to elicit feedback from all on website re-organization (TG)

2. Financial Report (JB/JT)

Meeting for chair and treasure with possible new bank Provident National Corporation (PNC) set for February 23, 2021. Citibank checking and PayPal account statements posted to February meeting page for review. Annual taxes have been filed and paid and Zoom is our new meeting platform.

Applicable payments posted on February meeting page

ACTION:

- Board members to review financial reports posted February meeting, send queries to JB/JT (ALL)
- Treasurer and Chair to meet with PNC to discuss banking options (JT, JB)

3. Vice Chair Resignation (JB)

Board assessed impact of Vice Chair MK's resignation effective February 16, 2021. An announcement email was sent February 8, 2021 to Board, GAC, and member organization leaders. Vice Chair reported to Chair over past several months that she was experiencing an increase in workload related to master's program and administrative role at work, interfering with participation in ICPAN business. Chair contacted MK on February 8-9 to accept resignation on behalf of the board and supported the decision to focus on personal wellness during Covid-19 pandemic conditions impacting work-life balance. MK declined participation for February Board, GAC meetings. Per ICPAN Bylaws, Chair will lead GAC business in the absence of serving Vice Chair beginning with February GAC meeting. Team discussed resignation notification process (reference Bylaws Section 5.12). All board members encouraged to attend GAC February 16 meeting to report on current/upcoming initiatives and promote GAC member/organization understanding of and engagement in ICPAN activities. Interim acting vice chair position suggested. Chair and president (responsible for election of officers, directors) will reach out to more experienced GAC members to discuss the opportunity, support 2021-2023 board succession planning.



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Vice Chair Resignation continued

Election process currently under biennial review, will consider process/content improvement based on historical review. President to collaborate with secretary to draft revision suggestions.

ACTION:

- Chair and president to reach out to candidates for interim vice chair executive position (JB, UN)
- Send GAC February meeting invite to ICPAN board members (TG, JB)
- Collaborate on review of election policy (UN, TG)

4. Education / Conference cancellation (JB/MR)

AFEA met with MR, EK, MK, JB and MF and reviewed alternatives presented. Greek government restrictions and financial risks for ICPAN to re-schedule or hold a virtual conference are both risky and cost prohibitive. Athens conference in person or virtual is cancelled, therefore conference chair position is redundant. Education chair proposed BGM to be on the dates planned for conference in September 2021, discussion to continue. Discussed ideas for speakers/length/costs for future educational webinar. Education chair proposed possible date for May 2021. Involve 2 members of GAC to assist in webinar planning. MR, MF and UN to meet and develop proposal for logistics of a spring webinar

ACTION:

- Chair to meet with conference chair and accept resignation from ICPAN board (JB)
- Send email to decline alternative/virtual/financial options as sent from AFEA (MF)
- Invite 2 GAC volunteers to assist with webinar planning (MR, MF)
- Prepare webinar proposal for presentation at March meeting (MR, UN, MF)

Next Meeting Date

March 10, 2021