



International Collaboration of PeriAnaesthesia Nurses ICPAN

Promoting Global Excellence in PeriAnaesthesia Nursing

Minutes of ICPAN Global Advisory Council Meeting Tuesday 20th/ Wednesday 21st February 2018 GoToMeeting 7pm UTC

- 1. Attended:** Maria Kapritsou (GAC Chair), Hanneke van Kooten, Evangelos Konstantinou, Axel Wolf, Joni Brady; **Attempted to Join Meeting:** Markku Ahtiainen, Katrina Bickerstaff, Cora Brennan; **Regrets:** Bente Buch, Johanna McCamish, Vera Meeusen, Marja-Liisa Ylitalo-Airo

As discussed during 2017 Biennial General Meeting (BGM), ICPAN has purchased a renewable 1-year subscription to the GoToMeeting® (GTM) software program intended to replace Skye and improve the online meeting experience. Participation across expansive time zones remains a challenge for some member's due to early/late hour in his/her location. GTM attendee video tutorial link and GTM Outlook calendar invitation emailed prior to meeting; time zone information displayed inconsistently across member locations resulting in confusion on actual meeting time today. Those present during the online meeting reported an excellent audio connection using headphones/earbuds with built-in microphone, and clear visibility of documents/website being shown on screen.

Addendum: Chair apologized for the inconvenience caused in an email sent to all at conclusion of meeting; will improve meeting notification process with GAC members to prevent further connection issues and members lost personal time.

- 2. Approve Minutes: Friday 3rd November 2017, Sydney, Australia**
Draft minutes emailed to GAC members/posted on secure website page for review in advance of this meeting. No feedback received prior to meeting. Minutes reviewed and approved today without changes. ACTION: Final version will be posted on secure webpage.
- 3. New GAC Members Welcomed**
New members were welcomed to the GAC. All present provided a brief self-introduction. ICPAN GAC website page updated with 2017-2019 appointed representatives <http://www.icpan.org/global-advisory-council.html>. ICPAN Webmaster Michael Maino sent invitation to new members in February to establish a secure GAC webpage login account. Please follow up with webmaster with any barriers encountered (mmaino12@vt.edu). Visual review of secure GAC webpage provided (houses official ICPAN documents, policies, GAC / BGM meeting minutes). **ACTION:** All members encouraged to invest time to explore, familiarize self with organizational documents and reach out to GAC Chair with questions/suggestions. Requesting a website headshot be provided to webmaster if not yet received.

4. 2017 Sydney Conference

ICPAN 2017 had 396 delegates, 14 countries represented, 105 abstract submissions received. Review of delegate evaluations revealed overwhelmingly positive feedback regarding scientific programme content and overall Sydney conference experience. The Delegate Forum, preconference workshops, hospital tours, Cameroon and Lifebox presentations received enthusiastic feedback in large numbers. Dr. Paula Foran was delegates' favorite presenter. Top critique: lack of time to transfer rooms between concurrent sessions. Delegate feedback will be incorporated into 2019 planning for quality improvement. Pre-conference day will begin on Tuesday afternoon with conference ending Friday at 1200 to better support long range travel plans/not impact full conference attendance. Some delegates reported early airline departure necessary in 2017 with closing day held on Saturday. GAC representatives will receive complimentary ICPAN 2019 conference registration.

5. 2019 Conference Planning

The 5th International Conference for PeriAnaesthesia Nurses will be held 5-8 November 2019 in Cancun, Mexico. ICPAN Chair discussed the GAC approved process Board followed to select a professional conference organizer (PCO). Several proposals were received with interviews conducted. BTC was selected <http://www.btcamericas.com/en/> with contract development underway. Conference website has been built by ICPAN webmaster and will launch with dates released to the public on all social media once contract ratified. Having the responsibility for hosting the 2019 Conference, the Board voted to appoint Angie Winter to serve as ICPAN 2019 Conference Chair. Consensus: strong candidate selected to serve as Conference Chair. **ACTION:** Conference Chair will request GAC involvement in various activities when planning the program.

6. Marketing/Media Coordinator Position

ICPAN Chair reported having received no self-nominations (2017 conference delegates invited to submit expression of interest) or candidate suggestions from ICPAN member organisations. Chair has fulfilled acting role for this position since 2015 which limits overall effectiveness, productivity. Fiona Newman, having expressed a desire to continue ICPAN service after chairing a successful Sydney conference, was approved by board vote to serve in the Marketing/Media Coordinator position. All GAC members present supported this candidate and decision. **ACTION:** New coordinator will attend next GAC meeting to discuss position goals and grow opportunities for collaboration.

7. Request for Feedback

The first elected board is drafting a working strategic plan to realistically guide ICPAN development centered on mission and vision. As the GAC provides recommendations to the Board of Directors, GAC representatives are being asked to reflect on/submit their respective organization's goals for participation in ICPAN. For example, discussed establishing a membership newsletter/blog publication and future development of multi-center research. **ACTION:** Members will receive electronic word file from GAC Chair by email (will also post on secure GAC webpage) to document thoughts, ideas. Form to be completed and returned to ICPAN Vice Chair by 1st April 2018.

8. Membership Renewal Process Evaluation

A cost saving operationally efficient online renewal application and payment process was developed by Board, approved by 2015-2017 GAC, and implemented in 2017. This approach eliminated bank wire transfer fees encountered by both members and ICPAN during 2015-2016 and eliminated additional work for all-volunteer professional board. Based on inconsistent pilot results, Membership Secretary and GAC Chair will lead Board effort in consultation with GAC to review and standardize renewal process for optimal efficiency. **ACTION:** GAC members asked to consider benefits of membership and online renewal process for group discussion at next meeting.

9. Next Meeting

Consensus: Clarify participant time zones, hold next meeting Tuesday 17th / Wednesday 18th April 2018.

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