



# International Collaboration of PeriAnaesthesia Nurses ICPAN

*Promoting Global Excellence in PeriAnaesthesia Nursing*

## **ICPAN Board of Directors Go-To-Meeting Minutes 13 January 2021 1300-1430 Eastern Daylight Time**

### **1. Attendance Agenda Review (JB)**

Attended: Joni Brady (JB), Johanna McCamish (JM), Magnus Flodberg (MF), Ulrica Nilsson (UN), Jacqye Tibbetts (JT), Trica Garrioch (TG) arrived at 1305, Mette Ring (MR) arrived 1315

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

Quorum achieved

No additions to posted agenda

### **2. Minutes and Review/Approval (TG)**

December Minutes posted to January meeting, deferred approval to February meeting

#### ACTION:

- Review posted December minutes and send revisions, corrections to Secretary (ALL)

### **3. Chair Report (JB)**

JB shared a presentation (posted on secure meeting page) highlighting key ICPAN strategic plan objectives needing attention to promote our mission as a team. Discussed each Board position's importance, volunteer time investment appreciation, and the wealth of talent in this culturally diverse group of leaders entrusted to direct ICPAN to future success. Chair identified logistical challenges encountered when conducting virtual meetings and requested Board members follow procedural meeting agreements (i.e., mute microphone when not speaking, allow speaker to finish talking/no interruptions, then share question/comment when speaker finishes). If needed chair will re-focus discussion/use "parking lot" to honor time limits. In 2021 earlier notification of meetings will occur, reports required to be submitted 7 days in advance of meeting to develop agenda/ensure timely website posting to give adequate time for report content review prior to meeting. Board members should note his/her position's action items and communicate progress or completion of action prior to next meeting. Chair reviewed communication policy: reminder to all that effective communication is critical for operational cohesiveness and mission related progress. Chair and Vice Chair to be cc'd on all external ICPAN related emails, any relevant board related discussions, and all board and GAC members to acknowledge receipt of emails within 72 hours

#### ACTION:

- Meeting notice to be sent 2 weeks in advance of meetings (TG)
- Board member reports to be sent to Chair and Secretary 1 week in advance of meetings (ALL)
- Board members to log on secure ICPAN website prior to meeting, download/review agenda and posted files to self-inform prior to discussions, join meeting from link provided on website (ALL)

2021 is the year for the biennial Bylaws, job descriptions and policy/procedures review, to begin in January. This is the Board and GAC's opportunity to review, reshape and improve organizational quality outcomes and collectively promote mission driven success. Biennial review is an opportunity to suggest changes to existing documents and, while reviewing job descriptions, identify if new policies and procedures need to be developed to support the structure and function of these roles. ICPAN Strategic Plan was last reviewed in June 2020. Chair discussed the need for more team work



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## **Chair Report continued (JB)**

among board and GAC members than has been observed over the past year. Each board member is responsible to organize team meetings, as designated on strategic plan, to ensure that ICPAN goals are progressed in a timely and structured manner

### ACTION:

- Secretary will (1) review/organize website postings with webmaster to ensure all posted documents reflect most current version (2) lead ICPAN documents review: develop task-based timeline for comprehensive Board/GAC reviews (3) share 2021 review plan/effective dates with Board and GAC at February meetings (TG)
- Review Bylaws document, current position description, and position related policies: use track changes or comment box on pdf file to note recommendations for revisions/additions. Propose new policy and/or process-procedure documents identified as needed to improve ICPAN strategic business. **Submit to secretary and chair by 3 February 2021** (ALL)
- Board members to review Strategic Plan goals and deliverables for each position (ALL)
- Vice Chair to coordinate Board members' participation at appropriate 2021 GAC meeting dates to support strategic plan deliverables
- Complete SurveyMonkey <https://www.surveymonkey.com/r/F8HFRGN> **by 30 January 2021** (ALL)

## **4. Financial Report (JB/JT)**

Chair welcomed new Treasurer to board. December balance sheets posted on January meeting. Treasurer orientation begun in January. JT researching options for a different bank to host ICPAN account. GoToMeeting subscription renewal due 15 February, discussed changing to Zoom hosting platform as it may be less expensive and offer more utility. To be discussed by email as decision will be necessary prior to February meeting date

### ACTION:

- Board members to review financial reports posted January meeting, send queries to JB (ALL)
- Treasurer to research alternate banking options (JT)

## **5. GAC Chair Report (JB for MK)**

2021 GAC meeting dates posted. Discussed need for coordination in advance for Board member participation at GAC meetings to accomplish 2021 strategic goals

### ACTION:

- As above, notify board members of the dates his/her attendance needed at GAC meetings (MK)

## **6. Conference Chair Report - Athens 2021 Postponement (EK)**

No report received. Chair read EK's email received today re: conference planning. Shared email from Finland to ICPAN Chair regarding long established 2022 congress dates, which require further consideration before scheduling new ICPAN conference date (posted on January meeting).

November 2020 AFEA meeting report pending regarding virtual conference costs, alternate dates/venues/cost available in 2022. JB, MR, MK, EK will meet prior to next meeting with AFEA

### ACTION:

- Schedule meeting with ICPAN board and EPENOE representatives to be held prior to January AFEA meeting (MR)
- Schedule a meeting with ICPAN Board representatives and AFEA to be held before end of January 2021 (EK)
- Make a list of dates of European conferences in 2022 (MR)



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## **7. Education Chair (MR)**

Discussion by group in support of next in person conference to be 2023 with potential to hold educational webinars in interim, offer CEU's and possible virtual BGM. Discussion to continue

### ACTION:

- Schedule team meeting to discuss webinar content, logistics if payments will be made to attend and for delivery method. Report planning recommendations to Board at February meeting (MR)

## **8. Media Marketing Coordinator Report (MF)**

Report posted. New Year Facebook video featuring board members generated many engagements.

## **9. Membership Secretary Report (JM)**

Website has been under-utilized as it can generate reports as demonstrated by JB and JM with membership list posted to January meeting. All countries have renewed biennial membership

### ACTION:

- Coordinate welcome of new Ireland GAC rep with GAC chair and webmaster (JM)

## **10. Presidents Report (UN)**

UN discussed edits to Covid study following pilot with board members. The tense needs to be changed as first wave is now in the past. Ethics approval by US IRB pending letter from Sweden stating ethics approval not required. May take several months, potential date of survey will be in the spring

### ACTION:

- President to complete application form for submission to Sweden's ethics committee (UN)

## **11. Next Meeting Date**

February 10, 2021