



# International Collaboration of PeriAnaesthesia Nurses ICPAN

*Promoting Global Excellence in PeriAnaesthesia Nursing*

## ICPAN Board of Directors Go-To-Meeting Minutes 9 June 2021 1300-1430 Eastern Daylight Time

### 1. Attendance Agenda Review (JB)

Attended: Joni Brady (JB), Johanna McCamish (JM), Magnus Flodberg (MF), Jacqye Tibbetts (JT), Trica Garrioch (TG)

**Regrets:** Ulrica Nilsson (UN), Mette Ring (MR),  
Quorum achieved

### 2. Agenda Approval

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

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

May 12, 2021 minute's approval deferred

### 4. Action Items Review

List of resources for bylaws review posted in Chair report in June meeting. JB and UN working on letter to GAC members. Revised Job Description files to be introduced at June 15<sup>th</sup> GAC meeting by secretary/chair.

### 5. Chair Report (JB)

Bylaws Non-Profit Educational Resources Action item from last meeting. To be included in future new Board and GAC members' orientation, list posted in chair report on June meeting page. Bylaws review cycle timing discussed, 2 versus 5 years, to be further discussed with next board. Email from SF shared by chair and posted to June meeting page.

#### ACTION:

- Board members to review documents (ALL)
- NOTE: Bylaw review cycle to be discussed by incoming 2021-2023 board (JB)
- Conference compensation to be added to conference policy (TG)

Operation Smile International (OSI) PACU RN Certificate Program Update Met with OSI senior leadership team to discuss China project barriers and multiple transitions in OSI project leads. Discussed OSI-ICPAN partnership opportunities and desire to work toward mutual goals. Dr. Billy McGee (CEO) directed his team to draft a MOU to be sent to OCPAN Board. Pending action. China project put on hold for now.

Chair reported that YouTube link of ICPAN 18 May Webinar Recording is posted on website.

### 6. Strategic Plan (JB)

See above bylaws discussion 5. Chair report. Suggestion to create a file on ICPAN website for filing of any discussions and decisions by board of proposed revisions.

#### ACTION:

- Create a proposal for a plan of bylaws review (TG)



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## 7. Financial Report (JT)

Discussions deferred

## 8. GAC Chair Report (JB)

Chair posted April GAC meeting follow up and June meeting notification to June meeting page.

### ACTION:

- Discuss preferences for future webinar (time, ideas for speakers) at next GAC meeting (JB)

## 9. Education Chair

Webinar attendance discussed, see 10. Below, Media Marketing report. Results from call for 2023 conference proposals, 1 country responded. Biennial meeting reports discussed, samples from previous BGM's on website. Call for abstracts discussed, deadline July 15, 2021. MR and JB to liaise with MM for the form. JB suggested nurse from Nigeria as keynote speaker. MF raised concerns by Nurses from New Zealand and Australia ability to attend, timing will need further discussion. JM suggested recording and having a facilitator.

### ACTION:

- Chair to send report template to all (JB)
- Board members to send biennial reports to secretary and chair by **August 1, 2021** (ALL)
- Send out a call for abstracts, MM to create form for website (JB/MM)
- Chair to reach out to nurse from Nigeria as a keynote speaker (JB)
- MF to post call for abstracts on social media (MF)
- Treasurer to look into methods of payment acceptable to Europeans for webinar (JT)

## 10. Media Marketing Coordinator Report (MF)

MF received an email describing connectivity issues, low attendance at webinar may have been due to technical issues. Several emails from distribution list misspelled and several requested removal from list

### ACTION:

- MF to share link to webinar to email distribution list and on Instagram and Facebook (MF)
- Chair to share link for webinar with GAC and member country leaders (JB)

## 11. Membership Secretary Report (JM)

Discussions deferred

## 12. Presidents Report

Discussion of elections by members in attendance. Five board member positions will be open on the election slate for the fall 2021 election. President and Chair scripting letter to GAC members.

### ACTION:

- Send a note on 'statement of sentiment' to UN and JB of involvement in ICPAN (ALL)

## 13. Next Meeting Date

July 14, 2021