



International Collaboration of PeriAnaesthesia Nurses ICPAN

Promoting Global Excellence in PeriAnaesthesia Nursing

ICPAN Board of Directors Go-To-Meeting Minutes 12 May 2021 1300-1430 Eastern Daylight Time

1. Attendance Agenda Review (JB)

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

Regrets: None

Quorum achieved

2. Agenda Approval

No additions to posted agenda

3. Minutes and Review/Approval (TG)

Motion to approve December 2020, January and February and April 2021 Minutes by TG

Approved by all without amendment, **Seconded** by MF

4. Chair Report (JB)

Attended monthly Global Alliance for Surgical, Obstetric, Trauma and Anaesthesia Care (G4 Alliance) meeting with continued discussion how to integrate nursing into global safe surgery initiatives. Chair proposed inviting the G4 Nursing & Midwifery Group Chair Olubunmi Lawal-Aiyedun (Nigeria) to a future ICPAN webinar to discuss her involvement in advancing nurses' participation in national health policy development for safe surgery in a low income country. JB will share meeting recording with BOD and GAC if made available.

Update on Operation Smile (OS); await partnership MOU and nurse volunteer designees to support the project from OS, next meeting on Friday. OS China team is working with chair to develop a template for instruction. JB requested board members to consider if they wish to present on a topic. Emily He (OS China team) will do the translations. Attended ASPAN virtual conference by invitation. ICPAN was acknowledged in president's annual report for our involvement with ASPAN. ASPAN Board voted to keep Amy Dooley as the US GAC rep for the next 2 years.

5. Strategic Plan (JB)

All Board members and GAC reps were asked to review the bylaws in 2021. No suggestions or comments received from GAC members. Chair reviewed and team discussed queries from 2 board members. UN inquired about the non-voting role of the president, discussed the value of the election process being overseen by an ex-officio board member. Chair clarified queries about some of the legal language used by the US lawyers who drafted the document with steering committee in 2014-2015. Discussed wording of compensation in section 5.10. Any revision to bylaws requires legal support for non-profit filings and related financial implications. Hurwitt actively communicates if there are changes to US or global laws that affect the non-profit status for our organization. Members discussed 'do we know how' to do a proper review of the bylaws? This could become part of the orientation of board and GAC members. Discussion points to be noted for future reviews. All in agreement; following a thorough review, to keep bylaws unchanged.



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Strategic Plan continued

Motion to accept ICPAN Bylaws as reviewed by TG

Approved by all without amendment

Seconded by JT

ACTION:

- Chair to pull and share resources from Hurwit website on reviewing of bylaws (JB)
- Secretary to correct spelling in bylaws as suggested by MF (TG)
- Chair to discuss rationale of wording of section 5.10 with Sue Fossum (JB)
- JM to research wording in her country association constitution around compensation (JM)
- Addendum, chair to make note for future bylaws review of wording of 5.10 and non-voting status of affiliate members (JB)

Job descriptions review completed by all board members

ACTION:

- Secretary to prepare revised job descriptions and send to chair before June 1, 2021 (TG)
- Chair to post job descriptions for review by GAC (JB)

6. Financial Report (JT)

JT discussed financial report posted to May meeting page. ICPAN account will remain with Citibank. Chair and treasurer to arrange for JT to sign on ICPAN accounts. Treasurer needs to be on PayPal accounts. PayPal emails are currently received in ICPAN email overseen by MF

ACTION:

- Treasurer and chair to meet (JT/JB)
- Board members to review financial reports posted May meeting, send queries to JT (ALL)

7. GAC Chair Report (JB)

Board discussed GAC involvement, ideas to stimulate engagement of GAC members as a way to prepare them for possible promotion to an ICPAN board position. Chair proposed requesting a rotating scribe for meetings in GAC's next term. MF proposed a mentoring partnership of board members with GAC members. All agreed that enacting a structure of mentorship from the beginning of the term of service would be beneficial.

ACTION:

- Send ideas for involving or mentoring of GAC members to secretary by June 2, 2021 (ALL)

8. Education Chair (MR)

Webinar registration full, 23 on waiting list. Financial difference in zoom account for >100 attendees very costly, discussion to continue. Education chair and chair to meet with presenters May 17th for a test zoom. Suggestion that all power point presentations slides carry the ICPAN logo. JM discussed possibility of facilitating by a board member to host a zoom meeting with the recording. Webinar to be recorded and shared to website and GAC members to share with country associations. Discussed having 2 separate times for future webinars to accommodate different time zones around the globe. Discussions to continue.



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Education Chair continued

ACTION:

- Education Chair and Chair to meet with presenters May 17, 2021 (MR/JB)
- Chair to send email list to Marketing/Media Coordinator (JB/MF)
- Marketing/Media Coordinator to send email to registrants to confirm attendance, invite waiting list as space permits (MF)
- Chair to share PPP template with ICPAN logo with education chair (JB)
- Education chair to liaise with chair to script thank you letter for presenters (MR/JB)

9. Media Marketing Coordinator Report (MF)

Facebook following has increased. ICPAN has received our conference URL back from Greece, MM has redirected it to our webinar page to see current education. ICPAN to promote webinar presenters.

ACTION:

- MF to promote webinar presenters on social media following webinar (MF)

10. Membership Secretary Report (JM)

JM received and answered 3 inquiries, all from member countries. 1 individual paid membership. Can we utilize these individuals to involve them in ICPAN? Discussions to be continued.

ACTION:

- Send ideas on how to engage affiliate and individual members to our organization (ALL)

11. Presidents Report (UN)

President's report posted for review. Covid study, online survey is ready for distribution to GAC members who will then distribute each survey to their members. The English version will be answered by perianaesthesia nurses in US, Canada, Australia, and Greece. Platform has been tested. UN attended GAC meeting to present survey and discuss open ICPAN Board positions for fall of 2021. Discussed concerns regarding future nominees for the board: lack of volunteers who self-nominate to board positions from the GAC. Discussed recruitment strategies and MR's wonderful message of the importance of involvement in ICPAN sent with call for 2023 conference proposals.

ACTION:

- Send survey link to GAC members (UN)
- President and Chair to meet and review follow up plan to share link on social media (UN/JB)
- Send a note on 'statement of sentiment' to UN and JB of involvement in ICPAN (ALL)
- Script letter to promote election to GAC members and member country leaders (UN/JB)

12. Next Meeting Date

June 9, 2021