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**Minutes of ICPAN Global Advisory Council Meeting**

**Friday 3rd November2017**

**Sydney, Australia**

1. **Attended:** Joni Brady, Maria Kapritsou, Hanneke van Kooten, Markku Ahtiainen, Fiona Newman, Valerie Watkins (USA), Bente Buch, Trica Garrioch, Sinead Prendergast (Ireland), Eva Joelsson Alm (Sweden)

**Regrets:** Marja-Liisa Ylitalo-Airo, Johanna McCamish

1. **Minutes, Tuesday 17th October / Wednesday 18th October 2017**

Reviewed and approved without changes.

1. **2019 Conference**

Per policy, ICPAN Inc. will plan this conference in a non-member country as no hosting bids were received from member organisations. Board requested feedback on bid process: majority of GAC members agreed on need for more concise documents related to the bid process. English language barrier leading to low turnout stated as a concern in one country. Current economic condition a barrier to submitting host bid in another. Suggestion from discussion: conference delegate registration fee separated into economic zones based on the financial situation of the country.

1. Requests for participation will be made from the organizing committee: call for oral and poster abstracts, volunteer recommendations for oral/poster abstract review and poster judging, moderator role during conference. Feedback on how to improve the biennial conference always welcomed.
2. **Plan for Future GAC Meetings, Confirm Contact Information**

Recommendation on frequency of meetings requested. Consensus to keep meetings scheduled every month and cancel if no action is required. Hold meetings at a time most conducive to attendance by all, an ongoing challenge to due to varied time zones involved. Issues with Skype connection led to Board plan to purchase online meeting software. Varying technology experience a factor. Prior request for technology survey participation had few responses; survey intended to help Board determine the best software license to purchase. Survey Link shared <http://www.icpan.org/electronic-meeting-survey.html>. 2018 Skype calls will be replaced by online meeting platform, ICPAN Webmaster will assist with connection barriers members may have.

It was agreed that GAC Chair will communicate with members to plan future meetings and confirm preferred contact information after December holidays.

1. **2017 Biennial General Meeting Presentation, Minutes**

ICPAN Secretary will draft minutes for review, approval at next GAC meeting. Discussed Marketing/Media Coordinator position has been difficult to fill. All please consider potential nominees for the position, send to GAC Chair. As ICPAN will host the next conference, Board will appoint a Conference Chair for ICPAN 2019.

1. **Website, Newsletter**

Requested suggestions for other website content. Goal to develop an informative newsletter containing information from member organizations, local information can be shared more broadly to increase global member collaboration. When members are appointed to GAC, ICPAN Webmaster provides a personal login to secure GAC webpages and can assist with login problems encountered. GAC Chair and Webmaster will contact GAC members once organisational membership renewals have been completed.

1. **Next Meeting Date**

Consensus: meet again in early 2018.