

**Minutes of ICPAN Global Advisory Council Meeting**

**Tuesday 25th/ 26th Wednesday February 2020**

**Attended:** Maria Kapritsou (MK - GAC Chair), Joni Brady (JB), Magnus Flodberg (MF), Mette Ring (MR), Hanneke van Kooten, Anna Rantanen, **Tracey Radcliffe, Cheri Besignano, Lise Elsberg**

**Apologies:** Cora Brennan, Angela Fraser, Maria Bastaki, Juliet Asbery

**Absentee:** Regina Hoefner-Notz

1. **Approve Agenda**

No additions requested. Approved as presented.

1. **Approve Minutes:**

* **August 2019**
* **October 2019**
* **BGM November 2019**

Draft minutes emailed to GAC members/posted on secure website page for review 2 weeks advance of meeting. No feedback received prior to meeting. Minutes reviewed, approved without changes, through surveymonkey link, one week prior the meeting.

1. **Welcome to new GAC Members:**

* UK: Tracey Radcliffe (TR)
* Denmark: Lise Elsberg (LE)
* Canada: Cheri Besignano (ChB)
* New Zealand: Juliet Asbery (JA)

New GAC members are welcomed to ICPAN GAC; TR, LE, ChB, JA from UK, Denmark, Canada and NZ, respectively. TR, LE, ChB introduced themselves to the GAC members. Their credentials and headshots have been added to the website.

1. **GAC Chair update (MK)**

Orientation process was implemented for the New GAC members. MK discussed the orientation meeting which took place at 11-02-2020 and if it was helpful. New GAC members, who participated, noted that the navigation to the webpage and the reference of ICPAN history made the new members to be more prepared for GAC meetings, their responsibilities and their role at GAC.

The Orientation meeting was recorded and the video was uploaded to the secure GAC website for guiding the new members.

Also, the approval of GAC meetings through surveymonkey was effective.

1. **Media and Marketing Update (MF)**

MF mentioned that there are ICPAN pages on Facebook. Linkedin and Instagram. The new account name for Instagram is **ICPANnurses.**

**ACTION ITEM:** Please, join the social media ICPAN account and promote ICPAN worldwide.

1. **Education and Research Update (MR)**

MR intends to create small projects and to develop ICPAN guidelines for Perianaesthesia Nurses, worldwide. TR referred to UK projects for collaborative nursing curriculum guidelines for anesthetic and recovery nurses.

**ACTION ITEM:** GAC members were asked to help by recruiting volunteers from their respective organizations and by volunteering to participate in projects.

1. **ICPAN Board News (JB)**

JB referred to ICPAN Vision and Mission, as well to the 2-year Board & GAC service cycle. Postings are available on GAC login page. She noted the responsibilities of GAC for reading and reviewing the minutes and approving them.

ICPAN Strategic Goals (SG) 2017-2019 document posted and GAC review requested, such as suggestions, ideas and support. Dividing the SG in categories.

JB gave financial report for 2019. ICPAN Inc. checking account Citibank ending in 6741.

**2019 Income** = $7,977.63 2019

**Expenses** = $8,261.39

**Delta** =$283.76

**Current balance as of February 24th** = $6,116.62

Citibank ending in 2256 2019 Conference Checking Account was closed.

**Financial Report for ICPAN Conference 2019- Cancun**

**Income=** $84,971.61

**Expenses=** $89,348.14

**Delta=** $4,633.53

Original 400 delegate budget projection without exhibition income = $25 K profit. Discussed shortfall in July 2019: Board/GAC did not want to cancel the conference. \*Renegotiated contracts in August 2019 to right size meeting/expenses, this added a $6,365.00 Cancun ICC penalty (actual profit without the penalty would have been = $1,731.47)

**PayPal Account**

* Accepted membership payments
* Accepted ICPAN 2019 payments
* Transaction fee amount based on deposit amount
* Charged at non-profit organisation rate
* No charge for transfers made to ICPAN checking accounts

JB referred to the challenges of ICPAN. Despite active search, no candidates have presented for Treasurer position since 2018. Treasurer continues family leave of absence - only 2 banking signatories allowed per Bylaws (Treasurer, Chair). Bank account management difficult due to Citibank restructuring over past 18 months. Delay in planned grants applications and scholarship program development. Lacking dedicated development personnel. Navigating the hosting of conference in a country without a local committee presents unique barriers (language, local knowledge, differing legal / banking processes). Lack funding = limited opportunity for nurses in resource poor countries to participate.

**ACTION ITEMS:** Under the category of Education and research, recruitment of volunteer content experts will be asked to develop generalizable Perianaesthesia nursing practice protocols and guidelines, through model product after WHO-WFSA exemplar.

**ACTION ITEMS:** ICPAN Chair, President, and Media/Marketing Coordinator will work to advance global outreach to pursue scholarship and partnership.

**ACTION ITEMS:** Discuss opportunity to host a future biennial conference with your board to raise profile of nursing in their country and globally.

1. **ICPAN Conference Update (MK)**

ICPAN, EPENOE AND AFEA review the private agreement for ICPAN Conference 2021.

After discussions with PCO the break has been arranged for 350 delegates, but the conference halls are for more delegates.

Keynote speakers will have only travel free ticket by Aegean, for the routes, which covers as airline, as we referred to bid file.

ICPAN BOD and GAC members will only have free registration to the conference, not possible to transfer to another delegate, based on participation in GAC meetings. PCO has already taken into consideration this and has included to the initial budget. College students will volunteer not only to the hospital visits but during the whole conference, up to 35 volunteers. In this way, we won't increase the budget, because it will not be necessary more employees from our PCO.

Hospital visits will include 100 delegates and 5 hospitals (20 delegates to each hospital). 1 Public, 2 Private and 2 Army hospitals.

Conference Promotion has started in Greece, Sweden and Finland.

Proposed Sponsorships should communicate with PCO- AFEA.

**ACTION ITEM:** Carta-postal will be uploaded to the secure GAC webpage for conference promotion

**ACTION ITEM:** 2 Key-note Speakers be proposed

1. **Next Meeting:** 21th/ 22th April