**ICPAN, Inc. Board of Directors Draft Minutes**

November 24/25, 2015

SKYPE Meeting per various time zones

\*Saskatoon (Canada - Saskatchewan) Tuesday, November 24, 2015 at 2:00:00 PM CST UTC-6 hours

\*Edmonton (Canada - Alberta) Tuesday, November 24, 2015 at 1:00:00 PM MST UTC-7 hours

\*Copenhagen (Denmark) Tuesday, November 24, 2015 at 9:00:00 PM CET UTC+1 hour

\*Dublin (Ireland) Tuesday, November 24, 2015 at 8:00:00 PM GMT UTC - 0

\*London (United Kingdom - England) Tuesday, November 24, 2015 at 8:00:00 PM GMT UTC - 0

\*Sacramento (U.S.A. - California) Tuesday, November 24, 2015 at 12:00:00 PM PDT UTC-8 hours

\*Washington DC (U.S.A. - District of Columbia) Tuesday, November 24, 2015 at 3:00:00 PM EDT UTC-5 hours

\*Melbourne (Australia - Victoria) Wednesday, November 25, 2015 at 7:00:00 AM AEDT UTC+11 hours

\*Corresponding UTC/GMT Tuesday, November 24, 2015 at 20:00:00

1. Call to order at 1415 (CST) by P. Smedley, Vice-Chair, as quorum present.

1. Attendance: P. Smedley, M. Bumpstead, S. Fossum, A. Hogan, L. Van Loon, J. Brady at 1444. Regrets: B. Buch, A. Winters.
2. Approval of the Agenda: Add “Operational Draft”, “Details about current and proposed membership” and “Next Venue – how to move forward” (see 6).

**M/S: P. Smedley/M. Bumpstead: That the agenda be approved with additions. Carried.**

3. A. Approval of the Minutes: **M/S: S.Fossum/M.Bumpstead: That the Oct. 27/28 Minutes be accepted as circulated. Carried.**

Ongoing Business

1. D&O Insurance: J. Toepfer, Operations Director for Hartford Insurance received the annual payment for Directors and Officers Liability Insurance today.
2. Financial Report: Treasurer to provide monthly reports with income and disbursements. Circulated Oct.31 Profit and Loss Statement. All seed money has been received.

Membership invoices were sent to Netherlands, Ireland and Australia. Membership fees received from Australia.

Current financial status: US $6005.00; Retainer balance US $1014.00 with Hurwit Associates.

**M/S: S. Fossum/A. Hogan: That the Treasurer’s report be accepted as presented. Carried.**

1. Membership Report: No response yet from Netherlands, New Zealand or Denmark. Pledges informally given from Canada (by Dec. 31), Ireland and the U. K. ASPAN will be supporting ICPAN and appointing the immediate Past President as GAC Representative on an annual basis. The ASPAN annual turnover of GAC rep during the formative process will be acceptable.

To consider inviting Croatia, Israel, South Korea, IFNA to join ICPAN. ICPAN information being

presented in Sweden.

Information: M. Bumpstead reported that ASPAAN is rebranding to become Australian College of Peri Anaesthesia Nurses which will be representing nurses working in PACU, anaesthesia, preadmission, same day admission and will move to include pain nurse practitioners and nurse sedationists/ anaesthetists into the future.

14:44 (CST) J. Brady joined the meeting.

The Chairperson stated that Denmark has the incorporation letter as requested.

Agreement to add the incorporation letter with the pledge letters that will be sent out.

GAC Operational Draft

Vice-Chair is responsible for GAC meetings; is Ex Officio to the Conference Committee.

The Conference Committee is a working group of the GAC. GAC will be important, influential and contribute to policy formation, therefore, needs to be in place to advise on potential policies.

GAC members each have one vote and should provide a process recommendation as an advisory to the Board after reviewing and performing 2017 bid evaluation.

Undue Influence: Discussed bidding country’s GAC rep should abstain from voting.

If there is a tie within the GAC, then the Board could make the decision.

Prefer GAC members become familiar with the bid evaluation tool, and then recommend a procedure to solicit the 2019 bid. Goal to announce the 2019 conference site at the conclusion of 2017 conference.

Bid document is in place; moving forward may change the policy and process.

The Secretary will review the format for the policy.

Related discussion: The Conference Chair chairs the biennial Conference Committee, should have a history of conference involvement and have knowledge of current perianaesthesia nursing information.

1. The Chairperson attended a meeting spopnsored by the drug company Pacira Nursing Advisory Boardeeting (maker of liposomal bupivacaine). Nursing research funding is available through Pacira that may be of interest to ICPAN as the specialty practice groups become formed. The Board agreed that ICPAN should pursue research funding opportunities moving forward. It was suggested to start with easy, short-term projects. Next Advisory Board meeting TBD.
2. ICPAN Website Maintenance Contract: Webmaster M. Maino replied today regarding his proposed contract. We are all to reply to the Chairperson by Dec. 1/15 re a proposed contract (file posted/emailed for review). The Treasurer will look into and provide information about maintaining website functionality, cataloguing time records, adding a page, uploading files. The website has been active.
3. Next Meeting: January 5/6, 2016.
4. Adjournment at 1540 (CST) by J. Brady.

Draft Minutes by L. Van Loon, Secretary