



International Collaboration of PeriAnaesthesia Nurses ICPAN

Promoting Global Excellence in PeriAnaesthesia Nursing

ICPAN Board of Directors Go-To-Meeting Minutes 10 June 2020, 1300-1430 Eastern Daylight Time

1. Attendance

Attended: Joni Brady (JB), Maria Kapritsou (MK), Johanna McCamish (JM), Mette Ring (MR), Ulrica Nilsson (UN), Magnus Flodberg (MF), Evangelos Konstantinou (EK), Trica Garrioch (TG)

Regrets: Meg Bumpstead (MB)

Quorum achieved

2. Agenda/Additions/Approval (TG)

Proposed addition of review of April 2020 Action Items list. Proposed discussion of Chair Report, Strategic Plan and Financial Report to follow Presidents Report. Motion to approve Standard Template Agenda with revisions TG, seconded MK

3. Minutes and Review/Approval (TG)

Motion to approve minutes of April 8, 2020 with revisions sent by MK by email TG, seconded MF
ACTION TAKEN: ICPAN BGM Minutes November 7, 2019 Approved by ICPAN Board of Directors as conducted by Survey Monkey May 2020 (TG)

4. Action Item List Review (TG)

Action Item List April 2020 reviewed by all, updated and posted to meeting page by Chair

5. Chair Report (JB)

JB discussed the following documents posted for review on May/June meeting

- ICPAN Chair Report
- ICPAN Chair update
- Delaware Tax Filing
- Fuel for surgery, Operation Smile

Delaware Annual non-profit report filed and confirmation of payment received.

JB approached by Carolyn Bennett RN regarding Operation Smile's international PACU nurse education/certification project goals. For details and timelines of discussion see Chair Report. All executive in favor of this exciting project involvement by ICPAN

ACTION:

- Board members to add resources associated with your practice to the RN FUEL document and send to Chair before 17 June 2020 Deadline (ALL)

ACTION:

- MF to post request for resources associated with perianesthesia nursing practice on Facebook and twitter and send responses to Chair (MF)

ACTION:

- Chair to follow up with Dr. Kate Tulenko and ABPANC (JB)

JB discussed ASPAN International Strategic Work Team Proposal, details in Chair report. Sue Fossum (SF) and Meg Beturne (MB) agreed and have been appointed by JB to serve on the ASPAN Team as ICPAN representatives



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Chair Report continued (JB)

ACTION TAKEN:

- Chair appointed SF and MB to serve on the ASPAN Team as ICPAN representatives; will report to Education Chair Mette Ring (JB)

ASPAN appointed immediate past president and sitting president to co-serve as ICPAN representatives in a shared 2 year appointment, to the GAC. Chair requested ASPAN establish website linkage with ICPAN website and disseminate ICPAN announcements to ASPAN members. JB proposed COVID-19 research survey development/deployment. Goal to develop and launch a survey to determine impact of COVID-19 on Nurses. Wellness check centered due to extreme stress involved with the pandemic's impact on healthcare workers. How do we manage the data? Need a lead investigator appointed. Work with President, Chair and Education Chair to develop and deploy the study. Team to include Hanneke van Kooten/GAC member and volunteer Jan Odom-Forren to develop, conduct and disseminate survey results. ICPAN has a GDPR approved mailing list that could be utilized for dissemination in addition to GAC sending out to member countries, proposed timeline fall 2020.

ACTION:

- Leads to meet to discuss project and report to Board (UN, JB, MR)

ACTION:

- Present ideas for themes, topics and focus of survey at July 2020 meeting (UN)

6. Strategic Plan (JB)

ICPAN Strategic Goals document sent to GAC members by MK, no responses received

7. Financial Report (JB)

JB discussed the documents posted for review on the May/June meeting page

- ICPAN checking May 30, 2020
- ICPAN checking May 2020
- PayPal ICPAN statement May 2020
- IRS filing payment verification

ACTION:

- Board members to review above posted reports (ALL)

8. Vice Chair & GAC Report (MK)

MK discussed Vice Chair & GAC Report document posted for review on May/June meeting page. New GAC members are Sweden: Karuna Dahlberg and USA: Amy Dooley. ASPAN appointed immediate past president and sitting president to co-serve as ICPAN representatives in a shared 2 year appointment, to the GAC. No response to last call for review of ICPAN Strategic Goals to ICPAN. GAC members were asked to help by recruiting volunteers from their respective organizations and by volunteering to participate in projects, by 22-05-2020. Two responses; Tracey Radcliffe from the UK and Hanneke Van Kooten have agreed to participate on the team, proposing to continue the research for CAM. Next GAC meeting 20 July 2020. MF suggested inviting rotating GAC members to attend ICPAN Board meetings to increase involvement and participation. TG proposed using survey monkey for review of documents to encourage feedback. Discussions to continue.



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9. Conference Chair Report ICPAN Athens 2021 (EK)

EK discussed Conference Chair Report document posted for review on May/June meeting page. Thank you from EK to MK for all the work on conference planning. Registration fee schedule proposed and discussed early registration 495€ and regular 555€. Welcome dinner to be held at the Hellenic Armed Forces Officers Club for 1€/delegate and 50 € for the electricity bill. Gala dinner → Send propositions for offers. Hellenic Committees finalized. There will be credits for all delegates from the International Council of Nurses. Conference website: First Review/ Welcome Letter Review by JB. See @ <https://www.icpanconference.com/home/> Proposed timelines for opening of conference registrations November 2020 and abstract submissions October 2020. See Critical Path in posted report. Contract-Private agreement signed by MK. Group discussion of concerns regarding COVID 19 affecting conference and contingency planning. Suggestions included virtual speakers, delegates attending by web. Discussion to continue.

ACTION:

- Explore alternatives, work on ideas and options (MF, MR)
- Insurance for delegates discussed, does ICPAN conference website post links for global insurance, discussions to continue.

ACTION:

- Look into options for insurance offered in Greece and global insurance (MK, EK)

10. Media Marketing Chair Report (MF)

MF discussed May Media/Marketing Report posted for review on May/June meeting page. Facebook confounding factors, one marketed post affects statistics. We have 30 more followers, small increase from several countries, larger from Greece with MK's video, this video has been our most popular post. Total of 1111 likes. JB and MF discussed deleting LinkedIn account, will suspend for now and be available to be reactivated at a later date if required. Reminder, we still need 55 second presentations from everyone on the Board

ACTION: Outstanding

- Board members to send video to MF, see email from MF 14-Jan-2020 for details (ALL)

ACTION: Parking Lot

- Review job description of Media Marketing Chair to reflect communications/responses to media posts (ALL)

11. Membership Secretary Report (JM)

JM discussed Membership Report posted for review on May/June meeting page
UK membership followed up – application in progress still to be completed. Denmark – membership completed. Philippines, Norway and Brazil contact to be completed. GAC membership database updated and posted to website. No emails received from the “contact us” web page. MK welcomed JM suggestion that the membership secretary attend some GAC meetings as there appears to be double ups on follow ups and communication.

ACTION:

- Email/communicate to discuss Membership Secretary attending GAC meetings (JM, MK)

12. Education Chair Report (MR)

MR shared from Denmark the ICPAN thank you letter to nurses that was translated and posted in their national organizations e-journal



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13. Presidents Report (UN)

Deferred

14. New Business

None

15. Next Meeting Date

Next ICPAN Board meeting will be 8-July-2020

Schedule of meeting dates for 2020 posted on Board login page of website