



**NOTICE OF MEETING OF  
WIP EXECUTIVE BOARD MEETING**

**NOTICE IS HEREBY GIVEN** by the undersigned, as the Honorary Secretary of the World Institute of Pain® that the **WIP EXECUTIVE BOARD** shall meet at The Kempinski Corvinus Hotel in Budapest, Hungary.

**Sunday, 25 August, 2019**

**8:00 AM – 3:30 PM**

**WIP Executive Board**

**Hotel accommodations will be at the Kempinski Corvinus Hotel.**

**The preliminary agenda is posted on page two of this notice.**

**Dated: 22 July 2019**

**BY:**

**Miles R. Day, MD, DABA-PM, DABIPP, FIPP  
Honorary Secretary**

**VIA:**

**Mark Tolliver, MA  
Acting Executive Officer**

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**PRELIMINARY AGENDA  
EXECUTIVE BOARD MEETING**

**Sunday, 25 August 2018 - The Kempinski Corvinus Hotel – Budapest, Hungary**

<b>I.</b>	<b>Call to Order</b>	<b>8:00</b>
<b>II.</b>	<b>Roll Call and Confirmation of Quorum</b>	<b>8:05</b>
<b>III.</b>	<b>Welcome Remarks of President, Giustino Varrassi</b>	<b>8:10</b>
<b>IV.</b>	<b>Honorary Secretary's Report (Day)</b>	<b>8:15</b>
	a. Biennial Approval of Policies per USA IRS Regulations	
	i. Conflict of Interest Policy (Form 990, Part VI, Section B. 12.a-c.)	
	- Policy approval; sign and submit to Mark Tolliver (DMT)	
	- New/updated disclosures forwarded by DMT to webmaster	
	ii. Whistleblower Policy (Form 990, Part VI, Section B. 13.)	
	- Policy approval; sign and submit to DMT	
	iii. Document Retention and Destruction Policy (Form 990, Part VI, Section B. 14.)	
	- Policy approval; sign and submit to DMT	
	iv. Optional, but recommended: Code of Conduct Policy	
	- Adopted in 2017; Policy approval; sign and submit to DMT	
	b. Review of Agenda; Disclosure of Applicable Conflicts of Interest	
	c. Review and Approval of Minutes of Prior ExB Meetings	
<b>V.</b>	<b>Honorary Treasurer's Report (Hegarty)</b>	<b>8:30</b>
	a. Illustration of the economical situation of WIP (May 1 <sup>st</sup> 2019)	
	b. Report on the Activities of the Task Force on WIP Administration (supported by Mrs Stewart)	
	<b>COFFEE BREAK</b>	<b>10:30</b>
<b>VI.</b>	<b>New Business</b>	
	a. WIP Bylaws Amendment (Erdine)	10:45
	<b>LUNCH BREAK</b>	<b>12:30</b>
<b>VII.</b>	<b>Boards &amp; Committee Reports</b>	
	a. Board of Examination (Vissers)	<b>13:30</b>
	b. Board of Sections & Affiliates (Akbas)	13:40
	c. EPP (Vadalouca-Erdine)	13:50
	d. Research / Advisory (Rauck)	14:00
	e. Pain Practice Editorial (Joosten)	14:10
	f. Education (Stojanovic)	14:20
<b>VIII.</b>	<b>World Congresses &amp; Future Meetings</b>	
	a. 10 <sup>th</sup> World Congress Update – Rome (Mrs Hartley and Stewart)	13:30
	b. Future Congresses/Annual Meeting Proposals	13:45
<b>IX.</b>	<b>Workshop Schedule 2020 and Beyond</b>	<b>14:00</b>
<b>X.</b>	<b>Proposals for WIP developments and Closing Remarks (Varrassi)</b>	<b>15:00</b>
<b>XI.</b>	<b>Next Meeting – TBA</b>	
<b>XII.</b>	<b>Adjournment</b>	<b>15:30</b>