



**IPAC-SWO Education Committee
Meeting Minutes
Oct 2 2015 1100-1200**

Present: Kim Staikos, Joanne Dow, Dori Taylor, Catherine Van Arkel, Karen Strauss, Dori Taylor
Regrets: Yasmin Chagla,
Recorder: Kim Staikos

Agenda Item	Discussion	Action
Approval of Agenda		
Approval of previous minutes	Minutes approved from August.	No action requires
<p>1. Evaluation update from August IPAC SWO</p> <p>2.0 Reminder for expenses</p> <p>3.0 Review of Speakers.</p>	<p>Regarding all the speakers, everyone enjoyed the sessions and speakers, high value correlated between 93- 100 percent High praise for Dr. Salvadori –valuable One criticism more structure for conference update. Conference suggestions Ebola Vendors- enjoyable, not a lot of people</p> <p>IPAC SWO education committee should ensure all receipts go to Lorna as well as send Catherine an e mail regarding expenses so she can track</p> <p>1.0 Francine Paquette –Environmental cleaning, and choosing the correct clean- 45 minutes 1.1 Huron County experience with dealing with pertussis outbreak -45 minutes 1.2 Doug Sider to talk about to MERS-CoV, Novel respiratory virus and Influenza 1. 5 hours. 1.3 CIC questions Save the date to be sent on Monday Oct 26</p>	<p>Attach evaluation to minutes. Education update at IPAC SWO meetings should review minutes at each meeting by education co –chair Ask IPAC SWO group how they want format for members who present after attending CHICA Important to introduce each member round table</p> <p>Joanne Dow has a template for tracking expenses and incidental costs. Joanne Dow has sent out to group</p> <p>Catherine to connect with both speakers to obtain packages and to determine the speaking schedule.</p> <p>Clarify content of presentation Huron county to clarify speakers Catherine to send speaker package once details verified Yasmine to work on with Cheryl</p>

