



**IPAC-SWO Education Committee  
Meeting Minutes  
January 6, 2017**

**Present:** Elaine, Cara lee, Joanne, Sonal, Jean, Dori, Francine, Lorna, Yasmine

**Recorder:** Dori Taylor

Agenda Item	Discussion	Action
<b>Approval of Agenda</b>		
<b>Approval of previous minutes</b>		
1.0 Review and Planning for March 3 Chapter meeting		
<ul style="list-style-type: none"> <li>• Speakers</li> </ul>	<p>Barley Chironda confirmed to speak Topic: Staff engagement-looking at the processes to solve complex IPAC issues by motivating staff to uptake the knowledge or the best practice, while looking at what has traditionally been done (and not effective) and offering what could be done (proven to be effective). Barley available 1000- noon ish</p>	<p>Dori to send speaker confirmation package</p>
<ul style="list-style-type: none"> <li>• Assignments</li> </ul>	<p>Lorna booked room at St Josephs hospital</p> <p><b>Evaluation-</b> Dori to do (completed evaluations to be faxed/emailed to Francine) <b>Sign in sheet-</b> Dori to do (completed attendance to be faxed/emailed to Sonal)</p>	<p>Elaine to confirm Gerry Hansen for adobe connection.</p>
<ul style="list-style-type: none"> <li>• Save the date</li> <li>• Registration form</li> <li>• Agenda</li> </ul>	<p>Elaine to do Elaine to do Cheryl to do</p>	<p>Elaine to do Elaine to do Cheryl to do</p>
<ul style="list-style-type: none"> <li>• Gift Card/thank you card</li> </ul>	<p>Joanne Dow to do</p>	
<ul style="list-style-type: none"> <li>• Introductions and thank you</li> </ul>		<p>Kim/Dori to figure out</p>
<ul style="list-style-type: none"> <li>• Registrations</li> </ul>	<p>Dori to do registrations</p>	
2.0 Future IPAC ASWO education dates	<p>Dates confirmed: May 5,2017- education day June 9 September 15 November 17</p>	

<p>3.0 May 5 education day</p>	<p>Theme</p> <p>Hellenic- Audio system</p> <p>Ideas for speakers:</p> <p>Scott Leis-MRSA          Joanne Mcconnell- mersCov          Barley C          Mark Nelder- scabies/bugs          Silverman- C Diff and any updates          Alison McGeer- PHO and whats on horizon</p> <p>Vendors- fees \$350 -400. Joanne has a list of possible 20 to choose from</p> <p>Registration fees- what should they be and should they be different for members/non and early bird registration fees?</p> <p>Save the date- should go out soon. Should put that we could use help if anyone is interested.</p>	<p>Forward any thoughts to committee</p> <p>Sonal to confirm with Gary re: audio system for the day (Redhock entertainment)          We need: sound system, screen, projector, 2 hand held microphones and a lapel microphone</p> <p>Think about possible topics/speakers and bring to next meeting</p>
<p>4.0 West Haven</p>	<p>Francine has set up 1 date for adobe connection test. Friday January 20. Calendar invite has been sent. Will probably do one further test on a different day.</p>	<p>Need members to call in to test the system. If you are available, please set aside some time in the morning (see the invite).</p>
<p>Date and time of next meeting</p>	<p>Thursday January 19, 10-12 am.</p>	<p>Sonal to send invites.</p>

