



IPAC-SOUTHWESTERN ONTARIO  
Education Committee Meeting Minutes  
Sept 29, 2017

The meeting was called to order at 11:05am.

**Present:** Kim (chair), Eleanor, Francine, Dori (recorder), Joanne D, Yasmine

**Regrets:** Cheryl, Sonal, Jean

1. Minor changes to **minutes**. Eleanor to correct
2. **Update for speakers:**  
4 speakers confirmed: Joanne McConnell; Cassandra Brubacher; Pat Simone;  
Madeleine Ashcroft  
See Education meeting day responsibilities for schedule of the day.  
Dori to send speaker packages out
3. **Theme for the day:** "IPAC beyond the borders"  
Dori to send info to Elaine: Elaine to create the save the date and email to members.
4. **Vendors-** BD, Chlorax, RL Solutions.  
**Action:** Kim waiting for Vendor logos
5. **Draw prizes:** Ed committee members are encouraged to keep an eye for some prizes
6. **Review of education committees responsibilities:** completed, see attached sheet
7. Information session "Hot topics"- Francine brought forward the idea of the information session where a participant can bring forward a topic for discussion. Francine wondered about introducing this at the Nov 17 meeting and perhaps having an idea to start off, ie: strategies to increase influenza vaccination rates. Topic should be inclusive for all attendees.

Agenda and flyer should include "Hot topic".

Messaging on flyer should include "no shows", "cancellations" information (need strong wording) so attendees are aware that they will still be required to pay.

Discussion around changing venues for 2018 due to cost of current venue. Joanne presented "Four seasons", she will check into it further. If anyone else has any suggestions, please bring forward. Need to keep in mind free parking, availability of phone jack, food and price.

Discussion around trying to increase membership. Looking at the non-acute care such as family health clinics, etc.



1. **Next meeting date:** Thursday October 19 11am-12pm. Kim to send the invite to committee members.

The meeting was adjourned at 11:54am.