



**IPAC-SOUTHWESTERN ONTARIO
Education Committee Meeting Minutes
July 13, 2017**

The meeting was called to order at 11:03am.

Present: Kim (chair), Eleanor, Francine, Sonal, Dori (recorder)

Absent: Cheryl, Joanne, Susan, Yasmine

1. Update for speakers and oral presentations

- Oral presentations (1030-1200)
 1. Jaime Lynn Cornelius- confirmed
 2. Rose Howie- confirmed
 3. Francine Paquette- confirmed
 4. Sonal Shah- confirmed
- Speakers (1300- 1430)
 1. Peggy Skipper- MOL LTC- still waiting to hear
 2. Diane Madsen- MOL- confirmed
 3. Elaine Reddick- confirmed
 4. CSA- confirmed

Action: Eleanor to forward Dori the contact info once MOLLTC is confirmed

- Panel discussion- 1430-1450.
- CIC questions and wrap up 1450-1500

2. Vendors- Diversey, Cintas, Vernacare are confirmed.

Action: Kim to send them the vendor letter.

3. Speakers: Dori to send out speaker packages out.

4. Title for the day: Putting the professional pieces together=POWER

P= Professional

O= Obligation

W= with

E= Education and

R- Resources

5. Discuss Safe the Date Flyer – Kim to start the save the date information and forward to committee members and also forward to Elaine to draft and send to members next week.

6. Complete educational committee- task assignments – updated

7. Evaluation Review: June 9th – feedback was good. Please see Francines evaluation review.

8. Registration: The committee decided to use Event Brite for education day registration. Money will still need to be collected at the door however receipt of payment will come through EventBrite.



9. Treasurer report- Sonal to send out report from June 9 meeting

10. Next meeting date: Thursday July 27 11am-12pm. Kim to send the invite to committee members.

The meeting was adjourned at 11:37am.