



**IPAC-SOUTHWESTERN ONTARIO  
Education Committee Meeting Minutes  
May 25, 2017**

The meeting was called to order at 2:09pm

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

**Absent:** Cheryl, Dori, Susan

1. **Review of number of registrants:** Kim shared that there are 27 registrants to date.

**Action:** She has asked Elaine to resend flyer and all committee members are asked to promote this event through their contacts.

Kim will also ask Dori to send to the actual number of registrants to the committee after the meeting.

2. **Review of speakers:** Presentations are expected by June 1<sup>st</sup>.

**Action:** Kim will print copies for the event.

3. **Vendors and logos:** Two of the three confirmed vendors have already paid. The other vendor will either pay the day of the event or after the event.

**Action:** Francine will put the vendors on a PowerPoint slide to have displayed during the event.

4. **Quick review of tasks for June 9<sup>th</sup>:** Kim went through the checklist.

**Action:** Kim will update the checklist and provide to the committee.

Francine will bring a flip chart and markers.

Gift card amount were changed at the Executive Meeting (May 24<sup>th</sup>) and it was decided that all gift cards will be \$25 regardless of member status.

5. **CIC questions for meeting:** Agreed to have Environmental cleaning questions.

**Action:** Yasmine and Joanne will prepare the CIC questions. If neither can attend, they will forward the question to Francine.

6. **Discuss if we want to purchase dessert-including gluten free treats:-** Deferred

7. **Door prizes:** Kim has 2 door prizes so far and expects vendor prizes as well.



8. **Ideas for Sept meeting:** A meeting will be set for July 4<sup>th</sup> 11:00am-12:00pm to begin planning.

**Action:** Kim to send out a calendar invite

The meeting was adjourned at 2:30 pm.

**Next Meeting:** June 1, 2017 11:30am