**IPAC – Southern Alberta**

**MINUTES**

**Date**: Wednesday, November 2, 2022

**Venue**: Virtual

**Time**: 13:30 – 14:00

**Present**: Lynn Curry, Maureen Kano, Kim Houde, Jennifer Ellison, Jason Morris, Gord Platt, Jennifer Happe, Craig Pearce, Blanda Chow, Shanthi Anchan, Annie Fong, Joseph Kaunda, Dione Kolodka, Sandra Dunbar, Josephine Kalunga, Shannon McCormic, Kristine Cannon

The President, Kim, called meeting to order at 13:33.

**Education**

There was no education component.

**Business Component**

President’s Report

December meeting is usually face-to-face. Because of the ongoing COVID-19 controls on in-person meetings, members agreed to forego. Next meeting will be in February 2023.

Outlook for 2023:

Terms od Reference (TORs). They date back to 2015. They should be reviewed and updated. Prior to COVID-19, the Chapter was thinking of supporting IPC activities in less-resourced jurisdictions, supporting members in their CIC certification etc. Attendees were requested to send an e-mail to any member of the Executive with their thoughts and proposals.

Other proposals:

* Industry partners “show and tell”
* Supporting other Chapters
* Philanthropic work
* Education Day – We have sufficient funds and may be able to fund it.
* “IPAC-Plus” as proposed by Maureen Kano. One of their speakers could come and talk to us. They may also be future speakers in the Education component. Anyone traveling, e.g., to Ukraine, may also come and give an IPAC presentation from their travels.
* Lynn Currie suggested that Bethany has done work around teleconference and education on robotic donning and doffing etc. She may be willing to present on the same.
* Shannon McCormic, an industry partner from AMG Medical wondered if IPC could attend product promotion evenings, dinners etc. Kim Houde said that the bulk of membership is AHS, therefore conflict of interest concerns. But any member attending in a non-AHS capacity, i.e. IPCA-SA member, should not be a problem.
* Joseph suggested that this could also be presented under IPAC-SA Education component during meetings.

Gord Platt to include a survey for Environmental Hygiene Interest Group (to be included in minutes).

Treasurer’s Report

Kristine Cannon, who was on the road, had no updates to give.

Review of Terms of Reference (TORs) - (led by Kim Houde)

Elections are usually held in November. The new office takes charge in January.

The organization has several categories of membership, including Industry member (not corporate member) and Lapsing member. It was agreed to retain membership categories as is.

Office tenure to be 12 months from date of assuming office.

Executive Positions:

It was proposed, and unanimously agreed to add Social Media Position.

Members were requested to submit any additional proposed changes to TORs to by e-mail.

It was noted that there has been little financial activity, therefore audit by a member should be sufficient.

The Chapter is to have six meetings per year, with June and December being face-to-face. Meeting months are February, April, June, September, November, December (if possible).

Meeting time: 1300 to 1530 for face-to-face, 1300 to 1430 for virtual.

It was agreed to change from Lync to TEAMs platform.

Chapter 12 of the TORs to be reviewed, and possibly expanded.

The revised TORs to be submitted to membership for review and approval/adoption at February meeting.

Interest Group Reports

Gord Platt: EHIG Survey Monkey to get feedback from IPC groups. No other reports were submitted.

Next Meeting

Next meeting will be on November 2nd at 13:30.

There being no further discussion items, the President closed the meeting at 14:39.