

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Administrative	ORIGINATED:	2004 January
TITLE:	MINUTES OF MEETINGS	REVISED:	06Nov, 13Nov, 15Mar
NUMBER:	1.5	PAGES:	4

PURPOSE

To provide a permanent, official record of the policies, decisions and other business of the chapter.

Accurate minutes:

- provide a legal record of decisions.
- provide a history, continuity to procedures, and a sense of direction for the organization.
- record actions required by members as a result of discussion, and a target date for completion.
- provide information to members who were not in attendance.

POLICY

1. The president will review the draft of minutes before they are distributed to the membership.
2. The minutes will be distributed with the agenda for the next meeting.
3. Representatives to IPAC Canada Board/Committees/Interest Groups will provide a summary of committee proceedings (verbally and in electronic form) for the Secretary. Except in special circumstances, IPAC Canada committee minutes will not be included as an attachment but the web location will be referenced in the minutes.
4. A copy of all general, executive and special meetings will be retained for the Chapter Legal/Archival records.
5. Archived records are housed in the offices of the South Eastern Ontario Infection Control Network.
6. Approved minutes will be posted to the Members area of the IPAC-EO Website and removed according to space limitations.

STRUCTURE

1. Minutes should contain, as a minimum, the following:
 - Date, Time and Place
 - Attendees, Regrets, Chair
 - Minutes of previous meeting: corrections and approval
 - Agenda topics discussed including:
 - Reports from Chapter representatives to IPAC Canada Board/ Committees /Interest Groups
 - Chapter Business including Reports of Sub Committees and Executive Meetings
 - New business/Business arising or continuing not covered by agenda
 - Date of next meeting
 - List of attachments
2. Minutes may also contain:
 - Any problems defined, alternatives discussed, solution agreed on.
 - Actions: by whom, by when, how others can help.
 - Any follow-up actions after the meeting with deadlines.
 - Any deferred items.

PROCEDURE FOR SECRETARY

1. Prepare a checklist of expected attendees or an attendance form that can be circulated at the meeting.
2. Use standardized template for recording minutes [*see attached*]

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3. Approval of agenda, minutes, and other items except finances, may be by consensus: "approved as read" or "approved as corrected".
4. Record sources of information, issues discussed, major points raised, decisions made, action by whom and deadline date.
5. Motions:
 - a) Request that motions that are long or complicated be submitted in writing.
 - b) For major motions, including all financial motions, include the name of person making the motion, the seconder and the result of the vote. Include the name of anyone abstaining and the reason stated.
6. Obtain a written copy of reports from other presenters, preferably in electronic form. Include short reports in the body of the minutes. Include longer reports as an attachment.
7. Prepare a draft of minutes as soon as possible following the meeting.

REFERENCES

Internet sources and Reference Manual "*Facilitating Successful Meetings*", stored in Chapter Administrative/Archives Box.

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SAMPLE GENERAL MEETING TEMPLATE

DATE/TIME: Wednesday, (*add date, year*) at (*time*) am

LOCATION: Videoconference Sites:

1. **SEOICN:**
2. **Kingston General Hospital:**
3. **Providence Care Mental Health Site:**
4. **Smiths Falls:**
5. **Brockville:**
6. **Belleville:**
7. **Tweed:**

RSVP: Secretary



#	Agenda Item	Presenter
	Welcome and call meeting to order. Introduction of new members/guests.	President
	Regrets	Secretary
	Review and approval of agenda.	President
	Approval of Minutes from Previous Meeting (pre-circulated).	Secretary
IPAC Eastern Ontario Chapter Reports (10:15 - 10:45)		
7.1	President	
7.2	Past President	
7.3	President-Elect	
4.4	Secretary	
4.5	Treasurer	
4.6	Membership	
4.7	Education	
4.8	Archivist	
4.9	Administrative Assistant	
4.10	Public Health Ontario Regional Infection Control Network	
4.11	Cameroon Twinning Project	
4.12	New ICP	
Round Table Part I - External Sites (10:45- 11:15)		
Education (11:15- 12:15)		

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Topic and Presenter(s):

Round Table Part II - Kingston Site (12:15 – 12:45)

8. IPAC Canada Interest Group and Committee Reports: (12:45 – 13:30) – **omit this for half-day meetings**

- 8.1 Standards & Guidelines
- 8.2 Community Health
- 8.3 Pediatrics and Neonatal Health
- 8.4 Dialysis
- 8.5 Health Care Facility & Design
- 8.6 Surveillance & Applied Epidemiology
- 8.7 Environmental Hygiene
- 8.8 Mental Health
- 8.9 Long Term Care
- 8.10 Pre Hospital Care
- 8.11 Network of Networks
- 8.12 Oncology
- 8.13 Reprocessing

ADJOURNMENT

Sub Committee Meetings:

1. Education/Conference Planning
2. Cameroon Twinning Project

Attachments:

1. Minutes of previous meeting
2. Treasurer's Report