



IPTOP General Meeting June 22nd 2011 Amsterdam

1. **Present:** 24 people attended the meeting. 20 from IPTOP member countries; 4 were from non-member countries
 - Jennifer Bottomley, Nancy Prickett, John Barr, Teresa Steffen USA
 - Amanda Squires, Olwen Finlay Bhanu Ramaswamy, Jill McClintock UK
 - Leah Weinberg, Cheryl Cose, Saurahb Mehta, Susan Putney Canada
 - Margaret Wazakili South Africa
 - Filiz Can, Ipek Ikiz Turkey
 - Elizabeth Binns New Zealand
 - Gudfinna Bjornsdottir Iceland
 - Catherine DeCapitani Switzerland
 - Marjie Lubbers, Hans Hobbelen Netherlands
 - Jean Van Hoornweder, Jan Tessier Belgium
 - Lee Sinyi Singapore
 - Karl Syler Malta
2. **The minutes of the last IPTOP General meeting** held in Ankara November 2009 were agreed and signed
3. **Belgium was welcomed** as a new member country to IPTOP
4. **Reports** were given from the Chair, Vice-Chair, Secretary, Treasurer, Newsletter editor and European representative. These reports will be summarised in the next IPTOP Newsletter.
 - Reminders were issued that the Newsletter should be reaching all 8,000 IPTOP members worldwide, it is the responsibility of the country reps to ensure this happens
 - In future no business information from IPTOP meetings will be published on the WCPT website
 - Olwen expressed thanks to John Barr for helping to get IPTOP finances back on track.
5. **Proposed changes to the Constitution**
 - To change title from Chair to President. Bhanu proposed, Olwen seconded and there was a majority vote to agree this change so that IPTOP can come in line with the other subgroups.
 - There was much discussion around the Advisor/ Mentor role being proposed but no real decision on the criteria or eligibility. The idea was agreed in principle proposed by Nancy and seconded by Jan Tessier and accepted by the membership present. There needs to be further discussion before we can proceed.
 - The proposal for 2 Vice -chairs was not agreed but a suggestion that if the workload required an existing member of the IPTOP committee could be seconded on a short term basis (6 months) to help out. The details around the name of such a position and its responsibilities need further discussion. This was proposed by Leah Weinberg and seconded by Catherine DeCapitani and agreed by vote.
6. **Nominations to IPTOP Committee**
 - **President** Jennifer Bottomley Proposed by Amanda Squires Seconded by Olwen Finlay
 - **Vice-President** Jill McClintock Proposed by Leah Weinberg Seconded by Elizabeth Binns
 - **Treasurer** Nancy Prickett Proposed by Olwen Finlay Seconded by Leah Weinberg
 - **Newsletter Editor** Proposed by Bhanu Ramaswamy Seconded by Jill McClintock
 - **Secretary** Jill McClintock was asked to continue as Secretary as there were no nominations for this post. The Committee will seek to co-opt someone either before or at the IPTOP meeting in Boston in 2013

- **Web Manager post** Bhanu Ramaswamy was co-opted to the Web Manager post. This will initially be for one year while parent body approval is requested

These 2 proposals were put forward by Catherine DeCapitani and seconded by Olwen Finlay.

7. **Filiz Can was presented with an IPTOP Globe** now that her term of office as Chair of IPTOP has concluded. Filiz was thanked for her endeavours to try to get new countries involved with IPTOP
8. **The membership was informed** of the discussion at the Exec Committee meeting (20th June) regarding the use of the IPTOP name and/or logo. There will be a new statement within the IPTOP Policy Booklet clarifying their use, only for IPTOP business and never for personal use.
9. **Setting a Budget.** There was not enough time for full discussion of this at the Executive Committee meeting so this is for future discussion on the regular Skype meetings. The membership will be informed of the outcome of these discussions, which will include budget setting, agreement on sponsorship.
10. **Main points not otherwise covered from Exec Committee meeting on 20th June 2011**
 - There will be much more regular communication with all the country reps, this will include regular Skype meetings
 - The minutes from the IPTOP Networking session will be circulated when completed
11. **Feedback from WCPT Chairs meeting**
 - WCPT is considering internet voting in the future
 - WCPT would like to encourage more collaboration between subgroups
 - WCPT discussed the various rates that subgroups charged for membership. Maybe IPTOP needs to consider raising its fees?
12. **Future Events**
 - IPTOP will be involved in a conference in Boston in Spring/ early summer 2013
 - There will be an expected increase in member country reps involvement in the future of IPTOP. This will be in direct communication, by their contribution to the IPTOP Newsletter and by becoming more involved and more willing to take on responsibility within the Exec Committee.
13. **IPTOP Chain of Office**
 - Olwen has gathered some member country badges and has an outline plan to develop a chain.
 - Amanda is to get the cost for a central fob for this chain and she will circulate this information to all the Executive Committee for discussion

The new Executive Committee will meet on Thursday 23rd June at 9.00am in Holiday Inn Hotel; all the country reps are also invited to the first part of this meeting.

Next IPTOP General meeting: The next IPTOP General Meeting will be in Boston 2013