



Notes of IPTOP General meeting held on 10th November 2009 in Ankara

- Present** Filiz Can, Olwen Finlay, Jill McClintock, Bhanu Ramaswamy, Amanda Squires, Jan Tessier, Jean van Hoornweder
- Apologies** Jennifer Bottomley, the representative from Greece.
- New Members** The Belgian reps were welcomed to the meeting and acknowledged as members of IPTOP in associate status until the general meeting in Amsterdam in 2011. Proposed by Olwen Finlay and seconded by Bhanu Ramaswamy. Belgium paid their membership fee and a donation to IPTOP funds, which is much appreciated. It was acknowledged at the Executive committee meeting in the morning that there were still outstanding payments to be made to some of the Executive Committee since Vancouver 2007. With this in mind the money from Belgium was given to Olwen Finlay in part payment for her outstanding costs. Amanda Squires is still owed repayment for costs incurred in Vancouver

Minutes of AGM Vancouver 2007: Accepted as a true record. Proposed by Olwen Finlay and seconded by Jill McClintock

Clarification of Executive roles and responsibilities.

A summary of the discussions from the Executive committee meeting in the morning, to inform the new members of the duties of each of committee members. The Treasurer duties will be looked at with urgency by the Chair. **Action by Filiz Can**

It was also agreed by the Executive to develop a new officer role, a Website Manager as this is currently not being managed and would need someone with expertise and time. The new job will be advertised in the next Newsletter and we hope to resolve this problem in the very near future. The Job Description will be developed by Olwen. **Action by Amanda Squires**

The new Belgian delegates were keen to clarify their role and how they can contribute to IPTOP and share information with their members. There are currently 18,000 Physiotherapists in Belgium, 5,000 in AXXON (the professional body group) and 60 members in the Older people's subgroup.

Reports Chair

Filiz Can gave an update of contacts and activities undertaken for IPTOP since the last Newsletter report. It was discussed and decided that the Chair should submit a report for each Newsletter listing all contacts by date, purpose, venue and who the meeting was with. A

detailed report will not be necessary for each meeting and would contribute to the annual report.

**Vice Chair
Secretary**

Report as of last Newsletter

Detailed correspondence most of which was in relation to membership applications or confirming contact details. The contact list will be reviewed again before 31.12.09 which is the date when WCPT do their web updates

Action by Jill McClintock

Treasurer

No report sent

Editor

The importance of country and regional contribution to the Newsletter was emphasised. A template for both regional and national reports is being developed this will hopefully give a structure to those writing such reports. A timetable for contributions was also discussed so that the work is spread equally throughout all the member counties. This will be circulated.

Action by Amanda Squires

Regional reports

No report from Pacific region

No report from North America

European report. Various parts of Europe submitted reports for the last newsletter.

Constitution

WCPT is currently reviewing all the subgroup constitutions to gain consistency; they will shortly be publishing their outline. IPTOP Executive proposed a few changes to our constitution. A new officer post is to be created to manage the website. A new structure for the Executive to have a Chair and two Vice Chairs (to provide continuity) and a President (an advisor) whose experience and contacts can help support the Chair and IPTOP in general. The suggestion of a Patron was made later.

Membership

Currently IPTOP have 17 member countries including Belgium whose full membership will be agreed in Amsterdam.

Discussion about the upcoming Ankara Conference 2009

- IPTOP Exec Committee meeting and General meeting 10.11.09
- Scientific programme 11.11.09 to 13.11.09
- Evening drinks reception after first day programme
- Gala Dinner 12.11.09
- National Symphony Hall evening 13.11.09
- Saturday 14.11.09 day trip to Beypazari

Discussion of a possible conference in Greece 2010 - Dates and venue to be confirmed urgently.

Action by Filiz Can

Discussion about the upcoming WCPT 2011

- IPTOP will run a programme within the WCPT conference.
- Confirm with WCPT the programme for 2011 so that IPTOP can plan its General Meeting and social events not to conflict with main programme **Action by Filiz Can**
- There was discussion about a one day pre conference training programme which will be directed primarily for IPTOP member countries. The membership is to be asked for suggestions for topics of interest and speakers to form the IPTOP programme.

Action by Jill McClintock

- Suggested collaboration with other SIG's on either Health Promotion or Standards session. **Action by Filiz Can**
- As European regional rep Bhanu will liaise with the Netherlands representative to assist in organising the training day **Action by Bhanu Ramaswamy**
- IPTOP posters (for IPTOP countries only) there will be a prize for best poster. A checklist will be developed to shortlist applications and a group organised to review the posters Amanda agreed to coordinate this work. **Action by Amanda Squires**
- The IPTOP stand. Brenda Myers to be contacted re WCPT support to subgroup banners and the possibility of a joint subgroup stand in Amsterdam which could be timetabled between the groups. **Action by Amanda Squires**
- Awards Programme. IPTOP will be providing names in the International Service Award category before 30.06.10. **Action by Filiz Can**
- Teleconference 8.00pm GMT Monday 16th November 2009 with WCPT re: Amsterdam 2011 Filiz will represent IPTOP. **Action by Filiz Can**

Date of next Exec and general meetings

Possibly Greece 2010; Filiz to confirm.

Action by Filiz Can