Notes from the Association for International Physical Therapists working with Older People (IPTOP) General Meeting 27th April 2013, Boston USA

1. Dr Jennifer Bottomley President of IPTOP welcomed the delegates attending the meeting.

2. The IPTOP Member Country voting representatives were introduced, as were the Executive Committee members. These included:
   **Executive Committee:** Jennifer Bottomley (JB) - President; Jill McClintock (JMc) - Vice President and Secretary; Nancy Prickett (NP) - Treasurer.
   **Member Country Representatives:** Gudfinna Bjornsdottir (Iceland), Filiz Can (Turkey); Lisa Dehner (USA), Hans Hobbel (European Regional Representative and Netherlands rep), Helen Johnson (Canada) Jan Tessier (Belgium), Bhanu Ramaswamy (UK representative and Web Manager)
   In addition, there were 9 IPTOP members present and two non-members

3. Verification of notes from the IPTOP general meeting in Amsterdam 2011. These were agreed as a true record of the last IPTOP General Meeting held on 22nd June 2011. Proposed by Jill McClintock, seconded by Bhanu Ramaswamy, approved by the voting representatives and signed by Jennifer Bottomley.

4. Executive Committee reports – received from:
   - **President** – JB, in recognising the differences in international practice, highlighted the accomplishments of IPTOP since the last General Meeting including the establishment of regular Skype Calls improving communication between committee members and with the MCR’s. She noted the imminent completion of the Policy Booklet and the new IPTOP Standards of Clinical Practice which will have copyright marker before distribution. She then referred to the resignation of our Newsletter Editor, noting that we need to agree an interim appointment and hope to fill this position at our next General Meeting in Singapore in 2015.
   - **Vice-President and Secretarial report** – JMc gave a combined report of her two roles, highlighting the appointment of a Web Manager in Amsterdam and the review of IPTOP Policy Booklet with includes the standardisation of the Job Descriptions and inclusion of a section on performance measures within each JD. Within the Policy Booklet the section on Policies has two new additions one on Sponsorship and the other on Treasury. JMc also spoke about the new IPTOP planning schedule which shows to all members the roles and responsibilities of the Executive Committee members. The new Welcome Pack gives an
overall view of what IPTOP does and information on how to contact members of the Executive Committee. She also gave a brief report of the WCPT Leadership Forum which she had attended with JB in March 2013, a very positive experience with great opportunity for networking with other subgroups and building relationships with WCPT. We are starting to plan towards the WCPT Congress 2015 in Singapore (planning for the IPTOP contribution to the WCPT programme, nominations for the WCPT & IPTOP Awards and the considering topics for the pre-Congress education day).

- **Treasurer** – NP provided an outline of her role linking country membership to the IPTOP Executive Committee; her report explained the reasons for the recent removal of four countries from the membership list (no dues paid and no communication despite several attempts), and she also welcomed our new member country, South Africa. NP then spoke about the financial details she had provided in a report on to the members at the meeting, responding to any questions that arose. Her last issue was to raise awareness of one of the suggested amendments to the Constitution that would be made later in the meeting this was about the category of ‘friend or associate member’ of IPTOP. Filiz Can was able to name several countries she had made contact with during her term as President and more recently others whom she felt might benefit from such a category, FC encouraged the members present to vote for this change. FC will provide a list of these countries to the Secretary.

- NP proposed an increase in the membership fee from 20c per person to one US dollar ($1.00) this would allow us to come in line with WCPT charges and what the majority of other subgroups charge. It was explained that part of the reason to propose this increase was to support the officers for travel, accommodation and expenses incurred on IPTOP business. Currently all expenses are paid by the Officer out of their own pocket, this may well have discouraged people in the past from applying for these posts. LD requested that this might be staged incrementally so groups like the US with large numbers would have time to plan for the increased rate. HJ stated she would support the proposal in full and requested NP provide a letter of explanation as to the reason these changes were necessary. HH also supported the proposal requesting we built the case before putting forward the proposal and suggested that NP also consider as part of the implementation strategy, whether special consideration might be provided to those countries who were unable to manage the proposed increase.

Within her report, NP suggested establishing a Finance Committee so people can learn about the role of Treasurer and therefore be more ready to take up the position.
ACTION: A proposal was made by BR, seconded by LD to increase the Membership fee to 50c per registered member in 2014 with the supportive documentation explaining the reasoning for this proposal to be sent to the MCR’s within the next few months. This was voted for and agreed by the members present so will take effect from 1st January 2014.

ACTION: NP to clarify with WCPT their strategy for managing payments from different regions. She will also ask the other subgroups what they charge for membership fees (including their Associate members rates)

ACTION: The full suggested $1.00 per member price to be taken as a proposal to the General Meeting of May 2015 in Singapore.

Web Manager
Bhanu reported she had been busy since co-option into this role during the WCPT Congress in Amsterdam in 2013 ensuring that the current information about IPTOP was up-to-date according to the WCPT deadlines set out for the subgroups.
She noted that the website provided a good resource for factual information about IPTOP, such as our Mission, contacts names and email addresses, meeting notes, newsletters for downloading; as a design style, the site mirrored the main WCPT site. IPTOP are now interested in increasing the resources, and to personalise the information available our membership, especially to report / illustrate through photographic evidence of what is currently happening in our member countries.

We hope to achieve this by using social media such as FaceBook, and to increase our networking capacity through means such as LinkedIn. These all require development through a dedicated Communications Team, of which the Web Manager position will be one part.

Bhanu ended her report stating she was looking forward to being part of such a development until the co-option into this post comes to an end at WCPT Congress in Singapore 2015.

5. Update of IPTOP activities since the last General Meeting not covered in reports – EGMS (European Geriatric Medical Society) are hosting a conference in Rotterdam Sept 17 – 19th 2014, called ‘Crossing Borders’. HH will be present in his capacity as IPTOP European Regional Representative for Europe and link to EUNAAPA (an association that has made contact with IPTOP to establish links and information exchange around active ageing and physical activity). JB has been invited to participate in Rotterdam Conference as IPTOP President.

JB suggested that IPTOP should form a research committee, and asked for those present to come forward if they were interested in being
involved. Also we will extend the invitation to join to those MCR’s unable to attend the Boston Conference.

6. Proposed changes to the Constitution. A brief explanation of the changes proposed to the Constitution was provided, as these had already been sent out for consideration to all the MCR’s 6 months prior to this meeting as per the IPTOP Constitution requirements. The changes to the Constitution were proposed by HH, seconded by LD and passed by the voting members after clarification was provided that the ‘Friend’ category alluded to by NP earlier in the meeting was the same as the ‘Associate membership’ category in the Constitution.

7. Executive Committee vacancies.
   - Boston -
     There has been some interest in the currently vacant Newsletter Editor post. We have had three expressions of interest. Firstly, Marilyn Millar from the University of California has been in communication with JB and JMc, as she has international students, she was hoping to involve them in producing the IPTOP Newsletter. Secondly, Laura den Boept, a physical therapist from the Netherlands, and finally, from Melanie Sponzholt, the editor of Geri-Notes (the journal for the Geriatric Group of the American Physical Therapy Association).
     ACTION: JB to pursue this as a short-term secondment until the next General Meeting in Singapore
   - Singapore. All the Officer posts, IPTOP President, Vice-President, Secretary, Treasurer, will come up for nomination in Singapore, we will also be looking for a new Newsletter Editor and Web Manager as secondment opportunities.

8. IPTOP Patron – JB introduced Olwen Finlay to the members present as our first Patron. She explained the position was an advisory role and that we were very happy to have the expertise of Olwen supporting the Executive Committee. Olwen Finlay was one of the founding members of IPTOP and the first President of the Association.

9. Feedback from the WCPT Leadership Forum held in London in March 2013. The pertinent issues have already been reported in the Vice-President’s report to the General meeting. JMc will be writing a fuller account of the two day meeting for the next Newsletter.

    - Programme. Although we have not yet decided whether to host a stand-alone or a joint pre-Congress Educational Day, JB mentioned we might consider a joint Conference with another WCPT subgroup, for example with the Neurology subgroup while at the WCPT meeting in London JB & JMc had initial discussions with this group to gauge interest only. During
the last WCPT Congress in Amsterdam, visitors to the IPTOP stand, and participants at a Round Table networking forum suggested topics for potential programme inclusion at Singapore such as falls and balance, dementia and standards. Members at this General Meeting agreed such topics would be of interest, and also suggested topics that were more condition-specific affected by the ageing process such as diabetes should be included. HJ mentioned the Canadian Hip Fracture Toolkit, LD requested something on Outcomes; FC requested physical activity and exercise prescription across conditions, healthcare reforms and the initiatives that aid progress in healthcare.

**ACTION:** JB to send a survey out to the Member Country Representatives to make a decision on the topics and the general format of IPTOPs input to WCPT Congress.

- **Awards.** JMc clarified that there were WCPT and IPTOP Awards available. IPTOP can award an Honorary Fellowship or a Special Fellowship. The WCPT Award is an International Service Award. Nominations for these awards need to be submitted one year before the next WCPT Congress; information can be found in the Policy Booklet.

**ACTION:** JMc to send a request for nominations to the Member Country Representatives with response by May 2014

**IPTOP Communication**

JB explained that IPTOP are interested in setting up a media team to develop communication strategies such as Facebook Twitter or Linked in to increase the options for communication amongst the members. JT mentioned Dropbox as a way of sharing country information.

**ACTION:** When a team is established, they will look into all these possibilities.

12. **Any other Business**

   **IPTOP Standards of Clinical Practice document.**
   
   BR wished to officially thank the members of IPTOP, particularly the subcommittee, the WCPT Secretariat and Marilyn Moffatt for their input to finalise the document. This will be available to all members on the IPTOP website from May 2013.

13. **Next IPTOP General Meeting**

   To be held in Singapore at the next WCPT Congress, 1st – 4th May 2015.