Notes from the International Association of Physical Therapists working with Older People (IPTOP) General Meeting
Sunday 3rd May 2015,
Suntec Convention Centre, Singapore

Jennifer Bottomley, President of the International Association of Physical Therapists working with Older People (IPTOP) welcomed everyone to the meeting.

Apologies noted were: Jan Tessier (Belgium), Grainne Forde (Ireland), Stephanie Fu (Australia), Nanna Gudny Sigurdardottir (Iceland), Paulina Liskala (Finland), Glaucal Goncalves (Switzerland)

Just prior to the WCPT Congress in Singapore, Norway and South Africa had withdrawn their membership from IPTOP.

There were 24 people present at this meeting, 9 of whom were Voting members

1. Executive Committee introductions were made. Present were: Olwen Finlay (Patron), Jill McClintock (Vice-President and Secretary), Marilyn Miller (Co-opted temporary Newsletter Editor), Nancy Prickett (Treasurer), Bhanu Ramaswamy (co-opted Web Manager)

2. IPTOP Member Country voting representatives were introduced. Present were: Liz Binns (New Zealand), Filiz Can (Turkey), Lisa Dehner (USA), Hans Hobbelen (Netherlands), Helen Johnson (Canada), Bhanu Ramaswamy (UK), Christine Frey who represented Switzerland, as Glaucal Mantinelli-Goncalves was unable to attend. The representatives to the new member countries with voting rights were welcomed and introduced. These included: Constance Schlegl (Austria) and Lena Ziden (Sweden). Joining the meeting was a representative from newly re-joined Malta Victoria Massalha and Sin Yi Lee from Singapore, our newest country member.

3. Verification of notes from the last IPTOP General meeting in Boston, USA on 27th April 2013 was made. Proposal to agree these as a true record was made by Helen Johnson, seconded by Lisa Dehner. Motion to agree was carried unanimously. The notes were signed by Jennifer Bottomley.

4. Executive Committee Reports were presented and copies given to the Secretary for the IPTOP General Meeting business record. A summary of these reports is provided below.

- **Patron Olwen Finlay.** In her overview, Olwen congratulated the Executive Committee on their work and progress these past few years. She noted that it was over 22 years ago since she became aware of the value of building international relationships with physical therapists that work with older people. She summarised the history from conception to formation of an international group, which became an officially recognised subgroup of the WCPT in 2003 Congress, Barcelona.

Olwen referred to some of the challenges faced by the founder members of this international group. For example, there were differences in terminology encountered when preparing policy documents. These included whether to name the head of the group the President or Chair; and the reason why we call IPTOP an Association and not an organisation. An Association of people all with the same interest having equal input into the group rather than an organisation, which directs rather than involves its
members. Finally the different interpretations of the word ‘care’, and our use of the word, as it could be seen as being passive or active.

In particular, Olwen acknowledged the publication of the *IPTOP Standards of Clinical Practice* (2013), for which she thanked Bhanu, and the successfully run joint course in Boston, USA between IPTOP and the International Organisation of Physical Therapists in Women’s Health (IOPTWH) subgroup, for which she thanked Jennifer. She also congratulated Jill on the receipt of her recent WCPT International Service Award recognising her work for physiotherapy with older people, and wished Jill success in the role of Patron.

Olwen made note that during her term in office as Patron, an example of her fulfilling her role and promoting IPTOP at the highest level can be when she was invited to a recent reception at Buckingham Palace. When she was presented to Her Majesty Queen Elizabeth II, Olwen was able to make mention of IPTOP.

- **President Jennifer Bottomley**: Jennifer will submit her report to the next IPTOP Newsletter. The motion to accept this was proposed by Lisa and seconded by Bhanu; carried unanimously.

- **Vice-President & Secretary Jill McClintock**: A summary of this report will be included in the next Newsletter. Jill ended her report by saying how much she had enjoyed her time in its various capacities with IPTOP and wished the new Vice-President and new Secretary good wishes and hoped that they have as much fun as she did in doing those jobs.

  The motion to accept the report was proposed by Bhanu and seconded by Lisa; carried unanimously.

- **Treasurer Nancy Prickett**: Divided her report into two sections, one providing a summary of IPTOP’s financial position, and one of the membership of IPTOP.

  Nancy noted that for the first time, IPTOP has new associate members who include Bermuda, Fiji, Jamaica, St Lucia, Trinidad and Tobago, and Zambia, and that she hoped we might welcome other associate members during the course of this Conference. The motion to accept her report was proposed by Lisa and seconded by Liz; carried unanimously.

- **Web Manager Bhanu (co-opted)**: Presented the report as an advertisement for the post, as she was stepping down. She noted that it was an easy process for any successor to use the website page-by-page template she had created to update the WCPT website on a quarterly basis. She made mention of the ‘Resource’ page as not having been updated, as few Member Country Representatives had sent information to publish. Bhanu noted however that the issue of poor responses from MCRs was to be expanded upon in the ‘Communication subgroup’ report. The motion to accept the Web Manager report was proposed by Helen and seconded by Filiz; carried unanimously.

- **Newsletter Editor Marilyn Miller (co-opted)**: Marilyn explained there had not been a permanent Newsletter Editor in the past two years, and that various members of the Editorial Board had been instrumental in editing the content of the recent Newsletter, in particular. She thanked those who had made the Newsletter publication possible. The motion to accept the report was proposed by Lisa and seconded by Bhanu; carried unanimously.
5. **Sub Committee reports.** A full copy of the Communication Sub Committee report is to be provided to the Secretary following the General Meeting as a record, but a summary or highlights of all the reports is provided below:

- **Communication subcommittee** currently consists of Lisa Dehner and Bhanu Bhanu Ramaswamy (in her role of co-opted Web Manager). Lisa delivered the report making mention of a survey to Member Country Representatives requesting their preference in communication between an email blast, Facebook and Twitter. Even though the choice was overwhelmingly for an email blast, the lack of information sent by the Member Country Representatives had made this unfeasible, so she and Bhanu have set up an IPTOP Facebook (www.facebook.com/iptop.wcpt) and Twitter account (@iptopwcpct). She requested members on Facebook and/or Twitter to like and follow IPTOP respectively. She and Bhanu will organise for other members to gain administration access of these Social media sites so the burden of populating the fora is taken on by a few. The motion to accept the report was proposed by Hans and seconded by Helen; carried unanimously.

- **Finance subcommittee** currently consists of Nancy Pricett and Mieke Koning. Nancy mentioned that Mieke is now shadowing Nancy with the potential of taking on the role of IPTOP Treasurer in the future. The motion to accept the report was proposed by Lisa and seconded by Liz; carried unanimously.

- **Research (Hans Hobben, Filiz Can and Glaucha Goncalves Mantellini).** Hans delivered the report utilising a Power Point presentation that focused on a survey undertaken of research activity across the Member Countries of IPTOP. Liz started a discussion about the differences in funding and regional structures across the countries making some of the questions within the survey difficult to answer, but it was agreed that the survey provided an initial insight for our group. The motion to accept the report was proposed by Liz and seconded by Constance; carried unanimously.

6. **Proposed changes to IPTOP membership fees** from its current US$0.50 to US$1.00. There was much discussion involving all the Member Country representatives present. None of those at the meeting were opposed to the principle of an increase in fees. The concerns (especially from the countries with larger numbers such as the US, or those with little financial support) were over the proposal to double the fees for membership to IPTOP. Instead, Lisa proposed an incremental increase over the next few years, which was considered to be a good idea by some. Other Member Country Representatives noted that their associations would be happy if the original proposed increase was agreed at this meeting. A suggestion from Lisa was to consider a capped fee for the larger Member Countries, possibly for those with over 1000 members. **ACTION:** Nancy will look into these suggestions, and proposed setting up a Task Force with the Regional Representatives to look at the restructure of the membership fees.

7. **Executive Committee vacancies.** After a question related to the way in which nominations are processed, Jill explained that nominations are requested, through the Member Country Representatives and their networks, and are sent to the IPTOP Secretary. These are signed and dated to support an agreed nominee from the person’s professional organisation within their country of origin six months prior to a General Meeting.

**Executive Committee invitation for position of Patron** was extended and accepted by Jill McClintock. This was supported by the UK professional body, AGILE.
Executive Committee Nominations:

- **Unopposed nomination for President** – Jennifer Bottomley (second term). A motion of acclamation was passed.
- **Unopposed nomination for Vice President** – Hans Hobbelen (first term). A motion of acclamation was passed.
- Helen Johnson withdrew her nomination for Secretary, so **unopposed nomination for Secretary** – Jan Tessier (first term). A motion of acclamation was passed.
- **Unopposed nomination for Treasurer** – Nancy Prickett (second term). A motion of acclamation was passed.
- **Non-Executive vacancies**: No official nominations were received for Newsletter Editor or Web Manager. During the meeting, Helen Johnson offered her interest in both the Newsletter Editor and Web Manager positions, acknowledging the link through these roles into the Communications Subcommittee. Helen was duly invited to join as a Non-Executive member of the Committee.

8. **Awards.** Two people were awarded IPTOP Certificates of Recognition – one to Olwen Finlay and the second to Jill McClintock for their outstanding commitment and contribution to the work of physiotherapy with older people. An IPTOP globe was presented to outgoing Committee members Jill, Bhanu and Marilyn, also an IPTOP globe was presented to Sin-Yi for her invaluable help in organising the IPTOP social event in Singapore.

9. **Future plans for IPTOP.** Jennifer discussed our hopes to grow the membership and to establish better international channels of communication within IPTOP. To try to have an increased involvement in the pre and post WCPT education days. Also to change the format for future IPTOP GM’s by publishing reports ahead of the meeting and so allowing more time for interactive round table involvement and discussion.

10. **New logo** – Jennifer reiterated the change of logo and the need now to use a consistent logo in all IPTOP documentation. She explained why the original logo has been altered to the new format, which now has the full wording of the Association printed, instead of just the abbreviation. This we hope will now help everyone know who IPTOP are.

11. **Next IPTOP Conference.** There is the possibility of a Conference in Belgium in 2016 or at the next WCPT 2 yearly Congress in Cape Town in July 2nd - 4th 2017.

12. Any Other Business

- Jill noted that a difference in the job description has been made to the role of the Patron. This is to ensure the Patrons full involvement in IPTOP business throughout their term of office.
- Due to the unavailability of Hans at the planned M CRs Skype call on August 4th 2015 Jennifer will send out new dates in the next couple of weeks to the MCRs via a Doodle Poll
- Filiz suggested that MCRs should provide alternates. JMc mentioned this used to be the requirement and that it will be investigated when she passes this information on to the incoming Secretary.

13. **Next IPTOP General meeting** – to be announced at a later date.