The International Association of Physical Therapists working with Older people (IPTOP) General Meeting Tuesday July 4th, 2017 in Cape Town

Abbreviations: IPTOP (International Association of Physical Therapists working with Older People), EC (Executive Committee), RR (Regional Representative) MCR (Member Country Representative), AM (Associate Member), GM (General Meeting), CC (Communication Committee), RC (Research Committee), BP (Business Plan), SIG (Special Interest Group),

1. Welcome
   Jennifer Bottomley, President of the International Association of Physical Therapists working with Older People (IPTOP) welcomed everyone to the meeting and thanked the South African PT association for their work in the organisation of the WCPT congress.

   Apologies noted were: Laura Den Boeft (Netherlands), Lisa Dehner (USA), Stephen Lungaro Mifsud (Malta), Liz Binns (New Zealand), Danielle Jagodic (Slovenia), Sin Yi Lee (Singapore), Glauca Goncalves-Mantinelli (Switzerland), Olwen Finlay Past President and Founder member of IPTOP.

   There were 29 people present at this meeting, 13 of whom were voting members.

2. Executive Committee introductions were made:
   Present were: Jill McClintock (Patron), Jennifer Bottomley (President), Hans Hobbelen (Vice-President), Nancy Prickett (Treasurer), Helen Johnson (Newsletter Editor and Web Manager) and Jan Tessier (Secretary). Jennifer also introduced Filiz Can a past President of IPTOP, she is from Turkey and Janet Thomas, who is the mastermind behind the IPTOP use of Twitter and Facebook, also the broadcasting of this meeting on the internet so that anyone who wants to follow this GM, has the possibility to do so. Jennifer gave us also a quick message from Olwen Finlay, who is unable to attend this conference, and was IPTOPs first President. She sent her respects and regret that she was unable to attend this GM.

3. IPTOP Member Country voting representatives were introduced.
   MCRs: Filiz Can (Turkey), Janet Thomas (UK), Lena Zidén (Sweden), Viviane Lim (Singapore), Heike Steinmüller (Germany), Christine Frey (Switzerland), Gabrijela Starc (Slovenia), Maria-Louisa Busutill (Malta), Patsy (Australia) and with agreed authority, the IPTOP EC members: Hans
Hobbelen (The Netherlands), Helen Johnson (Canada), Nancy Prickett (USA), Jan Tessier (Belgium).

4. **New member Countries and Countries with Associate membership**
   Slovenia is a new member and received the certificate of membership from Jennifer. On the conference, we have 2 new member elect countries: Japan and Greece.

5. **Verification of notes from the last IPTOP GM in Singapore May 2015** was made. A proposal to agree these, as a true record, was made by Helen Johnson, seconded by Christine Frey. Motion was carried unanimously. The notes were signed and dated by Jennifer Bottomley.

6. **Executive Committee Reports were presented:**
   - **Patron Jill McClintock**
     Jill said she was happy and proud to be the current Patron. She has been directly involved in IPTOP for the past 14 years, firstly as UK rep for 4 years then Secretary for 8 years, and for 4 of those years she was also Vice-President and Patron since 2015.
     She continued with convincing the audience that they currently have a very enthusiastic and motivated group of Officers pushing IPTOP forward and ensuring that any opportunity that IPTOP can have to promote and share its values and expertise are used.
     IPTOP is not standing still, we are widening our membership, thanks to Nancy and expanding our communication pathways through Facebook and Twitter with input from Helen and Janet Thomas (MCR UK) and the rest of the Communication Committee.
     The RC is reformatting with guidance from Hans.
     The IPTOP President, Jennifer, is guiding the ship and encouraging IPTOP to use collaboration opportunities with both other WCPT Subgroups and with the those within other professional groups that are working with Older People.
     The Secretary, Jan, is working hard with all the paperwork and keeping us up to date and informed.
     Ending her short report to the audience: “As Patron my role is to support and advise the current IPTOP EC and in this I feel it is also very important that we plan for the future, we need new voices, new ideas, to join IPTOP and ensure its future”.
   - **President**
The Presidents report is on the website. Jennifer said that the communication is the most important thing for IPTOP. We are meeting on a 3-monthly basis with the MCRs to inform them about IPTOP plans and we are planning to expand that role and to have more interaction with our AM in countries who don’t have a SIG or have very few PTs, they also must be more involved. Jennifer is very pleased with the way that IPTOP is evolving.

• **Vice-President and Research Committee:**
  Hans Hobbelen is currently Vice-President of IPTOP. He became Vice-president in May 2015 at the WCPT congress in Singapore. His main activities for IPTOP last year were related to research and the visibility of IPTOP at conferences. He has set up a new Research Committee with Stephen Lungaro-Mifsud from Malta as chair and Laura Den Boept (Netherlands), Filiz Can (Turkey) and Susan Hunter (Canada) as members. Their first assignment is to find interesting topics for an IPTOP focussed symposia for the 2019 WCPT congress. He has also been appointed the representative for all WCPT subgroups on the International Scientific Committee (ISC) for the 2017 Cape Town Congress and he hopes the visibility of IPTOP and all the subgroups will be improved at this Congress.

• **Secretary**
  Jan Tessier is currently Secretary of IPTOP, since the IPTOP GM in Singapore (May 2015), before that he was the MCR for Belgium. He is very honoured with this job in IPTOP and to work with this EC, being involved in discussions and taking decisions for the future of IPTOP and Jennifer thanked Jill and Jan for their work in developing the IPTOP Business Plan, a strategic plan that will take IPTOP into the future.

• **Treasurer**
  Nancy Prickett (USA) is the IPTOP Treasurer
  - **Finances:** Before the Congress the checking account was: $17,420 US and the savings account was $2,005 US. The expenses for IPTOP for the conference, will be $4,546 US. We have one vendor to help us and we have got some money for advertising: Urban poling. One of the benefits that they have done in their advertising is that we’ve got a set of poles to give away at the GM. So, we asked the audience to write their names on a sheet of paper and we will draw one name out of the bag to give away the walking poles.
o **Membership.** At this conference, we have signed up 15 new AMs who become a member of IPTOP. That is the best way to receive information about Physiotherapy for Older People and to make IPTOP visible in their country.

o **Funds: Research and Education**
  The EC has been working on establishing two new funds: A Research fund and an Education Fund. Information about both will be on the IPTOP website where there will be an application form as well as the information about the procedures for applying. The IPTOP Executive Committee has been working on a Scholarship of $250 US dollar to help someone do a platform presentation at a conference. An IPTOP committee will be set up to review these applications.

o **Increase of dues**
  This was proposed in Boston, discussed in Singapore and the motion that the voting members have before them is effective on July 2017 and the second part is effective on July 2019.

Discussion on this motion:
A comment from the Agile UK Committee, Janet Thomas:
What will member countries receive back from increased dues?
Jennifer explained that the EC is planning for increasing activities, education opportunities and networking opportunities.
Sweden had a question about the cap: they have 1400 members in their country and we want to know what will happen if our group will have more than 1500 members.
Nancy replies that the EC will hold the cap. There are 2 countries with larger groups of members and to allow a more favourable financial planning for these large groups, we installed this capping.

Voting is called by Janet Thomas (UK) and seconded by Christine Frey (Switzerland). There were 12 Yes and 2 No votes.

The motion is carried. Jennifer thanked the representatives for voting.

- **Web Manager / Newsletter Editor (co-opted): Helen Johnson:**
Helen has been in this position since the Singapore GM 2015 and enjoyed putting together the Newsletter. The Newsletter is a vehicle for IPTOP to try to gather information on what is happening in Older Peoples care. We are trying to have 2 Newsletters per year, to keep it timely and
active and we recognise that the Newsletters get out of date quickly. Helen is forming a Communication Committee, they have already some communication by email and they recognise that the CC need a strategy, we need to know what we are communicating, what is the message, who is the audience, what are the goals and the purpose of the communication. So, they are just pulling that together now and if anybody has ideas and thoughts for us, Helen will be very happy to hear about this you can reach her through her email on the IPTOP website: editor@iptop.wcpt.com.

She also said that she had to recognize, at the Networking session, that we have members (in Australia and in other areas), working in Older People care, in countries who are IPTOP members, who never have heard of IPTOP. So that was not a good thing to hear. There are some responsibilities perhaps with our MCRs to then disseminate IPTOP information in relation to their members of the SIG in their country. The last thing Helen wanted to mention is that we have a Twitter account, Janet Thomas (UK) is now live streaming this GM on Twitter and we are also hoping to strengthen LinkedIn group. She thinks that, even in Canada, there are fewer people that use LinkedIn than use Facebook and Twitter. LinkedIn is a bit more of a professional site. We need people to email addresses to invite you to the LinkedIn group. There is a potential forum to hold discussions on topics of interest with LinkedIn. We can do more tweet-chat and Facebook to let us disseminate some of the clinical guidelines and to help raise the profile and the practice of Physical Therapy with Older People.

Janet Thomas said: there are 2 MCRs who are online following this live streaming of the GM: Stephen Lungaro-Mifsud (Malta) and Lisa Dehner (USA).

Jennifer Bottomley thanked the EC members for their reports.

7. IPTOP Business Plan:
The BP has been completed in the last three months. At our last MCR Skype meeting we were up to date with the BP. We are looking at a couple of strategies for future Skype calls so that we might split the call and do an Asian Regional Skype call as well as the European / North American Skype call. Jennifer said, while she spoked about topics, some off the future for IPTOP are to strengthen the role of the MCRs and the input from the AMs, but we
also want to develop a stronger role for the RRs. A RR will be somebody who coordinates their region. 
So, out of the MCRs from each of the 5 Regions, there will be a leader that will organise meetings for that Region and Jennifer thinks that it will help with some of the Newsletter exchange or some of the goals where the Newsletter isn’t being distributed to the membership effectively and also help with communication and perhaps a model might be that a Regional group develops an educational program that IPTOP will be able to help sponsor, or collaborate with one of your country PT organisations, to have a meeting or an educational program, similar to what IPTOP did in Boston.

IPTOP’s aims and objectives in their BP:

- **Education:** Provide a platform to foster sharing of knowledge between physical therapists working with older people throughout the world and how IPTOP is going to do that.
- **Practice:** To build clinical expertise, developing Standards and encourage high standards of physical therapy practice with older people, looking at differences in one country to the next.
- **Communication:** To advance practice by communication and exchange of information. IPTOP has improved in her communication with the use of social media.
- **Research:** To encourage scientific research and promote opportunities for the spread of knowledge of new developments in the field.
- **Collaboration:** To assist WCPT member organisations in the formation and development of recognised groups working with older people. Collaborate with other geriatric PT organisations.
- **Organisation:** Maintain high standard of quality organisation; maintaining up to date policies and procedures; a time table for tasks and reports of day to day organisation management.

We would like to develop an IPTOP Education Committee. A committee to help provide the educational model for conferences. IPTOP is also planning to develop a Communications Strategy.

8. **Future for IPTOP:**

   - **Job opportunities on the IPTOP Executive Committee.**
     Jennifer said that all the positions in the IPTOP Executive Committee are up for election in Geneva in 2019. Jennifer has served her 2 terms and is stepping down as President.
The eligible positions are the President, the Vice-President, the Treasurer, the Secretary and the Newsletter Editor and Web Manager. The Patron post is by nomination, not election and can if nominated stand for a second term.

If the MCR cannot attend one of the Skype meetings, then the MCR can send an alternate to replace them on Skype call.

It is great to have somebody from each member country so that the information can go through to all the members in that country.

We have Committee opportunities for membership the Research Committee, the Communication Committee and the Finance Committee. So, if you would like to get involved in one of the existing committees please let us know.

Nomination from your country is only needed for Executive Committee positions, not sub Committees.

- **To form an Education Committee**
  This will allow planning for IPTOP involvement in future Conferences

- **To develop a Communication Strategy**
  This is being done by Helen and the CC

- **To develop a new position in IPTOP to coordinate the MCRs, the RRs and the Associate members**
  This will be a valuable addition to our present structure as now we feel we are not supporting our reps enough.

  Congratulations to Prof. Yukio (Japan) for winning the lucky dip for the 2 poles from Urbanpoling.

**9. Next IPTOP and WCPT Conferences**
- Montreal, Canada, Nov. 1-4, 2018

**10. Any Other Business**

Hans Hobbelen said that if anyone is interested in a role within the Executive Committee, they should approach us, the existing EC and we will discuss with you and explain what these jobs are.

Jan (Secretary) added that all the job descriptions are in the Policy book that is available through the MCR of each country.

Jennifer said that anyone, who is interested in a job, to feel free to talk to the person that has served in that position.
Jennifer thanked everyone for attending the GM and the meeting is adjourned.

**Next IPTOP GM will be in Geneva, May 10-13, 2019.**

Tessier Jan, IPTOP Secretary