**Attendees: Online**

Abdulaziz Moalim Leanne Wyman

Angela RankinLisa Acorn

Betty Soanes Maureen Buchanan-Chell

Cindy Grainger Mellissa Kobelsky

Crystelle Ong Michelle Zerwicker

Devonne Brady Sandra Dunbar

Erica Yip Sara Gallinger

Erin Robertson Sharon Wilson

Gord Platt Tiffany Herrick

Jennifer Parsonage Yvette Gable

Jonathan Suzanski Olga Fernandez

Kelvin Yu

| **AGENDA ITEM** | | | **NOTES** | **PRESENTER** | **MINUTES** |
| --- | --- | --- | --- | --- | --- |
| **Call to Order 13:00**  **Meeting recorded** | | |  | Chair: Maureen  Buchanan-Chell |  |
| 1.0 | Welcome and introductions | |  | Maureen |  |
| **2.0** | **Approval of the Agenda** | |  | Chair/All | Motion to Approve: Tiffany Herrick Second: Jennifer Parsonage. Motion carried. |
| **3.0** | **Approval of the Minutes** | | No additions or changes | Chair/All | Motion to Accept: Leanne Wyman Second: Betty Soanes. Motion carried. |
| **4.0** | **Membership profile** | | Leanne Wyman |  |  |
| **5.0** | * **New Business** | | | |  |
|  | 5.1 | Membership Update |  | Maureen | Currently 75 members, IPAC Canada membership has grown over 15 %, mostly from new LTC IPC’s.  Bring a new member: if you bring a guest and your guest becomes a member both of your names will be entered into a draw for a member ship fee for one year. Mentorship committee is looking for mentors. |
|  | 5.2 | Financial Update | * 2021-2022 Budget * Financial Record Audit * Financial Strategic Plan? | Crystelle | Crystelle presented budget, which remains healthy over the last year expenses are minimal. Increase in revenue, less spending due to COVID. Developed a 5 year plan for 2021-2026, money has been allocated for IPAC conference.  Sara Gallinger made motion to approve the budget, Tiffany Herrick seconded the budget as presented, Motion approved. Budget needs to be audited by 2 people end of January annually. There is a checklist to review. Erica Yip and Betty Soanes have offered to be auditors. |
|  | 5.3 | Elections | * President Elect * Secretary * Treasurer-Erica Yip * Education Committee Chair | Jenn | Jenn spoke about the roles of the open positions. Asked the group for nominations for the open positions available January 2022.  **Erica Yip has put her name forward for the Treasurer position!**  Motion made by Betty Soanes to accept Erica as Treasurer! Sharon Wilson has seconded this motion  **Erica has won the position of Treasurer by acclamation!**  Questions asked about how many meetings were held this past year, schedule shared, 4 Business meetings were held.  As people come forward for positions members will be notified by email if need to vote. |
|  | 5.4 | IPAC Northern Alberta Chapter Strategic Planning | We will update the Chapter document once the new IPAC Canada plan is out | Maureen | IPAC Canada completed a survey of members and has been meeting with various groups over the year to review and draft an updated Strategic plan. Once the new plan is published in 2022, IPAC NA will update our chapter document as appropriate |
| **6.0** | **Ongoing Business** | | | |  |
|  | 6.1 | IPAC NA and SA Collaboration |  |  |  |
|  | 6.2 | Newsletter for Interest groups and Committees | Groups have not been met | Yvette/Jenn | Some Interest Groups s are still on hold |
|  | 6.3 | IPAC NA webpage |  | Leanne/Maureen | No new updates. Review of IPAC Canada copyright is still underway. When the outcome is known, information will be shared with the chapters. We will update our Logo once IPAC Canada shares the outcome. |
|  | 6.4 | Education Committee | Ideas for education topics from last year available | Fred | Anyone with topic ideas? Please share with Maureen. |
| **7.0** | **Correspondence & Discussion** | | | |  |
|  | 7.1 | From IPAC Canada | 2022 Conference will be virtual  Abstract deadline-Jan 10, 2022  2021 NICW-send photos by Feb 1, 2022  2022 Ecolab Poster Contest entry deadline is Jan 31, 2022 | Chair | IPAC NA received 2 thank you cards; from Gord Platt and Jim Gauthier |
| **8.0** | **Standing IPAC-Canada Interest Groups - Representatives/Have not met** | | | |  |
|  | 8.1 | Cardiac Care |  | Michelle Zwicker | Will be starting again |
|  | 8.2 | Community Health |  | Kathy Jarema |  |
|  | 8.3 | Dialysis |  | Deborah Hobbs |  |
|  | 8.4 | Environmental Hygiene |  | Gord Platt |  |
|  | 8.5 | Healthcare Facility Design & Construction |  | Leanne Wyman |  |
|  | 8.6 | Long-term Care |  | Sara Gallinger | Looking for chair/co-chair |
|  | 8.7 | Mental Health |  | Carolyn Doroshuk | Possibly disbanding, no info or communication |
|  | 8.10 | Pediatrics & Neonatal |  |  | Looking for new representative |
|  | 8.11 | Pre-hospital & First Responders |  | Justyna Augustyn |  |
|  | 8.12 | Reprocessing |  | Jennifer Parsonage |  |
|  | 8.13 | Surveillance/Applied Epidemiology |  | Kaitlin Hearn |  |
| **9.0** | **Standing IPAC-Canada Internal Committees - News** | | | |  |
|  | 9.1 | **Programs and Projects** |  | Yvette Gable | Yvette available to continue |
|  | 9.2 | **Standards and Guidelines** |  | Fred Cundict |  |
|  | 9.3 | **Membership** |  | Yvette Gable |  |
|  | 9.3 | **Chapter Council** |  | Dione Kolodka |  |
| **Next Meeting** | | |  | |  |
| **Adjournment** | | | 14:20 | |  |