

**IIPT/SC
Business Meeting
January 15, 2020**

Present: Colleen Sandor, Sue Cebulko, Karen Mohatt, Pat Hedegard, Stephanie Minen, Michell Kwintner

Absent: Lea Setton

Minutes:

1. Stephanie was reported as absent and present. She was present.
2. The 2 page papers are due 24 hours prior to presentation not 48.
3. Sue will make these changes and resubmit the minutes

February Weekend:

1. There will not be a member's meeting at the February Institute
2. Colleen will be the only member of the SC at the weekend. She will let the candidates know that she will be the only representative of the SC at the weekend.
3. Flora is presenting to Judy.
4. Carla will be the GAM group leader for the next 2 weekends which will allow for continuity. This will be announced prior to the weekend.

Committees:

Candidates: Stephanie

1. Clarification:
 - a. end of year write ups: Panel year: 15-20 pages. Any year prior to panel year: 5-10 pages
 - b. Begin final write up upon completion of clinical and didactic work.
 - c. Submit to CPC Chair request for panel 3 months in advance.
 - d. Independent study papers need to be approved by Colleen and Sue prior to distributing them to candidates. It is then the presenters responsibility to distribute the papers.
 - e. Tuition for candidates completing their clinical work will be worked out with Colleen, Sue and Anna.

Curriculum: Michelle

1. The spring curriculum and objectives have been completed and distributed
2. The April weekend is the targeted date for distributing the summer curriculum.

FDC: Pat

1. No report

SA: Lea

1. No report

CPC: Karen

1. Committee discussed 7-year plan for candidates
2. Discussion of forming a committee to revise/update the HB

Admissions: Colleen

1. A 5th person has been interviewed as a potential candidate for the incoming class. No decision for admission has been made yet.

Submitted by Pat Hedegard