



International Federation of Societies for Hand Therapy

REPORTS 2013

Table of Contents

	Page
IFSHT Executive Committee Reports:	
President	3
President-elect	4
Secretary General	5
Treasurer	6
Historian	7
Past-President	9
IFSHT Committee Reports	
Bylaws Committee	10
Membership Committee	13
Education Committee	14
Silent Auction Committee (2010-2011)	15
Silent Auction Committee (2012-2013)	16
Sponsorship Committee	17
Nominating Committee	19



IFSHT REPORT

OFFICE REPORTING:	Executive Committee - President
PERSON REPORTING:	Lynne Feehan
DATE OF REPORT:	5th January 2013
DATES REPORT COVERS:	22.06.2010 – 04.03.2013

Action Items Completed:

Represented IFSHT at:

Date:	Event:	Location
Oct 31 to Nov 4, 2010.	IFSSH 2010, 10 th Triennial Congress	Seoul Korea
May 26 – 28, 2011.	XVIth FESSH and Xth EFSHT congresses. (IFSSH council meeting)	Oslo, Norway
September 7-10, 2011	ASSH annual meeting. (IFSSH council meeting)	Los Vegas, USA
October 5-7, 2011.	13th Congress South American Societies Hand Therapy / 7th Congress Argentina Hand Therapy Association	Buenos Aires, Argentina
March 4-6, 2012.	Pre-Triennial Congress Site Visit	New Delhi, India
October 11 – 13, 2012.	5 th Congress, Asia Pacific Federation of Societies for Hand Therapy.	Bali, Indonesia.
October 18-21, 2012.	ASHT, 35 th Annual Meeting	San Diego, USA.

Committee activities:

- Chair – Executive Committee. Interim meeting, Winterthur, Switzerland. February 5-7, 2011. Skype meetings, every 8 weeks, June 2010 thru February 2013.
- Co-Chair with Joy MacDermid (Canada) – Program Committee 9th IFSHT Triennial Congress. March 4-8, 2013. New Delhi, India. Stacey Doyon (USA), Chair Abstract Review committee.
- Chair – Sponsorship Committee (2010-2013) {See Sponsorship Committee report}
- Ex-officio Member – Financial Review Committee

Other activities:

- Negotiated the contract between IFSHT and Asociación Argentina de Cirugía de la Mano (AACM) and the Capítulo de Terapistas de la Mano to host the 10th IFSHT Triennial Meeting in conjunction with the 13th IFSSH Triennial Meeting in Buenos Aires, Argentina in 2016.
- Coordinated the content and writing of 10 issues of the IFSHT UPDATE. (Ulrika Klingvall, Sweden)

Action Items In-progress:

- Oversight of the final planning for the 9th Triennial Congress, March 2013.
- Financial Review committee meeting February 2013

Discussion points for Delegate's Meeting: TBD



IFSHT REPORT

OFFICE REPORTING:	Executive Committee - President Elect
PERSON REPORTING:	Sarah Ewald
DATE OF REPORT:	3rd January 2013
DATES REPORT COVERS:	June 2010 to December 2013

Action Items Completed

- Drafted a petition to obtain tax free status for IFSHT in Switzerland, coordinated the documentation for this petition and for questions from the tax authority that arose from this. As a result, IFSHT was granted tax free status, retroactively as of January 1, 2008, as a charitable organization on June 22, 2012 by the canton of Zürich, Switzerland.
- Assisted the treasurer with opening a pay-pal account for IFSHT.
- Hosted the IFSHT EXCO meeting in my home in 2011.
- Opened a constant contact account, to enable IFSHT to send mass e-mail, in October, 2012 and assumed responsibility for monthly e-mails to therapists that are interested in IFSHT. Update the IFSHT mass mailing list on a regular basis.
- Wrote an article detailing the history of IFSHT for the IFSSH e-zine.
- Acted as a liaison to the Education Committee. Met with the chair of the education committee, Lucelle van der ven Stevens, in Oslo in 2011.
- In January, 2012, recruited a new chair of the Silent Auction Committee for the 2013 auction and have acted as a liaison with this committee.
- Have been a member of the 2013 program planning committee, as such made suggestions for speakers and organized a session.
- Liaison to bank for IFSHT, in this capacity have clarified bank questions and deposited funds, arranged for transfer of funds as needed and arranged for bank paperwork to be completed with change of EXCO officers in 2010.
- Revised application process for IFSHT Voluntary Hand Therapy Project Grants.
- Liaison to 2016 IFSHT IFSSH Congress planning committee.

Action Items In-progress:

- Continue work with 2016 Congress planning committee.
- Continue planning and preparation for role as President of IFSHT 2013-2016.

Discussion points for Delegate's Meeting:

- How do delegates perceive IFSHT mass mailing? Is this helpful? How can it be improved?
- What suggestions do delegates have for IFSHT for next term? Priorities?



IFSHT REPORT

OFFICE REPORTING:	Executive Committee - Secretary General
PERSON REPORTING:	Ursula Wendling
DATE OF REPORT:	5th January 2013
DATES REPORT COVERS:	June 2010 to February 2013

Action Items Completed:

- **Represented IFSHT at:**

Swiss HT Society Congress	November 2011, Biel (CH)
IFSSH Council Meeting	June 2012, Antwerp (B)
European Hand Day	June 2012 (B)
Swiss HT Society Congress	November 2012, Thun (CH)
- **Handled correspondence, included:**
 - Requests** from therapists around the world, IFSHT members, commercial organizations, patients seeking care, liaison organizations, etc.
 - Information** to IFSHT Members, past Presidents, Editors of national societies, liaison organizations, IFSHT committee chairs, etc
- Prepared **agenda and minutes of all EXCO meetings** (skype meetings and one 3-day meeting) and posted on the discussion forum on the website
- Maintained **contact with IFSHT delegates and member countries** and sent **regular update**
- **Provided supporting documentation** for hand therapists wishing to install interest groups or societies in their countries.
- Together with the Historian **planned and conducted 4 electronic votes**
- Worked together with Denise Conterjnic, chair of the Spanish translation committee
- Together with the President **coordinated the call of proposals to host the triennial congress 2019** and the **fund allocation to attend the congress in Delhi**
- Together with EXCO **planned and prepared the Council meeting** in Delhi
- **Requested reports from each office** and committee and collated them in an official reports document.
- Acted as **Chair of the membership committee**

Action Items In-progress:

- **Minutes from council meeting in Delhi must be completed** following the meeting
- **Continue to spread knowledge about the IFSHT worldwide** and to encourage and support the founding of National Hand Therapy Societies
- **Improve the contact process with the IFSHT delegates**, included the cooperativeness of the delegates to reply in a timely manner and to update their societies information on the website
- **Improve the support of the IFSHT corresponding members** included the help to enhance hand therapy in their countries.

Discussion points for Delegate's Meeting:

- Delegates are reminded to update the IFSHT website whenever the officers of their society change and to reply in a timely manner What are the barriers in this process? What would make it easier for delegates to meet their responsibilities?



IFSHT REPORT

OFFICE REPORTING:	Executive Committee - Treasurer
PERSON REPORTING:	Heidi Miettinen
DATE OF REPORT:	5th January 2013
DATES REPORT COVERS:	1st January 2011 to 5th January 2013

Action Items Completed:

- Accounting reviewed and accepted up to 31st December 2011 by EXCO and Council. Accounting is accurate to 31st December 2012 and will be reviewed in January 2013.
- Presented annual (from 2010 and 2011 years) accounting reports to EXCO and council for review and approval. These reports were used for submission of annual income tax forms in Switzerland.
- All members are currently paid in full.
 - Only one society member was delinquent in their payments this term; defined not in good standing.
 - Invoicing for 2013 membership fees is on-going.
- IFSHT finances
 - Mainly using on-line banking system of Swiss bank account.
 - Required assistance from our in country bank contact for depositing some bank cheques for some donation payments, preparing and submitting annual income tax.
 - PayPal account is opened and used for both invoicing and paying.
 - PayPal donation buttons created for IFSHT home page together with historian
- Part of IFSHT assets have been invested in low-risk investments and carefully followed during the time. Because of the uncertain financial situation and euro crisis, EXCO decided to sell the investments even the originally planned profit level was not reached.
- General Financial Guidelines for IFSHT are commenced and updated for second version.
- Created new templates for EXCO use; bookkeeping, donations follow-up, Exco expenses form and receipts.

Items In-progress:

- Finalize accounting documents 2012 for review for EXCO and Council
- Close official accounting from 2011 to January 31st, 2013 for review by financial review committee in February, before Triennial Congress
- Finalize and present the final budget proposal for 2014 to 2016 to the executive committee review prior to presenting to council.
- To transfer all documentation to the new treasurer by the end of year 2013.
- Continue with ongoing accounting till the end of 2013, in partnership with new treasurer.

Discussion points for Delegate's Meeting:

- No change in membership fees next three-year term for full, associate, corresponding or commercial members.
- Financial review committee; Argentina
- In country bank and tax contact; Sarah Ewald. Approval for Sarah continuing in this role for the next three years.



IFSHT REPORT

OFFICE REPORTING:	Executive Committee - Historian
PERSON REPORTING:	Patricia Rappaport
DATE OF REPORT:	28th December 2012
DATES REPORT COVERS:	June 2010 to March 2013

Action Items Completed:

Historian:

- Organized historical archives supplied by Ulrika Klingvall, Historian 2007-2010, and Sarah Ewald, Historian 2004-2007
- Completed the scanning of paper archives previously held by Annette Leveridge, Historian 1995-1998
- Scanned historical paper archives held by founding member Evelyn Mackin and those held by founding member Jean-Claude Rouzard
- Converted all individual digital files to a uniform PDF format and integrated them into a workable organized system
- Initiated the transfer of historical archives to the website-based archive section
- Identified and obtained missing historical documents

Website Liaison:

- Worked with Lynne Feehan, executive liaison to the webmaster 2007-2011 during the launch of the new website in March 2011
- Assumed the responsibility as liaison to the webmaster March 2011
- Identified and hired a new webmaster February 2012
- Worked on a recurring basis in conjunction with EXCO members, delegates, and the webmaster to develop and update information on the website

Action Items In-progress:

Historian:

- Organize/label historical photographs and integrate into the historical archives
- Complete the transfer of historical documents to website archive section
- Continue to work on identifying and locating any missing historical documents
- Continue to refine the organization of digital archives for completeness, ease of use, and accessibility for the executive board and society members

Website Liaison:

- Ongoing attention to website function, ease of use, and improved look
- Increase level of communication with IFSHT members via the website
- Facilitate timely IFSHT member society updates including contact information and IFSHT Member Organization Educational Events
- Continue to focus on developing the website as a valuable resource for the public and IFSHT members
- Develop the website sections including:
 - Regional/International Liaisons
 - Related Links

Discussion points for Delegate's Meeting:

- We strive to maintain a complete historical archive of IFSHT. If anyone has any historical documents or photographs related to IFSHT, please pass them onto an EXCO member.
- Feedback on IFSHT website
 - Ease of use? Problem areas?
 - Information members would like to see on the website?
 - Suggestions on how IFSHT can facilitate keeping members connected and involved electronically?
 - Is your society's contact information and educational event section up-to-date? Please update it regularly so that we all can stay informed and benefit from the many interesting things our society members are doing.



IFSHT REPORT

OFFICE REPORTING:	Executive Committee - Immediate Past President
PERSON REPORTING:	Judy C. Colditz
DATE OF REPORT:	January 2013
DATES REPORT COVERS:	June 2010 to March 2013

Action Items Completed:

- Stored & distributed dynamometers donated to IFSHT
- Identified & purchased marketing images for IFSHT website & printed materials
- Continued the quarterly layout of the *IFSHT Update* page
- Provided layout & design for marketing items for 9th Triennial Congress
- Served as chair of the IFSHT Nominating Committee (see separate report)
- Participated EXCO meetings (in Zurich and via Skype)
- Assured marketing info for 9th Congress was distributed at Philadelphia & ASHT meetings
- Represented IFSHT at 90th birthday celebration for Evelyn Mackin in Philadelphia
- Participated in recommendations for Philadelphia meeting scholarship

Action Items In-progress:

- Organizing past-president's gathering in New Delhi
- Participating as presenter and moderator at New Delhi Congress

Discussion points for Delegate's Meeting:

- None



IFSHT REPORT

OFFICE REPORTING:	Bylaws Committee
PERSON REPORTING:	Joannie Taylor and Barbara Hall
DATE OF REPORT:	January 4, 2013
DATES REPORT COVERS:	April 2010 to January 2013

The IFSHT Executive Committee is proposing a number of changes to the Bylaws of the Federation, and will seek ratification of these at the IFSHT Council meeting in India in 2013. The proposed changes to the bylaws for 2010-13 are outlines below. Six major changes/additions have been made to the Bylaws.

Proposed change/additions considered to be significant are as follows (in blue)

- **Registration of IFSHT as a not for profit association and change of dates**

ARTICLE I: NAME page 1/15

- A. The name of the organization shall be "International Federation of Societies for Hand Therapy" (IFSHT). Founded on December 6, 1985 in PARIS, **and subsequently registered as a tax free, not for profit association in Winterthur, Switzerland on the 22nd June 2012 and retroactive as of January 1st 2008**, the IFSHT is governed by Swiss law. This Federation unites Societies interested in Hand Therapy. Each participating Society retains its own autonomy.

- **Additional point to the Mission of IFSHT**

ARTICLE II: PURPOSE page 1/15

- A. Mission – To provide global networking and educational opportunities to develop and enhance the practice of hand therapy.
1. To maintain a liaison with societies associated with the practice of hand therapy;
 2. To promote the exchange of information about the practice of hand therapy;
 3. To facilitate international hand therapy educational opportunities;
 4. To exchange knowledge through publications and scientific meetings;
 5. To further collaboration between hand therapists and hand surgeons;
 6. To foster mutual interests and communication between the International Federation of Societies for Hand Therapy and the International Federation of Societies for Surgery of the Hand.
 7. **To serve its members and support and encourage the development of hand therapy worldwide**
 8. **The Organisation (IFSHT) does not pursue commercial interests**

- **Treasurer role more clearly defined**

ARTICLE VI / SECTION 3 – TERMS AND RESPONSIBILITIES page 8/15

Treasurer

1. Shall be elected by the Council for three (3) years. The term shall begin at the close of the Triennial Scientific Meeting;
2. **Shall receive all funds, depositing them in a bank designated by Council;**

3. Shall pay all bills of the Society and keep an itemized account of receipts and expenditures;
4. Shall keep a record of all member groups paying dues;
5. Shall propose a triennial budget for approval by Council. The term of the budget shall be 36 months, commencing January 1st of the year immediately following the closure of the Triennial Council Meeting;
6. Shall seek approval from Council via electronic ballot, for any revisions necessary to the triennial budget as a result of any discrepancies between the actual and projected accounting between the Council Meeting and end of the end of the financial year;
7. **Shall have the accounting to date reviewed by the IFSHT Financial Review Committee prior to the Triennial Council Meeting;**
8. **Shall prepare an annual financial report to be distributed to the Council;**
9. **Shall have the final accounting for the full triennial budget cycle reviewed by the Executive Committee and the chair of the Financial Review Committee within 30 days of end of the triennial financial year;**
10. **Shall at the completion of their term as Treasurer (closure of the Triennial Scientific Meeting) until December 31st of the year immediately following the Council Meeting, act in the role of Past-Treasurer.**

- **Past Treasurers role defined**

ARTICLE VIII: PAST TREASURER page 9/15

SECTION 1- ROLE

- A. Shall act as a mentor to the new Treasurer from the end of the Triennial Council Meeting to the end of the triennial financial year (December 31st), acting in an advisory role on matters of finance;
- B. Shall work in partnership with the new Treasurer to finalize the accounting until the end of the triennial budget cycle;
- C. Shall retain cheque signing privileges for IFSHT bank accounts until the end of the triennial financial year;
- D. Shall NOT have a vote in Council, nor sit on the Executive Committee;
- E. Shall at the end of the triennial financial year become an ex-officio member of the Financial Review Committee.

- **Signatories, investing of funds, dissolving of IFSHT**

ARTICLE XIII / SECTION 2 – AUTHORITY page 13/15

- A. The President and Treasurer **are the signatories of the IFSHT cheque book. The Past Treasurer shall retain cheque signatory privileges until the end of the triennial financial year.**
- B. The Council shall have the authority to accept on behalf of the IFSHT, donations of funds from various sources.
- C. **The Executive Committee or Council may not invest any funds held by IFSHT other than an in an interest bearing account guaranteed by the bank.**
- D. In the event that the IFSHT ceases to function and the organisation is dissolved, all funds remaining in the Treasury shall be **transferred to a similar tax free organization that is domiciled in Switzerland. The organization should have the same or similar purpose as IFSHT. If no such organisation can be identified, the funds will be donated to the World Health Organisation with the stipulation that they be used to further the provision of Hand Therapy. Distribution of remaining funds to members is prohibited.**

- **Clarifying the role of the Financial Review Committee**

ARTICLE XV / SECTION 1 – STANDING COMMITTEES AND RESPONSIBILITIES page 16/15

Financial Review Committee:

- a) The Chair shall be nominated by the Nominating Committee and appointed by vote at the Triennial Council meeting. Additional members may be appointed by the Executive Committee

as required. The Past Treasurer, or a designated Executive Committee alternate, shall sit as an ex-officio, non-voting, member of this committee;

- b) This committee shall review the full IFSHT financial accounting to date and any supporting documentation in consultation with the Treasurer, prior to the Triennial Council Meeting;
- c) Following review of the accounts, the Financial Review Committee shall either recommend to the Council that the accounts as presented be accepted, or shall recommend that the accounts be officially reviewed by an accredited accountant and a full report forwarded to the Executive Committee and the Council within 90 days of the close of the Triennial Council Meeting;
- d) The chair of the Financial Review Committee, along with the Executive Committee, will review the final triennial budget accounts and any supporting documents;**
- e) Following review of the final triennial budget accounts, the chair of the Financial Review Committee shall either recommend through Council approval that the accounts as presented be accepted by electronic ballot, or shall recommend that the accounts be officially reviewed by an accredited accountant with a full report forwarded to the Executive Committee and the Council within 90 days.**



IFSHT REPORT

OFFICE REPORTING:	Chair Membership Committee
PERSON REPORTING:	Ursula Wendling
DATE OF REPORT:	5th January 2013
DATES REPORT COVERS:	June 2010 to February 2013

Action Items Completed:

- **Member status** in IFSHT: 32 Full Members,
8 Corresponding Members,
2 Regional/International Liaisons
3 Commercial Members
- **Revised job descriptions** of voting and non-voting IFSHT delegates
- **Responded to inquiries regarding membership** in IFSHT by sending membership applications to: Spain, Guatemala, Czech Republic, Israel, Qatar, United Arab Emirates, Bangladesh, Estonia, Thailand, and Egypt.
- **Followed up with societies** that had had contact with IFSHT and or were members of IFSHT.
- **Applications were received from:** Spain, Israel, Qatar, United Arab Emirates
- **Reviewed applications** for compliance with IFSHT membership and requested more information where needed
- Application for membership was **received again from one hand therapy society in Spain** (in the last term two Spanish societies sent their applications: IFSHT recommended finding a working relationship and reapplying as a single organization). After careful review and follow up again with both societies, it was clear that the other society has been dissolved and AETEMA's application was considered.
- **Application for Full Membership reviewed and approved** from Spain. **Applications for Associate / Affiliate / Corresponding Membership reviewed and approved** from Israel, Qatar, and United Arab Emirates.
- **Application for Regional/International Liaison in IFSHT reviewed and approved** from AAHS and EFSHT
- Sent several e-mails in an attempt to **restore communication** with Venezuela and Kenya and to **collect their membership fee due**.

Action Items In-progress:

- Continue to **encourage and support the founding of National Hand Therapy Societies**.
- Find a satisfactory way to increase the **involvement of associate/corresponding members in IFSHT**
- Follow up with **APFSHT and SSTM** to join IFSHT as **Regional/International Liaison**

Discussion points for Delegate's Meeting:

- **Term for Associate/Affiliate/Corresponding Membership in IFSHT:** Requirements for extending the term
- Would a **goal setting** with annual steps and a plan for achieving these goals help associate/corresponding members to participate more actively in IFSHT?



IFSHT REPORT

OFFICE REPORTING:	Chair Education Committee
PERSON REPORTING:	Lucelle van der Ven Stevens
DATE OF REPORT:	December 2012
DATES REPORT COVERS:	December 2010 to December 2012

Action Items Completed

Their support and hard work is reflected in the work which has been achieved:

- **International Hand Therapy Practice Profile**
The Profile was approved and voted in at the Council Meeting in Orlando 2010. Some Asian members are asked if the HT Profile fits the Asian situation, but little response is received. Those who responded were satisfied with the profile. The Executive Committee was asked in 2011 to include the request for input on the Hand Therapy Profile in the 'end of year mail' to the delegates.
- **Postgraduate Hand Therapy Educational Programme**
It was suggested to create a application form into the IFSHT website. In this way organisations are responsible for the information (places / locations that offer clinical training programs) that is available via the IFSHT-website. In the future the programs could update their information themselves, new programs could submit their information, and the education committee could verify that it was a valid program and give final approval before the listing was released on the website.
- **Hand Therapy Educators list**
Instead of distributing a word application for the educators / speakers listing, the application has now been programmed into the IFSHT-website and will drop into a data base there. It was decided to review the applications according to the following review procedure: *"According to a time schedule during a year, (i.e. in the first 2 weeks of every 3 months), new application forms are collected, distributed to 2 reviewers and reviewed. The 2 reviewers have contact by mail to discuss if the application will be approved or not. In this way, all reviewers know when to reserve time in their agenda and when they can expect an email of their "colleague-reviewer".* The review procedure has started October 2012. Eight applications have been reviewed and approved. In January 2013 two applications will be reviewed.

Action Items In-progress:

- **Postgraduate Hand Therapy Clinical Training Programme**
A listing of places / locations that offer clinical training programs has to be created. No further actions are defined at the present time. For 2013-2016 new action items can be suggested.

Discussion points for Delegate's Meeting:

- Suggestions for activities/tasks for the EC 2013-2016:
 - Provide information on outcome measures (possibly in cooperation with the ASHT (update CAR?) and using information from the HandART project* (L. van de Ven)
 - Inform societies and invite them to provide information about Clinical Training Programmes

* The aim of the HandART project is to reach consensus on what instruments can be used in hand therapy.



IFSHT REPORT

OFFICE REPORTING:	Chair Silent Auction Committee
PERSON REPORTING:	Sarah Ewald
DATE OF REPORT:	3rd January 2013
DATES REPORT COVERS:	June 2010 to December 2012

Action Items Completed:

- The 2010 Silent Auction was a joint event with the American Hand Therapy Foundation (AHTF). A formal agreement was made for the equal sharing of the proceeds. The auction organization was coordinated with AHTF organizers, Judy Bell-Krotoski and Elaine Ewing Fess.
- Created a donation form for AHTF /IFSHT Silent Auction and sent it to all delegates. Each delegate was asked to solicit five donated items from the membership in their country. Ulrika Klingvall, assisted with the distribution of the calls for donations. Judy Colditz, spearheaded efforts to solicit donations from commercial vendors.
- Established a database for the IFSHT donated items, logged items into database and labelled items for auction. In total 257 items were donated to the Silent Auction. This is more than in previous years, probably due to the fact that it was a joint auction and AHTF has a long standing history of an annual auction.
- Organized a team of 30 volunteers, from 12 countries, to assist on site in Orlando with the auction.
- A total income of \$9310.48\$ was realized from the auction. As per our agreement with AHTF, IFSHT received 50% of the proceeds: \$4655.24. Following bank charges a total of \$4,396.74 was credited to the IFSHT account. These funds are earmarked for the support of speakers at the 2013 IFSHT Congress.
- In January of 2012, a call for a chairperson and volunteers for 2013 was sent via e-mail to all Silent-Auction team members from 2010. Anne Wajon, from Australia, agreed to chair the silent auction in 2013.
- Coordinated with web liaison, Patricia Rappaport to set up an online donation form on the IFSHT website and create a silentauction@ifsht.org, e-mail address so that the address would remain constant in the future

Action Items In-progress:

- Support and assistance for the Silent Auction as needed have been on going.
- An e-mail call for donations was drafted and sent in December 2012 the call for donations is ongoing.

Discussion points for Delegate's Meeting:

- None



IFSHT REPORT

OFFICE REPORTING:	Chair Silent Auction Committee
PERSON REPORTING:	Anne Wajon
DATE OF REPORT:	2nd January 2013
DATES REPORT COVERS:	March 2012 to January 2013

Action Items Completed:

- Teamwork file set up to allow sharing of files and communication between Sarah Ewald, Lynne Fehan and Anne Wajon in March 2012
- First call for donations send to delegates in April 2012
- Second call for donations sent September 2012
- IFSHT Hand Therapy connections newsletter for December 2012 emailed to delegates, with call for donations and volunteers

Action Items In-progress:

- The 2013 Silent Auction is still in the process of being organised. The date of the silent auction in Delhi has not yet been confirmed
- Volunteers have been called to assist with the auction
 - To date, there are 7 people who have offered to assist with the silent auction
 - Further volunteers are needed
- The donations spreadsheet on website is working well. As of 1/1/2013, there are a total of 18 items donated from 6 different countries, valued at \$437.

Discussion points for Delegate's Meeting:

- It would assist the running of the silent auction if an electronic list of registrants could be made available to the silent auction chairperson prior to the event
- Would you please let me know if you are available to assist with the silent auction during the conference in Delhi?
- Is anyone willing to chair the 2016 silent auction?



IFSHT REPORT

OFFICE REPORTING:	Chair Sponsorship Committee
PERSON REPORTING:	Lynne Feehan
Members:	Ursula Wendling (Secretary General) Sarah Ewald (President Elect) Heidi Miettinen (Treasurer)
DATE OF REPORT:	January 2013
DATES REPORT COVERS:	June 2010 to February 2013

Action Items Completed:

- Revised IFSHT sponsorship activity names, guidelines and application forms.
- Guidelines and applications forms posted on website. (www.ifsht.org)
- Pay Pal Donations now available from website.
- Solicited donations from individuals, hand therapy organizations and commercial vendors.

Fund Raising Activities (June 2010 – December 2013): Total Funds Raised = \$19, 670

1. Evelyn Mackin Award (\$8,070): Full sponsorship of therapist(s) from less developed countries, non-IFSHT member country. 5 therapists sponsored (Nepal, Cambodia, Sri Lanka, Bangladesh, China)
 - IFSHT Budget \$3000 (to be used only if donated funds do not cover costs)
 - Donated Funds \$5070 (Individuals, Hand Therapy Organizations, Commercial)
2. IFSHT / IFSSH Triennial Congress Grant (\$4500): 10 therapist registrations
 - Donated Funds \$4500 (IFSSH)
3. IFSHT Silent Auction Fund & \$4400: Therapist Speaker fund, raised from Silent Auction Orlando.
4. ORFIT Triennial Congress Grant: Assist therapist(s) from Asia Pacific region countries.
 - Donated Funds Up to \$4200 (ORFIT)
5. IFSHT / IFSSH International Teaching Grants (\$7,500): Up to 6 grants, up to \$1000 / project. Supports in-country hand therapy teaching activities in areas with less developed hand therapy.
 - IFSHT Budget \$3000 (to be used only if donated funds do not cover costs).
 - Donated Funds \$4500 (IFSSH). \$1500 allocated to date for 2 projects.
6. Non-Designated Donations:
 - Evelyn Mackin Poster Funds - \$1000 (Will be used to assist invited speakers at congress).
 - Individual Donations \$400 (Will be used to assist membership fee payments).

Other Sponsorship Activities (2010-2013):

1. IFSHT Dynamometer Program: donated to countries where dynamometers may not be readily available.
 - Dynamometers distributed 2010 – 2013: 27 (Ecuador, Haiti, Estonia, Honduras, Nepal, Ethiopia, Nicaragua, Mongolia, Sudan, Thailand, Kosovo, South Africa, Philippines, Sierra Leone)
 - Dynamometers available: 129

Action Items In-progress:

- Coordination of flights & accommodations at congress for sponsored therapists.
- ORFIT sponsorship funding allocation TBD
- Oversee final accounting / reimbursement for sponsorship activities at the congress.

Discussion points for Delegate's Meeting:

- Better Dynamometer Distribution?
- IFSHT / IFSSH International Teaching Grants?



IFSHT REPORT

OFFICE REPORTING:	Chair Nominating Committee
PERSON REPORTING:	Judy C. Colditz
DATE OF REPORT:	January 2013
DATES REPORT COVERS:	June 2010 to March 2013

Action Items Completed:

- Multiple calls for nominations to IFSHT Delegates, including member country officers
- Numerous e-mails, multiple conversations, and phone calls to solicit nominees
- Solicited information from all nominees who accepted the nomination
- Developed and distributed EXCO nominee list to delegates
- Developed and distributed Committee Chair nominee list to delegates
- Answered questions from nominees
- Provided Secretary General and incoming president with contact information for all nominees

Action Items In-progress:

2013-2016 NOMINEES:

IFSHT OFFICERS (EXCO)

PRESIDENT-ELECT (vote for 1)

- Anne Wajon-Australia

SECRETARY-GENERAL (vote for 1)

- Ursula Wendling-Switzerland

TREASURER (vote for 1)

- Peggy Boineau-USA

HISTORIAN (vote for 1)

- Nicola Goldsmith-UK

2013-2016 IFSHT COMMITTEE CHAIRS requiring Delegates' vote

NOMINATING (vote for 3)

- Rosemary Prosser-Australia
- Tracy Fairplay-Italy
- Cecilia Li -Hong Kong

MEMBERSHIP (confirmation vote)

- Ursula Wending-Switzerland: Secretary-General

BYLAWS (vote for 1)

- Zoe Clift-UK

EDUCATION (vote for 1)

- Melanie Eissens-Netherlands
- Lucelle van der Ven Stevens- Netherlands

FINANCIAL REVIEW (vote for 1)

- Julianne Howell-USA

Discussion points for Delegate's Meeting:

- How do we get more member countries to put forth a nomination?
- Nine year commitment required of President-any solution?