MINUTES TUTOR MEETING 19 JULY 23

PRESENT:

Sharon Wheeler, Andrea Clusen, Jannie Clusen, Jeannie Kelley, Wolfgang Weise, Uli Straub, Andreea Ivanov, Sarah Nelson.

APOLOGIES: Cheryl Drake Bowers – represented by Otter Pilot AI

Date of next tutors' meeting Wednesday 11ᵗʰ October, 18.00 Berlin time.

1. Teachers' Guidebook draft – everything in black is still needed to be provided. This will constitute a complete guide for tutors and new tutors.

   a. Wolfgang – add a planning section – venue, accommodation, etc move to the head of the list? Plan at least 6 months before hand. When do we start arranging models? Pay deposit on venue and confirm booking. What materials do we need? Checklist to tick.

   b. Wolfgang and Jannie to work on this file and set it up in a suitable format.

   c. Each teacher to look at the list and send any paperwork they have that is still missing (i.e. still in black text)

   d. Use of Dr JC Guimberteau's Scars and Stiffness video – to publicise on the website with a link where tutors can buy it. We have his permission to show it on courses, via Sharon.

   e. teacher manuals to be uploaded digitally to the website.

   f. Sarah Nelson to work on list of Contraindications and disclaimer

   g. Sharon says Heike is concerned that we should be more stringent in contraindications around cancer patients.

   h. We need to have a representative from each country able to give more information about guidelines and contraindications.

   i. We still need to discuss how long new tutors need to train for and other requirements. This is not able to be covered today and will be focused on another time.

2. Scar Club, Montpellier, 29/30 September. Jan, Andrea and Andreea Ivanov are all going and will report back.

3. Jan raised importance of not sending out the manual digitally to avoid it being shared. This should be added to the Teachers' Guidebook.

4. Jan raised concerns about videos of classes being shared. Once the technique videos are all on the website, then registered students will be able to access them and no videos need to be made in the class.