



**BOARD MEETING MINUTES**

**Facilitator:** Sonja Schmidt, Chair  
**Minutes Taken by:** Wanda/Gaye  
**Date/Time/Location:** February 21, 2023 @7pm FASD conference room

**Attending:** Sonja Schmidt, Arlene Powers, Anna McAskile, Jan Welke  
 Wanda Beland (ED) Nancy Christian (Staff), Gaye Carpenter (Staff)

**Absent:** Tracey Stauffer and Nicole Bhurs could not access the zoom link  
 Natalie Morris

Agenda Items	Resources	Highlight/Action/Motion	Action Item (Name)	Deadline
1. Call meeting to order:		@ 7:15pm		
2. Adoption of Agenda:		Jan adopted the agenda; carried		
3. Adoption of Minutes:		Jan adopted the minutes; Anna second; carried		
4. Reports:		<b>Financial Report:</b> Arlene MOVED to accept the Financials as information; Jan second; carried		
		<b>Coordinator &amp; Management Reports:</b> Arlene adopted reports as Information; carried		
5. Policy & Procedures:		<b>Sewing Machine Policy and Procedure:</b> Jan moved that this policy be accepted with changes; Anna Second; carried <ul style="list-style-type: none"> <li>Recommended changes to be made</li> </ul>	Nancy	
6. Old Business:		<b>Housing Review:</b> Helene Wirzba Will be in High Level March 7-9 <ul style="list-style-type: none"> <li>The board will meet with her on March 7<sup>th</sup> @6pm at the Mirage in the small</li> </ul>		



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		<p>meeting room.</p> <ul style="list-style-type: none"> <li>• <b>Book Room</b></li> </ul>	Gaye	
		<p><b>Building Door Quote:</b> Ask for a new quote that is for complete replacement of door and repair of damaged area from contractor</p>	Wanda	
		<p><b>NLC-Carpentry Program:</b> contact them about renovations in new blue building</p> <ul style="list-style-type: none"> <li>• Anna will talk with Anne Roberts, Kim Price or Allen Spelrem about who the contact is at NLC for the carpentry program and give info to Wanda</li> </ul>	Wanda Anna	
		<p><b>Anniversary Committee:</b> meeting is March 01, 2023 at 7pm by ZOOM</p> <ul style="list-style-type: none"> <li>• Send out agenda and zoom link</li> </ul>	Gaye	Feb 23 Feb 27
		<p><b>CMC Grant Application:</b> processing and follow ups with funding agents</p>	Wanda	
		<p><b>PAE Tool Kit and Survey of Clinic Coordinators:</b> Working towards developing tool kit</p> <ul style="list-style-type: none"> <li>• Apply for Funding</li> </ul>	Wanda/Nancy	
		<p><b>Organizational Chart:</b> Develop with the role and identify staff doing that role</p>	Wanda	March 18
<b>6. New business:</b>		<p>Roof Inspection/Insurance: inspector will come in Spring, when all the snow is gone</p> <ul style="list-style-type: none"> <li>• Quote \$1500</li> <li>• Contact FVSD (Mike McMann) and see what</li> </ul>	Wanda	



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		company they use to tar roofs; Ask when they will be getting company back up in this Region		
		<p>ATCO Donation: \$5000 cheque to be presented to Society</p> <ul style="list-style-type: none"> <li>Contact Sonja when they set up date and time for presentation</li> </ul>	Gaye	
		<p>Housing Training: was completed on Feb 16</p> <ul style="list-style-type: none"> <li>Will offer it again in May 2023</li> <li>FASD specific training sessions to be scheduled first</li> </ul>		
		<p>Employment Opportunities: Advertisements went into the Echo and listed on FB website</p> <ul style="list-style-type: none"> <li>Received some resumes but still looking for qualified candidate</li> </ul>		
		<p>Society Accountant/Auditor Contract:</p> <p>Myers Norris Penny: accounting firm in Peace river deals with non-profits</p> <ul style="list-style-type: none"> <li>Get quotes</li> <li>Contact name Brandon Gagnon 780-624-3252</li> </ul>	Wanda	
<b>7. Clinic:</b>		<p>Tabled</p> <p>Next clinic will be scheduled in May 2023</p>		
<b>8. Next Meeting:</b>		March 21, 2023		
<b>9. Meeting</b>		Jan moved to adjourn the meeting		



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Adjourned:		@9:15pm; carried		
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