



Northwest Regional FASD Society – Mackenzie Network
Regular Meeting
FASD Society Board Room
7:00
November 17, 2017
Conference Line: 1-877-385-4099 Code: 1403614#
Minutes

<u>Activity / Motion</u>		<u>Action to be Taken</u>
1. CALL TO ORDER	Sonja called the meeting to order at 7:14 pm	
Present:	Sonja Schmidt, Joan Viguie, Crystal McAteer, Cheryl Cunningham Burns	
Staff:	Wanda Beland	
<u>2. ADDITIONS TO OR DELETIONS FROM THE AGENDA</u>		
<u>3. ADOPTION OF AGENDA</u>		
	Chery moved that the minutes be adopted with changes. Crystal seconded. Carried.	
<u>4. ADOPTION OF MINUTES</u>	Minutes of last Regular Meeting	Tabled.
5. Policy and Procedure Review/Signing	-	Tabled
<u>6. REPORTS</u>		
6.1 Financial Report	Crystal moved that the financial report be accepted. Cheryl seconded. Carried.	Attached
6.2 Coordinator's Report	Crystal moved that the coordinators report be accepted. Joan seconded. Carried	Attached
6.3 Committees		
6.3.1 Provincial	The provincial and CANFASD council met after the conference in Calgary on October 26. The meeting was to connect the two committees. The provincial body is a lobbying body and the CanFASD body is focused on research	
6.3.2 CANFASD	The Committee met for 2 days following the provincial conference. There is a move to invite the eastern provinces to support membership to the parent council. The meeting focused on the role of the council moving forward regarding how to best support caregivers to inform research, and what kind of research is being done in Canada at present.	
6.3.3 Premiers	There was no meeting. The next meeting is at the end of November.	
<u>7. OLD BUSINESS</u>		
7.1 Clinic Update	Adult clinic was held on October 30 and 31. 3 adults were supported to go through the process. Caroline continues to do the coordination for clinic. The Youth clinic will be held in early December. Discussion around funding happened.	Wanda invoice FVSD for 10 clinics.
7.2 PQR Application	There is no new information for the PQR.	Wanda needs to research next steps once approved for contracts.
7.3 Paddle Office	An update to last month. The fire in the Paddle office destroyed all records. New files are being completed. The clinic files are stored in the main	

- 7.4 Strategic Planning office. The Metis Network Coordinator was notified. Clarification on the communication pathway around Metis contract was sent to Wanda. Request for December 13 for Larry Stewart was not able to be done. After discussion it was decided that we would facilitate the strategic planning session. Strategic planning date is set for December 13 at 5:30 with supper provided at the FASD office.
- 7.5 Staffing Applicants for the Director of Finance, HR and Data were reviewed. Wanda will set interview times. Anyone on the board who would like to be on the interview panel please let Wanda know.

8. NEW BUSINESS

- 8.1 Conference The staff enjoyed and got a lot of information from the conference in Calgary. For the next conference there will need to be policy, procedure and structure put in place to appropriately support any guests travelling with the staff. The majority of the caregivers attending felt it was very beneficial for them to go to the conference.
- 8.2 Language Guide There is a language guide promoting dignity for those impacted with FASD. Online access can be done with the following link: <https://canfasd.ca/wp-content/uploads/sites/35/.../LAEO-Language-Guide-R4.pdf>
- 8.3 Correspondence A letter was received from the Town of High Level that Crystal would continue to represent the Town on the board of the society with Boyd Langford as the alternate. Continued support for the work we do with the society is appreciated.
- 8.3 Website The new website is up and running. The person who will be hired in the director's position will be keeping the website current.
- 8.4 Other
- We do not have capacity to operate the clothing carousel as hoped. We will be distributing the clothing to clients and take the remaining clothes to the friendship centre by the end of January.
 - A follow-up of historical clinic assessments will be started in the next fiscal year to get a better picture of where the individuals that have been diagnosed over the years and no longer working with the society are and how they are doing.

9. NEXT MEETING DATE

- 9.1 Meeting Calendar for 2017
- | | |
|-------------|-------------------------------------|
| January 23 | To be determined at January meeting |
| February 20 | |
| March 20 | |

10. Clinic
- Adult Clinic: March
Youth Clinic: March 7, 8 and 9

11. **ADJOURNMENT** Crystal moved the meeting be adjourned at 8:50 pm. Cheryl seconded. Carried.