



**Northwest Regional FASD Society – Mackenzie Network**

**Regular Meeting  
FASD Society Board Room**

**7:00**

**September 19, 2017**

**Minutes**

	<u>Activity / Motion</u>	<u>Action to be Taken</u>
<b>1. CALL TO ORDER</b>	Sonja called the meeting to order at 7:00 pm	
	<p><b>Attendance:</b> Gaye Carpenter, Sonja Schmidt, Kathryn Kirby, Carlito Somera, Shawnalee Jessiman, Lorraine McGillvary</p> <p><b>Staff:</b> Wanda Beland</p>	
<b>2. ADDITIONS TO OR DELETIONS FROM THE AGENDA</b>		
<b>3. ADOPTION OF AGENDA</b>	Gaye moved that the agenda be adopted. Lorraine seconded. CARRIED	
<b>4. ADOPTION OF MINUTES</b>	Gaye moved that the minutes of May 16 be adopted as read. Shawnalee seconded. Carried	Wanda forward minutes.
<b>5. Policy and Procedure Review/Signing</b>	Gaye, Cheryl, Shawnalee agreed to continue to read policy binders. Carlito volunteered to also to review and sign the policies and procedures.	Prepare and take binders to individuals.
<b>6. REPORTS</b>		
<b>6.1 Financial Report</b>	Kathryn moved that the financial report be accepted. Gaye seconded. Carried. Attached	Wanda to prepare combined total report as well as trial balance.
<b>6.2 Coordinator's Report</b>	Shawnalee moved that the ED report be accepted as presented. Lorraine seconded. Carried	
<b>6.3 Provincial Parent/FAC Advisory Committee Report</b>	The provincial parent advisory council is hosting the breakfast panel at the Calgary conference. The provincial council is political whereas the Canadian Family Advisory council is research focused.	
<b>7. OLD BUSINESS</b>		
<b>7.1 Clinic Update</b>	The society has received \$175,000 from RCSD for youth clinics as well as \$ for clinics for the current fiscal year from the FVSD.	Wanda invoice FVSD for 10 clinics @ \$1100.00 each.
	Dene Tha has asked that discussions happen with Social Development and the Band Administrator to develop plan to pay for adult clinics for their members.	
<b>7.2 PQR Application</b>	Application to be done Sept 22, 2017	Wanda will submit application to be a vendor
<b>7.3 Housing Update</b>	The draft housing report for the first year was presented. Some corrections will be done but overall the report captures the work being done in the house. There are some recommendations that need to be addressed. (draft attached)	Develop plan to address recommendations.
<b>8. NEW BUSINESS</b>		

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|------------------------|---|---|
| 8.1 Mackenzie Review   | Report attached. A 10 year report for the Society has been completed and was reviewed. No concerns. Recommendations are listed.   | Develop a plan to follow up on recommendations.                   |
| 8.2 Staff Structure    | Discussion was had about a new staffing structure to help the ED with succession planning. Gaye moved that an Executive Director Assistant be hired for 25 hours per week. Kathryn seconded. Carried. | Sonja will look into who would be the new PDD worker in our area. |
| 8.3 Strategic Planning | Gaye moved that Wanda send out a Google Poll to the board to book a strategic planning session for November, depending on Larry Stewart's schedule. Carlito seconded. Carried.                        | Wanda email Larry and send out doodle poll                        |
| 8.4 FASD conference    | 25 staff and caregivers will be going to the FASD Conference in Calgary. A bus has been chartered. Seats will be offered to other agencies with staff going.  |   |
| 8.5 Meeting dates      | Meeting dates will be the third Tuesday of each month. For those not able to attend, the teleconference option will always be available.  |   |

**9. NEXT MEETING DATE**

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|--------------------------------------|-------------|---------------|
| <b>9.1 Meeting Calendar for 2017</b> | Oct 17      | March 20      |
|                                      | Nov 21      | April 17      |
|                                      | January 16  | May 15        |
|                                      | February 20 | June 21 (AGM) |
|                                      |             |               |

- 10. Clinic**                      Adult Clinic: October 31  
   Youth Clinic: Sept 27

**11. ADJOURNMENT**                      Gaye moved that the meeting be adjourned at 8:35 pm. CARRIED