

**Supports and Services Team Meeting Minutes
December 3, 2013**

1. **Roll call:**
Denise, Lisa, Tammy, Kelsey, Tara, Jean, Paul, Julie, Liz, Lori
2. **Approval of last:**
November meeting minutes approved.
3. **Report template:**
 - Lisa has emailed out a quarterly report template.
 - Please delete the strategy boxes that are not for your agency/program.
 - The report template will be due at the same time that your ORS data is due. You just need to complete the successes, challenges and actual numbers.
 - Please do not change any other information on the template unless you notify Lisa and she must then make changes to all FASD Service Network Program Reports and the Business Plan.
 - Please review the program description and activities sections to ensure that they adequately reflect what is being done!
4. **Year 7 evaluation:**
 - The evaluators want a client survey for each client being served with SNP funds.
 - To date we are probably near 50% although some programs are substantially lower.
 - We need all surveys no later than December 13, 9:00am and this will be the final mail out to the evaluators.
5. **Additional grants:**
 - We are still waiting to receive the wage increment grant and the assessment grant.
 - The are guaranteed so because the wage increment must be spent within this fiscal year (by March 31, 2014), please plan for your staff retention expenditures!
 - The assessment grant will be utilized by the Glenrose Pediatrics FASD Clinic in collaboration with Coaching Families, who will be providing parent support groups.
6. **Funded Program Updates**

First Steps: some space available, no waitlist,

McDaniel Youth: 5 boys and 2 girls on the waitlist, Intense Success currently running, Christmas activities currently being planned.

Bissell: 65 individuals on the waitlist.

CASA: admission rate has increased substantially, presentation at AB Conference was well received, research in treatment interventions in trauma program for children with FASD.

Glenrose: Waitlist at 94 children, additionally 2 clinics per month starting in January

EFRY: New partnerships have formed, 3 new schools, 6 schools continue to partner; Young Women's Forum will be February 19th, 2014 at the University of Alberta

Elves/Kids Kottage: staff and clients have received training, Santa gifts on site, December newsletter is out.

Metis Nation: no waitlist, launched FASD Tools for Community booklet (on website), launched first ever Metis Health Report.

EFAN Society Meeting Minutes
December 3, 2013

1. Roll call:
Introductions completed.
2. Approval of last meeting minutes:
November meeting minutes approved.
3. Barrier Reduction Fund Applications:

Laura Telford – Justice and Solicitor General **Approved**
Requesting \$4,000.00 for art supplies to support POs and Justice panel to provide learning experience related to strengths and abilities with art. Youth will complete art kits in lieu of community hours.

Denise Davis – Coaching Families (Robert) **Approved**
Requesting \$900.00 for laptop and speech program.

Denise Davis – Coaching Families (Damien) **Approved**
Requesting \$2,500.00 for multi-sensory curricula and visual aids for home schooling.

Sharon Shultz – Step-By-Step (Program) **Approved**
Requesting \$1,000.00 for gift cards (personal care products and emergency grocery cards).
4. FASD Prevention Conversation: A Shared Responsibility
 - EFAN has contract Lisa in the role of FASD Prevention Conversation Facilitator.
 - This project begins in December and runs for one year.
 - Facilitators are being trained on December 4th and 5th.
 - The project will target health/social service providers and provide them the tools and strategies to engage women of childbearing years in conversation about alcohol consumption and provide resources and brief interventions to women who want to become pregnant or who are and are at risk of consuming alcohol. The project will also engage women of childbearing years 18 – 45 in having the prevention conversation.
 - Updates will be provided monthly at the EFAN meetings with respect to progress on deliverables.
 - Please visit: www.fasdpreventionedmonton.org
5. Conference debrief:
 - Jeff Nobel has an excellent social media presence. Visit his sites on Facebook, Twitter...
 - Well received.
6. Society Status:
 - The bylaws and operational policies and procedures are on our website www.edmontonfetalalcoholnetwork.org
 - If you have not familiarized yourself with these documents, please do so (i.e. Dispute Resolution Policy...)
 - Members Registry is not yet completed. If you have not provided Lisa with the needed contact information please complete a paper copy and hand in prior to the end of the meeting.
 - If you are interested in sitting on the Executive Board (please review the bylaws for roles and responsibilities), please email Lisa by the end of the day!
 - We will confirm all Board and Executive Board members at the January meeting.

7. Council Updates:

Research and Evaluation: Longitudinal study will be started at the Glenrose Pediatrics Clinic, reassessing children seen previously. Jackie and Carmen have reviewed the grant and are assisting in the development of the study.

8. Strategic Planning Day:

- We usually have our strategic planning day the second Tuesday in January but Lisa hoping we can move the date to our February meeting (February 4th).
- The meeting will be from 8:30am – 3:30pm (lunch will be provided).
- Lisa will have a poster created and members will be required to rsvp so that we have accurate numbers for handouts and catering.

9. July 2014 meeting date:

- Our regular meeting falls on July 1st, which is a statutory holiday, would we like to move the meeting to July 8th or cancel?
- July meeting cancelled.

10. Agency Updates:

Terra Centre: busy planning Christmas party, outreach has been busy, prenatal begins again in February.

Elizabeth Fry: Moving along, planning a young women's forum 12 – 17 in February, the topic will be leadership, held at the U of A on Feb 19th. Event is free.

Coaching Families: currently have a student, waitlist is at 4.

Laura Telford: currently have 5 children with FASD, involved in training.

Nadine, Youth Probation: 3 staff positions have been filled. Recreation tickets available through the barrier reduction fund have been a really positive experience.

Bissell Centre: PCAP program still has client space, getting ready for Christmas.

McDaniel Youth: getting ready for the youth Christmas party, good attendance at the Intense Success program, Sol Gen program not currently taking referrals.

DECSA: Community client party will be held December 12th, Coats For Families program operating put in a proposal for funding of employment/FASD program.

Kids Kottage: getting ready for Christmas activities.

Step-By-Step: waitlist is currently closed, will be a couple months before it opened again.

MNA: released public health surveillance report, FASD Tool Kit has been released as well.

CFSA: engaging in conversation, new schedule B is being introduced.

CASA: hiring for position.

Glenrose: increasing the clinics, will assess 8 children per month (instead of 6), chugging along.