

## MEETING MINUTES: MAY 7, 2019

### SUPPORTS AND SERVICES – FOR FASD SERVICE NETWORK PROGRAM FUNDED SERVICE PROVIDERS

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#### Call to order and roll call

#### Approval of last meeting minutes

- Denise

#### Reporting

- ORS quarter 4 has been submitted to the GoA
- Lisa currently working on the EFAN annual report.
- All of our documents have been submitted to the auditor, Bergeron & Co.
- Request made to have audited financial statement of the FASD Service Network Program funding completed by June 14, 2019.
- Quarter 1 (April 1, 2019 – June 30, 2019) ORS must be submitted no later than 9am on Friday, July 5<sup>th</sup>, 2019.
- Quarter 1 narrative report is due no later than Friday, July 12, 2019.
- Please ensure all financial reports to the Network are submitted on the Schedule B template.

#### Finances

- All first quarter payments (April, May, June) have been sent out from the Bissell Centre to each agency.
- Please follow up with Lisa if the cheque has not been received.
- It is expected that Quarter 2, 3, and 4 payments will be distributed in one cheque in the month of July, after it has been received and processed at the Bissell Centre.

#### Financial Reporting for FASD Service Delivery Contractual Agreements policy review

- Our Operational Policies and Procedures do not specify a concrete process to move funding within agency Schedule B's.
- Created policy and process based on CFS grant/contract guidelines.
- Reviewed.
- Discuss at Society meeting and Lisa will email out to funded agencies to receive feedback, revisions, concerns.

#### Election

- No information on how new UCP government impacts the Networks, work continues as usual.
- To-date Networks have sent introduction letters to the new UCP Ministers and are hoping to meet with the Minister of Community and Social Services.

### SOCIETY MEETING – ALL MEMBERSHIP

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#### Call to order and roll call

#### Approval of last meeting minutes

- Catherine

#### Confidentiality policy & agreement

- Just a reminder that we have updated our 'Operational Policies and Procedures' to include a confidentiality policy and agreement.
- All Network members are asked to sign the confidentiality agreement and give it to Brittany.
- The agreement is active for the duration of membership.

- The agreement can be found on page 30 of the 'Operational Policies and Procedures'
- <https://edmontonfetalalcoholnetwork.org/wp-content/uploads/2019/04/efan-operational-policies-2019.pdf>

### **Financial Reporting for FASD Service Delivery Contractual Agreements Policy and Procedures**

- Reviewed.
- Lisa will email out to funded service providers for feedback.
- Carried forward to approve at June 2019 meeting.

### **EFAN Executive Board nominations**

- The Network is looking for volunteers to join our Executive Board.
- To date we have two super individuals for the Board, Amanda Lawlor (WICS) and Diane Plouffe (FASD Children's Clinic), but we are looking for two more: Carrie Avveduti (CASA First Nations Program), Leia Bullick (CASA FasTracs), and Miranda Zetsen (Coaching Families).
- Executive Board roles and responsibilities can be found on page 17 of our 'Operational Policies and Procedures 2019'.
- <https://edmontonfetalalcoholnetwork.org/wp-content/uploads/2019/04/efan-operational-policies-2019.pdf>

### **Reminder: Tuesday, June 4<sup>th</sup> location change (EFRY #900, 10242 105 Street)**

- Thank you to Elizabeth Fry Society for hosting our Network meeting at their downtown location for June.
- The Supports and Services meeting that usually occurs prior to the Network meeting has been cancelled for June.

### **AGM & FASD Day Sept 9<sup>th</sup>**

- It was decided at the last meeting that the Network will host its AGM on Monday, September 9<sup>th</sup>, 2019, so please mark your calendars.
- The theme (after the short business meeting), will focus on celebrating the 20<sup>th</sup> anniversary of PCAP programming and prevention initiatives in the province.
- Further discussion carried forward to June 2019 Society meeting as part of the larger strategic planning.

### **KDays Parade**

- Discussed Network events, cost, outcomes wanted, part of the large strategic plan discussion with Network members and a mindfulness of how we bring to the new GoA cabinet information about FASD and the Service Networks.
- Thank goodness Scott emailed Lisa on April 11 asking about this year's participation in the parade.
- Applications were due April 14.
- Lisa filled out the application and paid the application fee.
- Does the Network want to participate in the parade?
- Motion (Catherine), seconded (Denise), to not participate in this year's parade, opposed Dani and Amanda. Motion carried.

### **Strategic Plan 2019 - 2024**

- Draft 'Strategic Plan 2019 – 2014' introduced.
- Strategic plan and Network activities (i.e. to replace K-Days parade participation and visibility of Network in the community) will continue at the June 2019 Society meeting.
- Lisa will email out the draft Strategic Plan.

### **New research/resources**

- 1. Article posted on EFAN and Prevention Conversation titled: *National Post, Prenatal exposure to alcohol affects a million Canadians. Why it's time to start tackling our hidden drinking problem.*

- Tracey Knowlton shares her personal story.
- Poignant question: "We've known for more than 45 years that drinking during pregnancy is harmful – more harmful to a fetus than cannabis, crack or cocaine. Why haven't we succeeded in eradicating FASD? And what needs to change if we can't?"
- <https://edmontonfetalalcoholnetwork.org/2019/04/24/national-post-prenatal-exposure-to-alcohol-affects-a-million-canadians-why-its-time-to-start-tackling-our-hidden-drinking-problem/>
- 2. *National Post: Canadian study identifies five most vulnerable groups for FASD*
- "while FASD can affect people from all racial, ethnic and sociological backgrounds, the data shows prevalence rates are particularly devastating for certain groups."
- The study identified five high-prevalence groups: children in care; people in correctional service custody; people in special education services; people using specialized services for developmental disabilities or psychiatric care; and Indigenous populations.
- The study was designed to help improve prevalence estimates and predictions with an eye to better public policy, and to allow for better planning and budgeting of health care, community and social services response.

#### **Council/Committee updates**

- No updates from the Provincial Supports/Services or education/Training Councils.
  - No provincial Service Network meeting in April 2019.
  - June PCAP, AGM and mentor days together June 18 and 19<sup>th</sup> at the Fantasyland Hotel.
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**Next meeting: June 4, 2019**

**Supports and Services meeting is canceled, and the Network meeting will begin at 10:00 am at the Elizabeth Fry Society of Edmonton office (#900, 10242 105 Street)**