



Edmonton and area Fetal Alcohol Network Society Meeting Minutes

1. Call to Order, Roll Call

2. Approval of May 2021 Meeting Minutes - Rayann

3. Reporting

- Quarter 1 (April 1 – June 30), ORS is due Friday, July 2, 2021 and the narrative report is due Friday, July 9, 2021.
- All our documents have been sent to the auditor and our audited schedule B and financial statement will be completed by Friday, June 25, 2021.
- Narrative report templates include:
 1. What successes have you experienced this quarter (program and client)?
 2. What challenges have you experienced this quarter and how have you addressed them (program and client)?
 3. What innovations have you engaged in this quarter (program and client)?
- Reporting requirements can be found here:
<https://edmontonfetalalcoholnetwork.org/about/through-the-years/2021-2022/fasd-reporting/>

4. Finances

- \$361.19 supplies for our virtual AGM.
- \$2,034.00 (\$564 + \$1,470) paid May 25, 2021 for General and Board Liability insurance.

5. Network Co-Chair

- Informed that Kristina's last day with EFRY has already passed.
- Implement Network 'Emergency Succession Plan' (90 Days)
- Succession Plan, interest from members? Please reach out to Lisa and/or Brittany for more position information and/or to express interest.
- Key Co-Chair functions include
 - Direct Society meetings
 - Coordinate Network operations
 - Ensure policies and procedures are in practice
 - Orient prospective members
 - Ensure FASD-CMC reporting requirements and guidelines are completed and met

- Coordinate efforts to address issues of interest and concerns
- Mediate and assist in the resolution of conflicts within the Network
- Liaise with Network members regarding the delegation of tasks and duties

6. Annual General Meeting/September 9, 2021

- Please email Lisa with number of water bottles (for participants in FASD walk), pins (two types), and keychains requested for staff and clients.
- Lisa will be putting the packages together in June and then again in August.
- Reminder that the AGM will be on Tuesday, September 7, 2021 at 9:00 am
- To register please click: <https://zoom.us/meeting/register/tJYudO-tqz8rHNzHUxEI0REPlxBUS5fZd4pg>
- Executive Board: Amanda Lawlor, Carrie Avveduti, Miranda Zetsen, and Diane Plouff, 2nd term? Lisa will email current Executive Board members.
- Lisa will email out the audited financial statement as soon as it is completed so that Network members can review and address any questions prior to approval at the AGM.
- Lisa will have meeting items to distribute prior to the AGM, more information to come.

7. New Resources/Research

- *NOFAS-UK: My Brain, Me and FASD*: NOFAS-UK has created an innovative 16-page book to promote wellbeing in children and young people with FASD. It provides information in a fun and visual format, emphasising the strengths of those with FASD and highlighting strategies that can help.
- *NOFASD-Australia: The Birthday Party Book*: Organising a birthday party is never an easy task. Organising a birthday party for children with a neurodevelopmental disability such as Fetal Alcohol Spectrum Disorder (FASD) makes this even more challenging. This booklet aims to help with the process of planning a party specifically for children with FASD. It reflects the ideas and experiences of parents and carers who have managed to deliver some well-organised parties after learning the hard way.

NO MEETING IN JULY! Next meeting is Tuesday, August 3, 2021 at 9:00 am