



**Date:** Tuesday, December 3, 2024

---

## Meeting Minutes

---

- 1. In Attendance & Welcome:** Brittany, Lisa, Beth, Kathleen, Barb, Tracey, Sarah, Miranda, Denise, Sadie, Raelee, Tsion, Giz, Nola, Leona, Stephanie, Bernie, Mehrnaaz, Mariam

We acknowledge that we are on Treaty 6 Territory, a traditional meeting ground, gathering place, and traveling route for the First Nations, Metis and Inuit peoples.

As we find ourselves in December, with Edmonton's warmer winter days offering a reprieve from the usual chill, we are reminded of the resilience and adaptability of those who have called this land home long before settlers arrived. The change of seasons reflects the interconnectedness of all living things, a teaching deeply rooted in Indigenous ways of knowing.

We honor and express our gratitude to the stewards of this land, past and present, and recognize the ongoing contributions of Indigenous communities to the vibrancy and strength of Edmonton. May this acknowledgment serve as a call for continued learning, respect, and reconciliation.

---

### 2. Action Follow Up – November 20

- Action: Members to review the document and email requested edits/additions to Lisa prior to the December meeting ~ none received.

---

### 3. Reporting

- Quarter 3: October 1 – December 31, 2024
  - ORS is due no later than Friday, January 3, 2025
  - Narrative reports are due Friday, January 10, 2025
  - Funded agencies: Who completes organization specific clients satisfaction surveys (or something similar)?
  - **Action: Lisa will revise surveys for the April 1, 2025 fiscal year to be on WordPress Forms.**
  - **Action: Funded programs to continue to use client satisfaction surveys provided by EFAN, <https://edmontonfetalalcoholnetwork.org/about/through-the-years/2024-2025/network-evaluation/>**
-



---

## Meeting Minutes

---

- Currently prepping the Letters of Agreement for agencies, April 1, 2025 – March 31, 2026.
- This brings us to the end of EFAN's 3-year grant with the GoA.
- **Action: Funded agencies to review current LOAs and send requested edits on the Schedule A to Lisa by January 31, 2025.**

---

### 4. Finances

- Expenditures included:
  - \$140.83 EFT to Sandra (Frontline)
  - \$399 USD (\$560.24) WordPress Forms
  - \$27.30 EFAN domain
  - \$27.40 Prevention Conversation domain
  - \$415.80 Prevention Conversation business account WordPress
  - \$415.80 EFAN business account WordPress
- **Motion (Lisa) to approve the upcoming yearly expenditures. Seconded (Sarah). Motion carried.**

---

### 5. Health Outcomes Fund Applications

- Bissell Centre, Hope Terrace: We are looking for funding for our personal trainer to host 3 personal training sessions a week, for 25 weeks. This trainer will support the 34 residents in our program for a cost of \$3,000.
- **Motion (Lisa) to approve the application by Hope Terrace. Seconded (Barb). Motion carried.**
- **Action: Programs who received funding from the Healthy Outcomes fund to email Lisa the data to be inputted into ORS no later than December 31, 2024.**

---

### 6. SWOT & Strategic Plan 2024

- No edits/additions received.
  - The SWOT analysis is a strategic tool EFAN uses to identify and evaluate internal and external factors that can impact our success.
  - Strengths: adaptive governance, experienced membership, collaborations, communication and coordination.
  - Weaknesses: diversity gaps, service limitations, rural access, provincial leadership, Networks' cohesion, infrastructure challenges.
  - Opportunities: membership expansion, Recovery Alberta
  - Threats: economic constraints, funding, adaptability, sustainability
-



---

## Meeting Minutes

---

### 7. FASD Frontline Collective

- Considerations for future gatherings: location (parking), timing of agenda items, opportunity to interact with one another.
- **Action: Giz to email Lisa and Brittany January meeting invite.**

---

### 8. 'Prevention Conversation' Project

- No update

---

### 9. 'WRaP 2.0 FASD Coaching Partnership' Project

- Steering Committee meeting held November 20, 2024.
- CoP hosted in November 21<sup>st</sup>, reviewed and revised the stakeholder engagement surveys.
- Stakeholder engagement surveys, similar to 2021, findings can be compared.
- Survey links sent through the Networks for caregivers and educators.
- Year 5 exit strategy proposed schedule: Sept/Oct 2025 instructional practice, Nov 15, 2025 reporting, Nov/Dec/Jan 2026 connecting educators to FASD Networks, Jan 31, 2026 final evaluation report and yearend report, April 2026 5-year audit.
- **Action: Programs to forward the survey links to educators and caregivers:**  
<https://edmontonfetalalcoholnetwork.org/2024/11/28/share-your-insights-a-call-to-albertas-caregivers-and-educators/>

---

### 10. Upcoming Meeting Dates

- Tuesday, January 7, 2025: VIRTUAL
  - Tuesday, February 4, 2025: Catholic Social Services 11405 - 163 Street
  - Tuesday, March 4, 2025: Catholic Social Services 11405 - 163 Street
-