

# THE ICE PAGE

## November 2005

## TIMESHEETS

### Hand In Dates



Hand in dates will be Tuesday  
November 15<sup>th</sup> for shifts worked  
between November 1<sup>st</sup> – 15<sup>th</sup>  
and  
Wednesday November 30<sup>th</sup> for  
shifts worked between Nov. 16<sup>th</sup> – 30<sup>th</sup>

### Residential Hand-In Dates



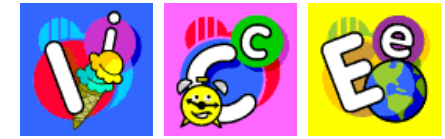
These dates will be Monday  
November 14<sup>th</sup> for shifts worked  
between November 1<sup>st</sup> – 15<sup>th</sup>  
and  
Monday November 28<sup>th</sup> for shifts  
worked between Nov. 16<sup>th</sup> – 30<sup>th</sup>

### Residential Petty Cash & Other Expenses



Please do not  
use highlighters, tape, and gel  
pens, on receipts for Petty  
Cash or other expenses. These  
items degrade the print and  
make it illegible. Please use a  
regular pen and underline or  
circle the amount.

**Thank you!**



### Employee Incentive Awards:

**A Thank You to everyone who  
submitted entries for the  
October Employee Incentive  
Draw.**

**Congratulations to the following  
staff who were the October  
winners:**

**Yahya Nimmer: – Thank You for  
your help with a move.**

**Muaz Hassan: – Thank You for  
assisting staff by driving out of  
town for a shift.**

**Carrie Malinowski: – Thank You for  
your assistance at a meeting  
thereby enhancing the quality of  
life for the ladies you support.**

**Please see Colette at the Office to  
pick up your prizes!**

**Next ICE Thank You Draw  
November 15<sup>th</sup> Noon  
ICE Office**

## **ATTENTION!**



**It is critical that all  
Timesheets, Contact Notes, and  
Monthly Reviews for this and any  
other month be on time and  
correctly completed. Errors and  
late reports may result in delayed  
payment of employee wages.**

### Remembrance Day

On Remembrance  
Day, we acknowledge  
the courage and  
sacrifice of those who  
served their country and  
acknowledge our responsibility to  
work for the peace they fought  
hard to achieve.



*"A candle loses nothing of  
its light by lighting  
another candle."*

### GENERAL INFORMATION



The November Team Leader  
Meetings are scheduled for:

1. Thursday November 17<sup>th</sup> at  
10:00am 'Lunchroom'
2. Wednesday November 23<sup>rd</sup> at  
1:00pm 'Lunchroom'

The **ICE office** will be **CLOSED**  
Friday November 11<sup>th</sup> for  
Remembrance Day. All calls should be  
directed to the ECAT line at 461-7236



## ICE WEBSITE

[www.icenterprises.com](http://www.icenterprises.com)  
**CHECK IT OUT!!!**

**The ICE website has a  
special  
"ICE Staff Only" section.**

The Link is at the bottom of the  
Home Page. It will ask you for a  
user name and password:

**Username: iceuser  
Password: 100smiles**

This section has a copy of the  
current ICE Page newsletter, and  
copies of the most common forms  
needed by ICE employees

This could save you a trip to the  
office if you have a printer!

## ATTENTION FIELD STAFF

**FOR EXTRA HOURS CONTACT:**  
Jacky 453-9663  
Cindy 453-9655

## **Exciting Opportunities Working With Children**



“All kids need is a little help, a little hope and somebody who believes in them.”

ICE is seeking motivated individuals to work with youth in both residential and non-residential environments.

**Successful candidates should possess a diploma/degree in the Human Services OR two years of applicable field related experience,  
Clear Intervention Record Check and CPI.  
Other assets include Suicide Intervention, Aboriginal Awareness  
and Standard First Aid/CPR.**

**For more information regarding available opportunities please contact  
Sam Obaloker: 453-9831 or Kathleen Curran: 732-4448.**



“Children are the living messages we send to a time we will not see.”  
~John W. Whitehead

# "Power Week"!

## Coming this December....

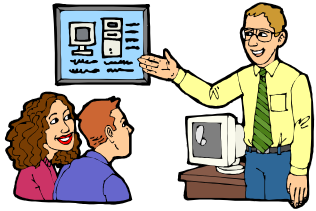
Personnel and Training is pleased to announce our first ever "Power Week" training session. "Power Week" offers a full week of training sessions providing staff with an opportunity to take 2 valuable workshops all in one day! Please take a moment to review the list below and then take advantage of this exciting opportunity FOR FREE PROFESSIONAL DEVELOPMENT!

### Power Week Schedule:

1. **FASD** 9am-12pm and **Schizophrenia** 1pm-5pm - Monday, December 5th
2. **ODD/ADHD/CD** 9am-12pm and **Autism/Aspergers** 1pm-5pm - Tuesday, December 6th
3. **Promoting Independence** 9am-12pm and **Documentation** 1pm-5pm - Wednesday, December 7th
4. **Positive Behaviour Supports** 9am-5pm - Thursday, December 8th
5. **Connecting the Dots...** 9am-5pm - Friday, December 9th

Space is limited so be sure to book yourself in today!

**Contact:** Darlene 732-2335 or Diann 453-9657 to schedule your attendance.



## Training dates are as follows:

### CONNECTING THE DOTS

Is a workshop designed to provide the "How To's" for Building Community. Learn what Community Capacity Building is all about and learn how to help the people we support get connected. You will acquire the tools and knowledge about how to provide person centered supports

### GETTING CONNECTED

(Client Workshop)

This is a time to share your gifts, dreams, and stories. A safe and comfy place to learn about ourselves, our community, and build relationships

*Check out these workshops in December and the New Year – a priority for any Direct Support Professional.. Registration for Connecting Workshops can be done by phoning  
**Nadine 732-2337***

### PBI Workshops

Proactive Behavior Intervention.

A full day course designed to increase awareness surrounding escalations, proactive strategies, and responses to crisis situations.

**November 3<sup>rd</sup>, 17<sup>th</sup>, & 24<sup>th</sup>**

**All days from 9am – 5pm**  
*Certificate available upon request*

### ABORIGINAL AWARENESS

Experience and learn about native traditions and culture

**November 4<sup>th</sup>**

**from 9am – 12pm**

*Please register for the preceding two workshops with  
**Diann 453-9657 or  
Darlene 732-2335***

### Foundations In Community Rehabilitation and Disability Studies

**EXCITING, REWARDING,  
EDUCATIONAL OPPORTUNITY**

ICE is offering Foundations (formerly Basic Skills Training) for existing staff members (who have successfully met their three month probation period). This in-service training program is sponsored by AARC and based on over two hundred competencies identified by direct service workers in the field of rehabilitative service in Alberta.

Foundations is a one year program consisting of 16 individual learning modules. Foundations offers employees a basic understanding of values, attitudes, and skills that promote choices, independence, and the quality of life experiences for the people they work with. Foundations is a standard diploma, recognized in the field and can be a stepping-stone to a number of faculties in the Rehabilitation Field with recognition of six to nine credits. ICE will be scheduling information sessions in the New Year for potential participants. Let us know if you are interested in attending an information session by contacting **Megan at 453-9674**

### CPI Training

Non-Violent Physical Intervention Training. A two day certificate course designed to increase awareness regarding prevention and physical intervention strategies of client escalations.

**November 24<sup>th</sup> & 25<sup>th</sup> 9am – 4pm**  
**(2 day Workshop)**

Refresher Course - Day 2 only  
**Certificate upon completion**  
*Please register for CPI with  
**Greg 453 – 9656***



### Books Training **Call Sandee 453-9659**

To assist Program Leaders in keeping financial records for the individuals in service.

**Will be done on a one to one basis  
By Appointment**

### CET STANDARDS:



### CET STANDARD 2

**Individuals make decisions about everyday matters** (check next month for the Quality of Service Standard #14 that compliments this Quality of Life Standard)

#### *About this standard...*

This standard is about the opportunities individuals have to make decisions in "everyday" matters, such as what to wear, what and when to eat, how to spend their free time, and so on. Everyone has some way of making their personal likes, dislikes, needs and wishes known, provided others will take the time to *listen*. Even individuals who don't communicate verbally can usually express their preferences in other ways, such as through their facial expressions, gestures or other behaviour.

In order to make decisions, individuals need meaningful options from which to choose,

and clear information about each of these. Opportunities to directly experience various options are desirable. They must also have opportunities to exercise their decision-making skills in all aspects of daily living. Unless their decisions jeopardize their health and safety, or that of others, the individuals' choices should be respected and supported by the service provider wherever possible.

*Key indicators include...*

- The individual identifies her wants, needs, likes and dislikes in regard to daily decisions.
- The individual has been provided with information about the possible outcomes of decisions.
- The individual indicates she has been given opportunities to experience the outcomes of daily decisions.
- The individual says she has been fully included in the decision-making process and has made choices about everyday decisions in the areas identified. *Note examples of areas where the individual has made decisions.*
- The individual has made choices that have been honoured and supported (e.g., she wears the clothes she wants to wear).

# Community Capacity

## Through Social Role Valorization

It is the belief that service providers should do everything in their power to ensure that people with disabilities are not cast into devalued roles. Rather, it is our responsibility to create and support valued social roles for people with disabilities. Valued social roles are the roles that are generally seen as being desirable, such as friend, athlete, employee, student, volunteer, and partner.



We can help the people we support to attain socially valued roles by (1) enhancing their social image (the way they are viewed by other people) and (2) enhancing their competencies and skills. For example, high school students with disabilities are more likely to fit into the high school environment if they are wearing jeans, sweatshirts, and runners (enhanced social image) and can navigate the Internet (enhanced competence and skill). They may not be accepted by other students

if they are carrying Barney lunch kits and wearing matching T-shirts and have no means of communication that the other students can understand.

Many factors may affect what people in the community think about an individual with disabilities. Think of someone you know who has a disability, and answer the following questions about him or her.

### Physical Setting

- ✓ Does the person live in a place that you would be happy to live in?
- ✓ Is it well maintained?
- ✓ Does it look like the other homes in the area?
- ✓ Is it in a good neighbourhood?
- ✓ Is it close to the person's family, friends, and community resources?

### Relationships

- ✓ Does the person interact only with other people who have disabilities, or does she or he have opportunities to connect with friends and family members?
- ✓ Does the person have opportunities to build new relationships and become part of his or her community?

### Activities

- ✓ Is the person engaging in activities that are appropriate for her or his age, activities

that a person that age would value?

- ✓ Is the person being challenged to continue to learn and develop new skills?
- ✓ Is the person given a choice of activities?
- ✓ Are the person's choices respected?

### Language and Other Symbols

- ✓ Is the person treated with respect, spoken to in respectful language, and spoken about respectfully?
- ✓ Does the person have access to clean clothes that are in good repair?
- ✓ Is the person encouraged to maintain good hygiene practices, such as brushing her or his teeth regularly?

*(To be continued in December with: "Through Enhancing the Social Image of People with Disabilities")*



### SOME INTERESTING FACTS

- ✓ Rubber bands last longer when refrigerated.
- ✓ There are more chickens than people in the world.
- ✓ On a Canadian two dollar bill, the flag flying over the Parliament Building is an American flag.
- ✓ Almonds are members of the peach family.
- ✓ Winston Churchill was born in a Ladies' Room during a dance.
- ✓ A cat has 32 muscles in each ear.
- ✓ An ostrich's eye is bigger than its brain.
- ✓ Tigers have striped skin, not just striped fur.
- ✓ It's impossible to sneeze with your eyes open.



## Tips on How to Stop Smoking

by: Marilyn Pokorney



Once you have decided that you really want to stop smoking it can be a real challenge. Here are some tips to help you break the habit quicker.

Before you begin, decide what you are going to do when you have a craving. Keep a diary for a week or so and learn what times and situations tempt you to want to have a cigarette. Decide what you are going to do instead of reaching for a cigarette.

Ask your doctor for advice if you have other health problems or are worried about gaining weight.

The day you begin immediately get rid of ashtrays, lighters and all cigarettes.

Consider finding yourself a friend, relative or co-worker who wants to quit too and support each other.

If stress is a factor then find an exercise program. Joining a nearby health club will be less expensive than the cigarettes.

Your home will smell fresh and clean. You'll spend less time, energy and money cleaning your house.

You will reduce the risk of fire. As a result your homeowner's insurance rates may be reduced.

Your food will taste better.

Remind yourself of everything nice that you could be buying for yourself or your home with the money that you are spending on cigarettes.

As a last resort remind yourself of the health benefits. You'll reduce your chances of lung, throat and mouth cancer. Reduce the chances of cardiovascular disease.

Stop smoking and the body will begin to repair the damage done almost immediately.



damage

For more information and tips:

[www.apluswriting.net/smoking/stopsmoking.htm](http://www.apluswriting.net/smoking/stopsmoking.htm)

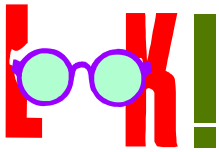
## RISING UTILITY COSTS EFFECT OUR CLIENTS DIRECTLY

With rising utility costs- please consider the following suggestions:

1. The highest a thermostat should ever be set is between 70° to 73°F or 20° to 21 °C.
2. If you are chilly- please put on a sweater- do not jack up the thermostat.
3. Turn lights off when leaving a room and only keep on the lights needed for the tasks at hand.
4. Doors and windows should be closed. If fresh air is required during the night, open the window very little and close the vent in the room as not to have the heat pouring into that room.
5. Turn the heat down at night (after 10pm) to 65°F or 16°C until at least 6 or 7 am.

Remember the residents we support are paying for these utilities on very limited budgets! Please ensure you are supporting our clients to have manageable monthly utility bills.

Thank you for your cooperation!  
Sandee, CR Bookkeeper



## A Changed Policy

### 2.2.4 CLIENT ADVOCACY

1. Independent Counselling Enterprises employees are expected to always act in their clients' best interests. In some circumstances, this responsibility may involve advocacy for clients who are unable to act on their own behalf or supporting clients to advocate for themselves by modeling or teaching advocacy skills.
2. Examples of clients who might need advocates include children or dependent adults whose guardians are not acting in their best interests, independent adults who are intellectually or emotionally impaired or who are under the influence of mood-altering medication. If there is any question about the status of an Independent Counselling Enterprises client, employees are to seek assistance from their supervisor.
3. Clients who are physically, emotionally or sexually injured or abused are in need of outside assistance. Staff will immediately notify supervisors of any of these situations and will document details of the circumstances in a contact note.
4. In their advocacy role, the worker should approach the following people in the order given:
  - Immediate Independent Counselling Enterprises Supervisor;
  - Primary caregiver;
  - Funding Source Representative

Other people may be drawn into discussions, depending on the specific circumstances.

5. Employees, as part of their advocacy role, may be subsequently involved in pressing charges against a responsible party, reporting details of incidences to investigating authorities or testifying in legal proceedings.



## **NEW!!** Health and Safety Contest

### **SLIP, TRIP, FALL PREVENTION**



The **Edmonton Health and Safety Committee** will soon announce another **poster contest**. The inside scoop is that this one will be about all the things that staff and clients do to prevent slips, trips and falls that might occur both inside and outside of the homes. If you want to **get an early start** on your poster, you can start by having your staff and clients gather ideas about slip, trip and fall prevention. Think about all the things that you do, use, say, and wear that helps to prevent slips or trips anywhere on the job.



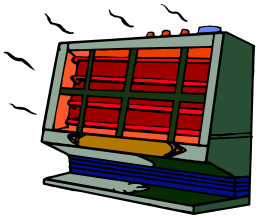
**There will be prizes...**

### **November Gardening Chores**

Removing dead and non-productive vegetable crops.  
Turn in compost into vegetable garden.  
Planting potted trees and shrubs.  
Putting winter crops in the ground: onions, beets, chard, cabbage  
Placing cold sensitive potted plants in protected areas or indoors.  
Planting bulbs.  
Prune and mulch dormant perennials.  
Trees without leaves need little or no watering.  
Reduce or eliminate watering depending upon rainfall.  
Pruning vines.  
Rake leaves and add to compost piles and mulch layers.  
Lawn care: aerate soil and fertilize.



Get show shovels and salt ready for the first winter snow fall!



## SPACE HEATER SAFETY

Heating equipment is the leading cause of home fires during the winter months of December, January and February, and is the second-leading cause of home fires year-round.

The use of space heaters should be avoided as much as possible. There are extreme hazards associated with their use:

**Fire** – the element gets extremely hot and can ignite fabric, plastic, paper and other materials

**Electrical Shock** – space heaters require a much power to function, so shocks can be very severe

**Burns** – from touching the element or the guards around it.

Each of these hazards is potentially disastrous, and has a relatively high probability of occurrence.

To control these hazards:

- Limit the use of space heaters as much as possible. Often, just putting on a sweater, or participating in household chores is enough to be comfortable. When people are relaxing on a couch, a blanket works great! If there are drafts causing cool conditions in the home, eliminate them.
- Never leave space heaters on when you leave the room.
- **Remember: space heaters need space.** They should be kept at least three feet away from anything that can burn.
- Be certain that your heater is placed on a level, hard and nonflammable surface, not on rugs or carpets
- Don't use extension cords with space heaters. The high amount of current they require could melt the cord and start a fire.
- Never use household cleaners or any solvents or fuels when a space heater is in use.
- Never use heaters to dry clothes or shoes. Do not place heaters where towels or other objects could fall on the heater and start a fire.
- Keep water away from the space heater. Spilling water on it could cause it to short out and produce an electric shock hazard.
- Make sure the space heater can't easily tip over, and if it does, there is a safety shut-off or alarm.
- Plug into a ground fault circuit interrupter (GCFI) receptacle, which prevents electric shock by shutting the heater off if electrical leakage develops.

## **ALWAYS**

- Communicate with your co-workers if a space heater is in use. Everyone in the home **MUST** be aware when one is in use. If using one, make sure that all home staff log in the **hazard control logbook** who turned it on and when, and who turned it off and when. Ensure it is **NEVER** forgotten!
- If one is in use in a particular room, make sure it is checked regularly and that all rules for its use are followed. Enter each check into the **hazard control logbook**.





## **INDEPENDENT COUNSELLING ENTERPRISES**

### **Health and Safety Committee Meeting Minutes**

**October 6, 2005  
Edmonton Region**

**Present:**

Faisel Ahmed	Kathleen Curran	Gordon Filipchuk	Alice Romanchuk
Albert Boulet	Lorraine Doherty	Roberta Jaggard	Carol Sydlik
Colleen Callahan	Nicole Dowling	Noreen O'Donoghue	Kelly Wong

**Recorder(s): Gordon Filipchuk**

Chair: Noreen O'Donoghue

**Regrets:** Debra Reed, Colette Tancsics, Marj Fillion, Greg Lane, Pam MacDonell, Anita Sharma

**cc:** Krista Fulford (ICE Page), post to H&S Bulletin Board, Program Mailboxes, other Regional H&S Committee Chairs and, main ICE office Health and Safety Reference Binder

**1.0 *Approval of the Agenda***

The agenda was approved with the following additions as "new business":

- Driver insurance requirements change
- Driver education
- Promote use of ETS

**2.0 *Review the Previous Minutes / Business Arising from Minutes***

- correction page 1 of previous minutes should read "Albert Boulet *was welcomed* as the newest member of the Health and Safety Committee.

➤ Review of proposed timelines/time keeper identification (Debbie)

Section 2.0 - ½ hour maximum

Section 3.0 - 45 minutes maximum

Section 4.0 - 15 minutes

Timekeeper: Faisel offered to monitor the time for this meeting.

➤ Reviews of current committee member attendance list/New Committee member follow up/member ID cards/member duotangs&labels/membership incentives


- updates re: members missing more than three consecutive meetings:

- Lorraine Doherty *was welcomed* as the newest member of the Health and Safety Committee.
- Nicole Dowling received congratulations and an H&S Committee mug for her participation in three meetings.
- Members received 1" binders for the H&S Committee Membership Package

**2.0 *Review the Previous Minutes / Business Arising from Minutes* (con'd)**

- Update/review of status of presentation to Senior Management re: proposed course 'Debriefing processes needs' (Gordon)
  - Still have not received approval of senior management to go ahead with the course offered by The Support Network
- update re: the possibility of having handyman workshops a (Albert, Gord) – not discussed today – tabled to next meeting
- Updates re: progress towards '**stress workshop**' (Colleen)
  - Colleen will review this topic with the Committee again at the November Health and Safety Committee meeting
- Discussion/review re: **Health and Safety winter contest** (Committee members)
  - The committee discussed promotion of prevention of slips, trips and falls by holding a poster contest. All homes will invited to participate, and participation of both staff and clients will be encouraged. General criteria for posters: they must identify slipping/tripping hazards and illustrate measures taken by the clients and staff of each home to prevent slips trips falls inside and outside the home. The specific details for entry, judging and prizes are to be worked out by a subcommittee (Noreen, Roberta, Gordon) and presented at the next meeting. Client participation, if not obvious on poster entries, would be shown on a separated document, such as team meeting minutes.

Agenda Topic	Discussion	Action	Person Responsible	Due Date
<b>3.0 Standing Items</b>				
<b>3.1</b> Review of 'Regional Health and Safety Meeting Minutes'	<ul style="list-style-type: none"> <li>➤ <u>Nanton</u> –</li> <li>➤ <u>Grande Prairie</u> –</li> <li>➤ <u>Calgary</u> –</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minutes reviewed</li> <li>➤ Not Available at this time</li> <li>➤ there were no available minutes from this region for September 2005 as their meeting was cancelled</li> </ul>		
<b>3.2</b> Evaluation of current injuries and near misses	<ul style="list-style-type: none"> <li>➤ There were <b>11</b> '<i>no loss time injuries</i>' reported in Edmonton in September 2005. 4 of these injuries were reportable to WCB.</li> <li>➤ There were 3 '<i>lost time injuries</i>' reported in Edmonton in September 2005.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The committee discussed the fact that one particular client has been involved in 6 incidents of injury to staff in September. The committee heard details regarding the program. Recommendations for correction of conditions and/or behaviour were suggested, and received by</li> </ul>		

		Gordon.		
<b>3.3</b> Review and updates of a section of the Hazard Assessment Document	<ul style="list-style-type: none"> <li>➤ The committee members continued their review the following section of the Hazard Assessment and Control document:   <b>Job Type:</b> <u>working with clients without developmental disabilities</u></li> <li>i) verbal abuse</li> <li>ii) homes with insect infestations or animal excrement</li> <li>iii) flooring or stairs</li> <li>iv) clients involved in personal life, calling staff at home</li> </ul>	<ul style="list-style-type: none"> <li>➤ no change</li> <li>➤ change potential consequences to 4</li> <li>➤ improve clarity of hazard statement, and list controls</li> <li>➤ no change</li> </ul>		
<b>3.4</b> Review of a section of the action plan for the COR Audit recommendations	<ul style="list-style-type: none"> <li>➤ Gordon advised Committee members that the new report will be out at some point in October, and will be made available for the next committee meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Continue review of a section of the <b>new</b> internal COR audit package as soon as it becomes available</li> </ul>	Committee members	By November 2005
<b>3.5</b> <b>A)</b> Review of completed Environmental Quality Audits and Random Inspection Audits	<ul style="list-style-type: none"> <li>➤ There were <b>nine (9)</b> follow up EQA visits to be scheduled for this month.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Drayton Valley</li> <li>➤ Londonderry</li> <li>➤ Yellowhead</li> <li>➤ 48<sup>th</sup> Street</li> <li>➤ 111<sup>th</sup> street</li> <li>➤ 137<sup>th</sup> street</li> <li>➤ 144<sup>th</sup> Avenue</li> </ul>	Gordon Albert Nicole Faisel Kelly Kathleen Roberta	By November 2005 

B) Review of completed 'Follow Up Site visits' by Health and Safety Committee members.	<ul style="list-style-type: none"> <li>➤ There were no "Follow Up Site visits" completed as Committee members performed 'spot' COR residential office audits instead.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 147<sup>th</sup> Avenue</li> <li>➤ 163<sup>rd</sup> Street</li> <li>➤ N/A at this time</li> </ul>	Faisel Carol	
<b>4.0 New Business</b>				
<b>4.1 insurance requirements for drivers</b>	<ul style="list-style-type: none"> <li>➤ The committee learned that insurance requirements for staff who transport clients has changed. This will confirmed before the next meeting by Gordon</li> </ul>	<ul style="list-style-type: none"> <li>➤ Confirmation of changes</li> </ul>	Gordon	By November /05
<b>4.3 driver education</b>	<ul style="list-style-type: none"> <li>➤ ICE is to provide Mission: Possible driver education sessions province-wide – Edmonton dates will soon be announced.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gord to work with P&amp;T to establish a date</li> </ul>	Gordon	By December 05
4.3 use of public transportation as a hazard control	<ul style="list-style-type: none"> <li>➤ The committee discussed utilization of ETS by clients and staff. AISH recipients are able to purchase bus passes at a cost of \$30.00, and staff with ICE ID cards accompanying them are able to ride for free. The committee wishes to promote the use of public transportation by advertising the benefits in ICE pages. A delegate was not assigned for this task so this will be carried over to the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ volunteer to compose ad for ice pages</li> </ul>	To be determined at next meeting	

**5.0 Next Meeting: - Due to SWOT on November 3, 2005, Edmonton meeting to take place on November 10, 2005 @ 10:30a.m.**