

ESSA Advisory Forum Meeting Notes
Friday, April 4, 2008
Squamish EOC

Attendees:

Janine Aussem (ESSA ED)
Elaine Balul (Big Lake/NMST)
Laurie Bean (North Shore)
Laurel Exner (Mission)
Deanna Gilmore (Richmond)
Luana Lewis (Revelstoke)
Merrily Lightburn (Squamish)
Audrey MacDonald (Port Edward)
Susanne Mackinnon (SWMST)
Moira McCulloch (S. Gulf Is)
Ruth Manning (Summerland)
Rita Meerdink-McBride (Telkwa)
Jeff Norburn (Quesnel)

Observers:

Jan Carlson (Summerland)
Dave Hutton (PHAC)
Pamela Manson (MST)
Bernadette Woit (ESSA President)

Regrets:

Marie Slade (Kamloops)
Crystal Ironside (Tofino)
Joyce McLeod (Kitimat)

Forum Constitution

Suggested Changes

Mandate

#3 (original version) edit: address, **prioritize** and resolve, where possible, those concerns.

(Not sure we should move this to # 4 due to the reference to # 2)

#4 (original version) edit: to refer the concern to **the appropriate authority**.

Move # 3 and #4 to become #'s 4 & 5

Create new # 3: **Develop a methodology to share best practices, resources & lessons learned.**

Membership

Forum Members:

Delete last 2 bullets. Need to determine how to replace them.

Comments/Questions included: Succession Planning and Proxy Voting

Defer the redevelopment of these points to the next in-person meeting?

* **Recommend min. 2 people from each region be represented on forum, if unable, representation will reflect provincial representation.**

Observers

Change the word council to Forum in the bottom paragraph, first sentence.

- Deanna Gilmore and Laurie Bean agreed to 2 year terms on the Advisory Forum.

Forum Structure

Suggest adding an oval with a dotted line to the Advisory Forum, for ESSA.

Standing Committees

To the final bullet: add **or as required**

Administrative & Financial Support

Add **as available** to the end of the last sentence.

General Discussion Notes:

- The group recognized Andrew Wilson (Royal Roads EM Masters Practicum Student) for his work creating and gathering the results for the Best Practices and Greatest Needs survey and creating the Advisory Forum Constitution.
- Member continuity, succession planning-1 Yr. Min. term, Max term?
- Advisory Forum Members – their communities need to be a member of ESSA
- Inclusion is key, not exclusion of communities that have no membership
- Individual memberships are an option
- ESSA funds the Advisory Forum, reports will be made to the ESSA Directors on the progress of the Advisory Forum
- Reasonable measures will be taken to recruit representatives from all regions
- Communication: ESSA Website: Advisory Forum subsite for working groups to access. Wikiport – Dave Hutton?
- Proxy Voting – ESSA AGM – Advisory Forum –
- Develop a methodology to share best practices, resources and lessons learned

Next Steps based on Best Practices and Greatest Needs Survey Results

To address the survey results, the members identified the following:

Forum Chair: Jeff

Communications

Chair: Audrey, Rita

Partner Inter-relations

Public Education

Resource/Info Sharing

Standing Committees:

Financial Support

Chair: Luana, Ruth

Resource Identification

Strategies

Business case templates

← Action Plan to address ↑ →

Volunteer Management

Chair: Deanna, Laurie

Screening

Train, recruitment, retention

Recognition

Deanna, Laurie, Laurel

Moira, Susanne

Jeff, Susanne, Laurel,

Elaine, Merrily

Standing Committees to accomplish:

- Terms of Reference-what will accomplish, action plan, report regularly
- Strategic Planning-What want to accomplish over the next year
- Establish Working Groups

*** 30 Days to Create a Strategic Plan – Realistic set of goals to accomplish this year**

- Special Advisors – each committee may invite a special advisor(s) to join/participate