

ESSA Advisory Forum Conference Call
Tuesday, March 2010
1900 hrs

Participants: Ruth, Laurel, Janine, Jeff, Deanna, Judy, Cathy, Beryl, Luana, Carolyn

Agenda Items

- In person meeting
- Future projects
 - Deployment
 - Information Centre Activations
- Toolkit/Conference presentation
- ESS Training
- Roundtable

In-person meeting:

Introductions, toolkit review, toolkit breakout group, presentation of the plenary (dry run) review the purpose of the group, identify new projects, discuss what everyone is doing in their own area.

1 hour collective

1 hour breakout

1 hour presentation

Lunch

Breakout/General meeting on future topic/goals/direction

Where we are going next – working on it.

Suggestions for next project:

- How to get an ESS program going from nothing
- Province wide project should be the focus of our next project
- ESS Plan
- Building an evaluation
- Deployment / Deployment protocol package – DPS deployment protocol
- Information Centre Activations

Who is the target audience? This is important to establish before we start developing it.

- Target should be ESS in general – ESSD's can disseminate as they like
- The wider the audience, the more it would be used.
- Nice to put together some basic training ideas
- There is a great deal of information, but how to put it together?
- What are we trying to foster: relationship building between teams, things to develop your team, how to keep your team interested, how to prevent ESS volunteer burnout
- Funding? ESSA will have the funding to see this project through.
- Should this be a project we work on at November in person session?

- Everyone bring electronic, paper resources/suggestions or both to the meeting in order to begin compiling the resources.
- Toolkit to be revised annually, change it up and keep it fresh
- For 2010, focus on a few particular areas & built on it annually
- At the next conference, we will add these 2 areas....
- Is it only available at the ESSA Conference? To begin it would be kept confidential until the conference where it will be released and then it could be posted on the ESSA website for general viewing/use/downloading.

ACTION ITEM: Janine to send reminder of the identified priorities from previous meetings.

Toolkit:

- Carolyn has first and second phase of the toolkit and has reviewed the submissions and has received the 2 zip files and files from Jeff for the introduction.
- Deanna to forward any revised submissions to Carolyn
- Carolyn will create a power point to profile what is in the toolkit, will teach how to use the toolkit, what is on it, how to search.
- The creation of an index for what is on the CD which would be located in the inside of the CD jacket.

Blurb for each area which lists each document in each file and how to use the documents within that section:

- Training, ESS Training, ESS Exercise, Evaluations etc.
- Hyperlink from the index is possible.
- Some areas are not filled and lack documents, currently 64 files, some are empty.
- Is there a way that people at the conference can contribute to the toolkit?
- Idea: at an exhibit table, have an opportunity for people to play with the toolkit, focusing on function rather than content as it will be difficult to change content at the conference.
- Headings: which identify areas which are not filled “ideas for folders”
- Moving it from an Advisory Forum project to an ESS project
- This tool is from us to you and will build on that next year with contributions from the broader ESS Community
- Needs to be an assessment aspect of the presentation, toolkit
- Survey Monkey is a good evaluation tool and an idea of how to submit for the next toolkit.
- Give one to every program – not to every person at the conference??

When is our date when everything needs to go to Janine to create the CD’s?

- Goal to have content in line by April 19 and go into production the last week of April.

Who is going to present?

- Carolyn is main keynote speaker, Jeff,
- Carolyn and Deanna to agree on headings and decide on who will present during the plenary.

Action: Create a booth where people can try out the toolkit. (Janine)

Action: Plenary presentation team to have an additional conference call as needed

Roundtable:

Quadra Island/Judy:

- Created an ESSA Display Booth for the Island Trade shows
- Organized a Vancouver Island ESSD meeting on April 22, retreat at Tigh Na Mara resort near Parksville.
- Trade show in Campbell River in May where Judy will represent ESSA
- Judy received Volunteer of the Year for Quadra Island.

Revelstoke/Luana:

- Two recent avalanches.
- The Revelstoke team has been thinking outside the box- not dealing with residents, but with tourists and responders. Kudos to the team for supporting the SAR response to avalanche and the international media which descended on Revelstoke. ESS took care of food for SAR volunteers and allocating hotel rooms and food for mutual aide SAR responders. Utilized media training received by Jim Stanton-very valuable training to prepare for this response. Great support from the Advisory Forum – it's a huge resource and feel very supported by this group.

Summerland/Ruth Manning:

- Mayors Award of Excellence was presented to Ruth and she accepted on behalf of the team.
- Will begin co-directing with Alida Erickson in June and Ruth will move into a support role following that.

Shuswap/Cathy Semchuk

- Great training by Carolyn
- Great use of a Directors list that was created for the region and had a strong turnout of directors from around the region.
- Kudos to Laurie Bean for the creation of the provincial Directors list – very helpful

Richmond/Deanna:

- Survived the Olympics – zero need for accommodations.
- Regional Group Lodging team created a guide which contained each city's (Richmond, Vancouver, North Shore) group lodging contact information and great process and learned a tonne about group lodging.

Mission/Laurel:

- ESS has been out with SAR, making sure they have food.
- Good for ESS to talk to the family.
- The Salvation Army may be going out to provide food.

Quesnel/Jeff:

Training coming up this weekend, Carolyn will be presenting.

Next Conference Call: Tuesday, January 26th 2010, 1900hrs

Conference Call line: 1-866-596-5278 ID 1965705

