

ESSA Advisory Forum Conference Call
Tuesday, October 27, 2009
1900 hrs

Participants: Ruth Manning, Luana Kaleikini, Cathy Semchuk, Beryl Itani, Deanna Gilmore, Laurel Exner, Janine Aussem
Regrets: Jeff Norburn, Elaine Balul

Toolkit:

Members have received the PVS Toolkit.

Comments included: Very comprehensive, large amount of work, well setup, great idea. Like the idea of showcasing it in the conference.

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.

For this year the suggested topics:

- Ideas to do at meetings/Managing Volunteers/Worker Care/Volunteer Appreciation
- What happens next? Beyond Formal Training
- Basic Response
- Developing ESS Plans/Sharing/Sample ESS Plans

Resolution: Work on the toolkit at the November meeting. Bring your contributions/ideas

ESSD Directory: Update by Laurie Bean, Janine to work out transition between Laurie's file transferring to Janine's files, but expect it will work.

ESSA Conference: Sandman Hotel booked, good rates (single, double, suite), 3 complimentary rooms, Date: May 29th Conference, May 28th Advisory Forum meeting. Rooms are reserved in the new tower, with 87 suites - \$99/suite

Session Planning: Please forward your ideas/suggestions for conference sessions to Janine &/or Beryl.

Conference Session Suggestions:

Group lodging session – how the Olympic planning has developed and played out... A regional model for preparing for the Olympic invasion! Deanna could present.

Managing Volunteers:

Panel discussion; assign a topic to review/discuss events of summer 2009

Advisory Forum participation in the conference:

Introduction of the toolkit - give that the focus and not another session.

Decision is to stick with 1 session at the conference.

Letter to ESSD's re: Exercise Design sharing: Janine to finish the letter and distribute via the ESSD Distribution list. SOON!! Janine to check on the May meeting minutes to see if there is anything beyond the toolkit and associated presentation that needs to be on the agenda for the November in person meeting in Richmond.

Richmond Advisory Forum Meeting Agenda:

8:45AM Breakfast

9:30 AM Working Meeting begins

- ESS Toolkit planning & development

4:00 PM Finish

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

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