

**ESSA Board of Directors Meeting**  
**Wednesday, June 25 ~ 6:30 PM**  
**North Shore - EMO**

**Attended:** Bernadette Woit (President), Janine Aussem (Executive Director), Jackie Kloosterboer, Debbie Schachter (Treasurer)(cc), Lise Anne Pierce (Secretary)(cc), Elaine Balul (cc), Suzanne Mackinnon

(cc = participated on conference call),

**Regrets:** Ingrid Mravunac, Moira McCulloch, Joyce McLeod, Marijke Edmondson

**1. WELCOME AND INTRODUCTIONS**

**2. APPROVAL OF MINUTES**

**Motion 2008-06-26(01)** Approve board minute from May 12, 2008 - Jackie, Debbie M/S/C. Business arising from previous meeting: PEP covered off Bernadette's travel expenses to Volunteer recognition event - Thank you.

**3. PRESIDENTS REPORT – nothing to report**

**4. TREASURER'S REPORT**

Board has received statement for end of May 2008. **Action:** Treasurer, ED and new Accountant/Bookkeeper will review budget line by line to ensure everything is accurate. **Action:** ED to follow up with Credit Card Company to raise limit to ensure ESSA is able to manage both the advisory forum and the mini-conference expenses in the same month.

**5. STAFF REPORT/ NEW BUSINESS**

See report for further details.

- ESSA advisory forum – Conference call postponed to September due to technical difficulties. Advisory committee to provide a submission to mESSAges for the summer.
- Newsletter sent out – good article and photo of the members to provide recognition and encouragement for the contributions. And encourage seats from the SE. Call for articles for summer edition – short turn around.
- 20<sup>th</sup> anniversary event – brainstorming of ideas. ED needs assistance from. **Action:** Debbie and Janine to discuss further (ACTION ITEM).
- Strategic plan – Board director's who are able to attend will get together to begin process ASAP and then send out to the entire board to make comment on it. Timeline is to have the initial piece out the board of director's prior to September meeting.
- 2009 conference planning committee – looking to be more prepared for next year's conference. The planning committee would benefit from a little more time. **Motion 2008-06-26(02)** ESSA mini-conference to be held May 29, 30, 31 in Williams Lake – Bernadette, Jackie M/C/S. **Action:** Elaine to take on either planning section chief roles needs to recruit to get logistics and operations from Williams Lake and then ESSA directors to parallel. Janine – will be the conference manager (BCERMS) Debbie is Finance (PHAC, PEP for advisory forum). By first week of September will really need to get going and have foundation set by end of September.
- National Municipal ESS Report (PHAC contract) – ESSA has submitted a draft contract to PHAC and the Canadian Emergency Response Network to open up ESSA membership nationally as a national ESS forum. It has been given verbal approval from them. ESSA to administer the membership. Annual event contribution – national ESS event/workshop type of things in conjunction with PHAC. Administrative support to committee. Quarterly national ESS network newsletter. National ESS library joint partnership with PHAC how to get that organized. **Action:** Janine to send out draft contract for review.

- Summer projects – strategic planning , ESSA program and committee development National ESS advisory forum network, and the deliverables for PHAC, newsletter and 20<sup>th</sup> anniversary, development of new director orientation/package and succession planning including commitments and responsibilities.
- Summer vacation requests – ESSA office would be closed from August 1-15<sup>th</sup> for two weeks. Will confirm about the PEP orders.
- Website – minutes are up to date – Kerry Evans can bring back the Presidents messages link if needed. **Action:** Suzanne will take a look at the website and recommend either to contract development/maintenance work out or work with Janine to develop a cheat sheet.
- July 25<sup>th</sup> – Janine, Bernadette, and Suzanne to meet with Brenda Fox and Dave Scott of PEP to discuss further involvement of PEP with ESSA and advisory forum.

#### 6. ESSA BOARD OF DIRECTORS

- Expenses – ESSA can not reimburse Board of Director expenses for conference call or gas mileage.
- Identification – It would be helpful for all ESSA Board of Directors to have ESSA identification when representing ESSA officially. **Action:** Bernadette to investigate cost for name tags with name and ESSA director on it.
- Supporting ESS name change petition – **Action:** Suzanne will do research – Please carry forward agenda item to September meeting for further discussion.

Meeting adjourned at 2020hrs followed by in-camera session.

**Next Meeting: September 24<sup>th</sup>, 2008 at 6:30 E-comm**