



ESSA Board of Directors Meeting Minutes

Wednesday, August 29, 2009 @ 6:30 pm
North Shore Emergency Management Office
Conference Call - 604-899-4310 code: 5870531

Attended: Janine, Bernadette, Elaine (cc), Cheryl (cc), Ieva, Andrew (cc), Suzanne (cc)

Regrets: Jackie, Elizabeth, Marijke

1. Welcome

Bernadette welcomed everyone, hoped everyone is enjoying the summer and congrats to Marijke on the birth of her son, Sebastian.

2. Approval of Previous Minutes

Motion 2009-06-24 (01) - Approval of the minutes of the June Board Meeting, dependant on one change suggested by Janine. Elaine, M/S/C. Approved.

3. Business Arising from the Minutes

Any business arising already planned on the agenda.

4. Metasoft Systems/Fundraising

As everyone is aware, the \$20,000 grant from PEP, along with the supplies budget and previous funding cuts from the Provincial government has led ESSA to some serious financial challenges. At this time John Houck from Metasoft is at the meeting to discuss Metasoft Systems and what it can do for non-profits.

Metasoft Systems is 20 years old and all the clients are non-profit organizations. They offer 2 large donation databases. Canada has about 10,000 organizations and 1400 specifically in BC. Targeting becomes can become an issue for organizations seeking funding. This software enables a proper matching system between knowing who to approach and how much funding to request. The organization teaches how to use the program and have ongoing support. There is a profile for each foundation or corporation in database including what grants they have provided in the past. There is a tour available to be able to understand the systems. To do the tour, a phone line and high speed connection is necessary. The tour can be done as a group via one location or over a conference call.

Q: How is Metasoft funded? A: They sell memberships, 1-5 years. There is also a 6-month money back guarantee. If you don't find any funding in the first six months, they will refund your investment.

The Board would like to book a date in September do to the online tour. Initial fee is about \$3000 for one year. Two year is \$4000. Two questions arise out of this: Do we have the money to fund this and does Janine have the time to dedicate to this project? Janine's initial impression of the database is that it is very simple to use. It may be possible to use some gaming funds for this project. Is the board willing to look at Metasoft as a viable fundraising option? Would the group like to have the tour together in September? Janine will contact John to find out his availability and send out the options to the board. And then a final decision on whether to pursue this project will be put on the agenda for the September meeting.

5. President's Report

The President's report was summarized to allow time for the other items on the agenda for this meeting.

6. Treasurer Report

Andrew is continuing to work on the budget in conjunction with the gaming program bundles. The previous years gaming funds provided ESSA with a % for each program requested. Previously Marijke made all the changes that the Board had approved of. If the board allows, Andrew would like the extra time to recreate the spreadsheets until the September meeting if possible. Would you like the

documents in pdf or excel? Answer, pdf. We are currently running down reserves, and there is also concern about the gaming funding because gaming commissions have been putting a lot of requests on hold.

7. Staff Report

Joyce McLeod has resigned from ESSA and the Advisory Forum for personal reasons.

a. ESSA Website

The forums and blogs are nearly completed and soon Janine and Kerry will be trained on how to use all of the functions on the website. Most of the sections on the website have been updated and have current information.

b. Newsletter

The newsletter will go to print before the end of August and the PDF will be distributed this week.

c. Advisory Forum

The members are currently focusing on two issues: Presenting a session at the 4th annual ESSA conference in Kelowna and preparing an ESS Toolkit.

d. ESSA Conference

Beryl Itani has agreed to take on the conference in Kelowna in 2010. There has also been discussion about the 2011 conference (5th annual) and where it should be hosted. Is anyone interested in co-chairing the planning committee? Elaine and Suzanne would like to be involved in this project.

e. NMESSN

Nothing to report at this time.

f. Gaming Application

Thanks to Andrew for assisting Janine with all things budget related. Janine met with the bookkeeper this past weekend. The challenge is looking at the financial requirements on the application, past, current and future numbers and predictions. The format still needs to be put together. The bookkeeper needs to put something together for a sense of continuity.

In terms of the special application for gaming funds, it was the understanding that all ESSA had to do was reapply and receive the remaining funds. However, the gaming commission states that it needs to be lumped into 1 total direct access grant and that the maximum grant is \$250k. They are currently reviewing the minimum and maximum. So now we are currently including 5 programs in one application. If we are successful of receiving \$250k, this will encompass all ESSA programs including training. A possibility is to show an alternative source of income, such as volunteer hours. The no-strings attached grant for training actually does have a lot of strings holding ESSA back. The gaming application will be going in on time. It is hopeful they will increase the amount allowable. However, out of the \$250k, ESSA is able to set funds aside for staffing to work on these projects. The bookkeeper has suggested that 75 to 100 % of ED wage should be coming out of gaming.

8. On-going Business

a. 2009 - 2010 Budget

Any budgets discussions need to be tabled until the September meeting when Andrew has completed preparing the spreadsheets.

b. ESS Training

ESSA needs to officially decide if it will be continuing to fund ESS training in the province for the next fiscal year. This new project is taking a significant amount of the Executive Directors time. Other projects are suffering from the amount of time being spent on training issues.

c. PEP Sponsored Position

There is no new information on this position. A letter needs to go to Carol McClintock and anyone else involved inquiring to what is happening on this posting. It is possible that once jobs have been cut, a reassignment may happen. It is likely we will hear something past September 1 when the government budget is announced.

9. New Business

a. Red Cross Training Request

An email was distributed requesting \$16,000 to support training. ESSA is not in a position to be funding anything extra at this time. Red Cross is aware that ESSA has the training funds and that is possibly where the request stemmed from.

b. Membership Fee Review

An email discussion about the membership fee structure has been going on. There have been many great ideas. Most agree that there should be an increase of membership fees. However, it should be slight so that communities don't look at ESSA as a cost that can be cut out of their budget. At this time standardization of fees is important. There is the option of operating budget and also by population of community. Elaine likes the idea of changing the individual membership fee from \$25 to \$10 for communities that are unable to purchase the community membership. There would still be community and individual memberships. Janine would like some starting point for population numbers...50k and up or 75k and up for the \$250 a year membership. Andrew will send out a pdf of Marijke's model of population based membership fees.

c. Vacant Secretary Position

It is necessary for someone to step up and fill this position for ESSA to maintain their status. Can Kerry continue to take minutes until the AGM when a new BOD will be voted on? Or can someone volunteer for this position until the AGM?

10. In-Camera Session

11. Next Meeting Date: September ##, 2009