

ESSA Board of Directors Meeting Minutes
Wednesday, February 25, 2009 – 6:30PM
North Shore Emergency Management Organization

Attended: Marijke (cc), Cheryl (cc), Bernadette, Joyce (cc), Janine, Elizabeth (cc), Andrew (cc), Lise Anne (cc),
(cc – participated on conference call)

Regrets:

1. WELCOME/INTRODUCTIONS

Thanks for joining in...

2. APPROVAL OF PREVIOUS MINUTES

Motion 2009-02(01) - Approve the Minutes of the Board Meeting of January 28, 2009. Andrew/Liz – M/S/C. Approved.

3. BUSINESS ARISING from the MINUTES

Treasurer position – Marijke will do from now until June board meeting. Andrew will take on position when Marijke goes on maternity leave. Thank you to Marijke and Andrew.

New Director – Ieva Cornford has been involved with ESS for a number of years. She has a strong background in communications and was working on her PHD in curriculum development. She is willing to have her name stand in abstentia for a 1 year position. Vote: Board to accept Ieva Cornford as new director for 1 year term. Carried.

4. PRESIDENT'S REPORT

Carried forward to next meeting in order to leave time for remainder of agenda.

5. STAFF REPORT

National ESS Network: contract from July of 2008 March 31, 2009 to create a framework of a national ESS network which already existed informally with larger municipalities. \$9000 for the nine months – Dave Hutton from PHAC has taken a position with the United Nations so Janine completed and submitted all work and deliverables except the website development. ESSA website revamp would then include ESS network information. It is possible that the remainder of funds after paying Carry Evans times could be put toward completing ESSA website revamp. Second – the Gaming funds should be coming in any day. Website should be covered at \$4500-\$5000. ESSA is now accepting memberships from the national ESS network. A Quarterly National newsletter also developed that Janine will share with ESSA.

The ESS network of municipalities will be getting together next week in Vancouver. Jackie will be attending, Janine will also spend ½ day with them on Wednesday to discuss role and the network. Liz to attend. Any other ESSA reps to join Janine... let her know.

Advisory Forum – Many of the members participated in February conference call. Feel really proud of the work are doing. Highlights include - creation of list of all ESSD and alternates, looking into the production of training including DVDs and simulcast. The advisory forum is considering getting together in Williams Lake for next meeting.

2009 ESSA Memberships: – starting to come in. About half way to 2008 membership totals. Positive sense that people are new or coming back. Interest level seems good.

Newsletter: Have copies of Winter Newsletter that was mailed out. Deadline for spring newsletter in next week. Highlights ESS t-shirts, Conference, Sarah Wareing will produce training document, membership.

ESSA Website: Requests from ESSA: capability to have an online meeting capability. Ability to change website easily with less charges. Ability to upload files for both ESSA and National ESS network such as the Exercise Guide. That the newsletter can be signed up for and emailed out directly. In-site search engine. Went out for 4 quotes – Mike Richie for Fuse Builders – first choice from Janine and Kerry. Discussion with board about 4 quotes. ACTION: Janine will take questions back to Mike and email back to Directors.

6. NEW BUSINESS

Program Involvement – ED looking to ensure board is able to get involved as much as people are interested in. So – she is offering to be more inclusive if people want to support or contribute. Looking to engage and ensure that we are an active board.

Budget for 2009-10: Marijke and Janine have developed some great tools. Janine and Marijke looked at how budget information is presented to the board and looked at emailing a breakdown of budget by program area and look at where the funding sources are coming from. This will allow board to connect budget process with our strategic planning. Marijke will circulate budget for discussion and present draft budget for next meeting.

7. STANDING ITEMS

ESSA Conference: Elaine is not on the call today unfortunately. So Elaine and the team in Williams Lake are doing remarkable work. Social planned on Friday night at the museum. Saturday – someone is working on pancake breakfast. Confirmation on many presenters. All plenaries are confirmed and sessions – 2 out of 3 confirmed. Waiting for Heleen Sandvick to confirm. If she doesn't may

need a final speaker. Elaine and the group already have participant bags set up and are stuffing. We should look at what is a realistic number for the pull the plug number. Saturday night BBQ. For flight – Central Mountain Air – they fly only once per day so people who attend will have to stay Saturday night – will have to fly Sunday 12 noon. Discussion of renting a bus but there is a risk that if we did not get enough and cancel the transportation we would possibly deplete the conference numbers... Many people from ESSA board planning on attending. Joyce, Elaine, Janine – Excellent job!

Strategic Planning: Started sometime last April – to October/November. Marijke sent out spreadsheet. Janine hasn't looked further into things. ACTION: Janine to email spreadsheet to board to re-ignite process.

Other: UBCM meetings and trade shows – last full week of September. \$1300 per table. If PEP is hosting a booth can ESSA join with them? Janine to follow up with Dave Scott. Other opportunities – Fire Chief's association – is it at the same time as conference? Cheryl to check out.

8. IN-CAMERA SESSION

NEXT MEETING: March 25th, 2009
6:30pm – Location TBD