

ESSA Board of Directors Meeting
Wednesday January 28, 2009 – 6:30 PM
E-Comm

Minutes

1. Welcome

- Introduce Guest

Guest is here to check us out from North Shore ESS...best behaviour all

Jackie has to leave early...

2. Approval of Previous Minutes

No changes, approved (Jackie/Bernadette). Noted for clarification, motion to appoint Bernadette as president moved by Marijke, Seconded by Jackie.

3. Business Arising from the Minutes

- Fill vacant Treasurer position

Discussion deferred to later in meeting...critical position, need to fill from within board or recruit, do have an accountant...

- Logistics Section chief

Bryan Larabee has declined...will help otherwise if possible...

4. President's Report

Quiet month, keeping up on Janine's activities, not much to report.

5. Staff Report

- National ESS Network

Meeting in Ottawa last week (Thurs/Friday), discussion on contract with PHAC expires at the end of March. Received \$10k to administer National Network, 9 months. Have enough money, through memberships, to support network through 2009. \$125 membership, paid to ESSA, for Network membership. Need min 16 members to maintain basic functions, if more activities required, PHAC needs to up members, seek other funding, increase contract.

Basic functions are administrative (database of membership. Sending out agendas, meeting minutes, reminders, electronic newsletter, resource page on website). Not a huge drain on Janine's time (generally 5 hours a month), largely funds Kerry's time. Janine will continue to report on activities throughout the year. Positive commentary: good exposure, role for ESSA.

Goal is to shift ongoing work more to Kerry's time, possibility of more hours for Kerry.

- ESSA Advisory Forum

Conference call last night, intent on moving ahead with Action Items from November.

- Provincial Directors and Alternates list to be updated and sent out.
- Simulcast of training session, looking at with Carolyn Sinclair.
- Volunteer management software programs for ESS, Richmond, Vancouver and Port Coquitlam have new systems, gathering info on options for list to create a resource that includes pitfalls and lessons learned.
- Helping with redesign of ESSA website, giving suggestions to make the website more useful to folks throughout the province.

Group is looking forward to next meeting in Williams Lake.

Need a rep from Vancouver Island...replacing Moira McCollough. Suggestion that an ad be placed in mESSAges.

- 2009 Memberships

Janine is pleased to report that memberships are flowing in and include several new memberships from municipalities and regional districts. Last year had 89, peak was 100+.

Noted several teams have been amalgamating (Colwood/View Royal, Armstrong/Spallumcheen, Campbell River/Strathcona Regional District).

Need to review fee structure to consider regional and population differences – notably historical differential between Lower Mainland and all other regions.

Debbie Schacter has taken out individual membership, suggestion that Directors take out individual membership (\$25), eligible for tax receipt. Ranging discussion about whether the Board should consider a universal requirement for all Board members to take out individual memberships. Perspectives varied, with balance between volunteering time and money, variability of personal financial circumstances, membership and AGM voting structures, link between group and individual memberships were discussed, without a clear consensus. Each group membership entitles the group to two voting seats at the AGM. Discussion and review membership and fee structures was tabled until after the conference.

- Newsletter

The newsletter was mailed out this week. General positive murmurs and accolades.

Work has begun on spring edition, submission deadline is March 4. One of feature articles will be on Public Safety Lifelines working together. Maurie Hurst submission on ESS, Road Rescue and SAR collaboration... North Shore profile...Squamish story...emphasis on how people can work together.

Looking for suggestions for other articles, pictures, etc.

Bernadette suggested a different focus on a partner agency for each edition. South West ESSD committee has begun inviting partners to attend as associate members, to replace PERCs as a venue for knowing who is out there. PEP involved in reviving contact sharing to disseminate how to contact partner agencies.

- Regional Seminars

Doing very well this year – three coming up: Saanich , March 14 in Dawson Creek, April 25 in Kitimat (will purchase airfare before fiscal year end). Chance that Central interior and Kootenays will come through. Karen Martin is going a bit crazy, ability to carry on dependent on funding. Looking for suggestions on future speakers at low cost

(expenses to attend). Different focus to be different (this year is disability), looking for ideas for 2009 – want to book throughout year instead of lumped into last two months of the year.

Suggestion that regional ESS folks deliver common material (such as by Ben Weinberg on pet services), so that travel is reduced and presentations can be customised by local experts to suit regional/local conditions.

Some discussion occurred regarding credentials of speakers, and how messages are developed for ESSA sponsored events. Vetting and endorsement by some form of ESS or ESSA process was proposed, especially where speakers are not ESS experts.

Conferences are an opportunity to highlight ESSA presence, helpful to have local Directors represent to limit drain on travel budget and Janine's time. Janine noted Marijke's participation in the PEP Open House on behalf of ESSA; discussion ensued of give-away items that might have been well received.

Liz joined group.

Elaine invited to emergency management conference put on by Cariboo RD on April 16 - would be neat to have ESSA items, as other partner agencies will be attending.

Bill Elder, president of BC Association of Emergency Managers has been in touch to seek assistance with membership management as they have no staff of their own. Willing to pay an honorarium or per-head commission. Kerry is interested/available to do the work. Currently fee is \$25, BCAEM is willing to increase fee to cover our costs.

Bernadette proposed to set them up with Kerry's contact info and suggest a direct contract with her. General concern about confusion with ESSA, overlap of membership. Janine to put Bill in touch with Kerry.

6. New Business

- VIEP Conference

On again in April 17-19, invited ESSA to participate and have a booth. Can pay to set up a booth, or don't have a booth and make a donation that will result in a complimentary entrance fee for the next year. Originally planned of north Vancouver Island, backed out so Saanich undertook again. Bernadette would like to attend conference, Marijke will drop in to staff the booth, FNESS will have a booth and Liz is speaking on capacity building.

Motion to support conference through \$150 donation to conference, and accept a free booth and registration for next year's conference... (Bernadette/Liz/carried)

- ESSA Website

Proposal to completely change website, including a change in web hosting provider and web design.

Kerry has sent a request for proposal to three web designers; three quotes came back – pleased with what came back (\$4,500, \$5,880 or \$5,610 and \$3,795) – will circulate to all board members. Janine suggests funding largely from PHAC contract as website requirements are in part driven by contract website requirements. Current, interactive website would improve ease of use and service to ESS community, ESSA Board and ESSA staff.

All Board members to respond within 48 hours to info on proposals and funding.

- Hosting of Lower Mainland Exercise Guidelines

Cheryl discussed planning aid that has been developed by Lower Mainland group on putting together exercises. Heather Lyle is reviewing the materials, and will be tested by Jackie in April. Proposal to host it on the ESSA website.

Board members were quite supportive; comments will be welcome and will be considered for annual updates.

7. Standing Items

- Strategic Planning

Discussion on Objective #3: The struggle continues. It was noted that two themes emerging...observation that #3 is more mission statement like, while other three are strategic objectives.

Bernadette to take another cut at it and circulate.

- ESSA Conference

Elaine provided an update on conference. Janine and Elaine are gathering together speakers, hoping that Liz will agree to participate. Western theme with a barbeq, 150 cloth bags will be provided to take materials home. Meetings continue with Williams Lake ESSD. Work is coming along nicely. Bryan indicated that if bus filled with 50 people, two night round trip would cost ???/person. Trick will be gauging commitment to fill seats, could start by taking a list. Will finalize speakers and get registration out first, then try to float cost to gauge interest so that last minute cancellation doesn't leave some in the lurch with transportation after fees are paid. Logistics have been taken care of so well by Elaine and Williams Lake ESSD, so not as much last minute Board hands-on effort required as last year.

Several board members offered to help if it is needed. One other presenter is required for a morning to afternoon session, send Janine ideas if possible (email to follow).

8. In Camera Session