



ESSA Board of Directors Meeting Minutes

Tuesday, January 19, 2010 @ 7:00 pm
Conference Call - 604-899-4310 code: 5870531

Attended: Janine, Bernadette, Elaine, Cheryl, Andrew, Kerry, Liz, Ieva, Brigitte

Regrets: Jackie, Sven, Marijke

1. Welcome

Bernadette welcomed everyone and introduced new Directors.

2. President's Report

Welcome to 2010 and Happy New Year! At this time there is still nothing to report regarding the status of funding for training or training in general. It is expected that we will hear something in the next 4-6 weeks. Bernadette attending the Salvation Army's ``Hope in the City`` Breakfast, December 4th, which was their annual corporate breakfast event to launch their fundraising campaign and kettle kick-off. Bernadette sat at a table with several ESSA members and was impressed at the success and support of almost 1000 attendees! December was a busy month for ESSA in the way of supporting partner groups. Invited by Murray Day, Bernadette attended the JIBC Foundation Board hosted the JIBC Foundation Awards for Justice and Public Safety on December 2, 2009. The gala celebrated the contributions of a number of British Columbians to justice and public safety across the province. The Heroes and Rescue Award recognizes courageous action in a time of crisis. The 2009 award was presented to emergency services personnel and others who protected lives and communities threatened by forest and interface fires throughout BC in 2009 - Fire Services, BC Ambulance & PEP received commemorative plaques.

3. Staff Report

a. **National Municipal ESS Network** - The Co-chair of this group has changed positions. Right now the group is looking at membership renewal for 2010. There were 21 members for 2009 with only three non-members: Quebec, Yukon and North West Territories. The Group is looking at working with the CESSD group to put on a national conference or workshop. One issue is the lack of translation into French (newsletter and terms of reference) - looking into this right now. A couple provinces may be able to help with the costs or the CESSD group gets their translations done provincially covered so they may be able to piggy back on this. The NMESN still a lot of growth and opportunities available in the future. ESSA has no official contract with the NMESN but there is an agreement based on \$20 per hour rate to bill them back for our work and they will be taking it out of the membership fees they collect. This is included in their terms of reference.

b. **Advisory Forum** - The Advisory Forum is working hard to on their presentation for the upcoming ESSA conference. They are also working on putting together a tool kit. This group is more of a working group and less of Janine's involvement is required. It is hopeful that the toolkit will be built on annually. There is representation from all regions except Victoria.

c. **2010 Memberships** - The initial response to the 2010 membership invoices has been good. Kerry and Janine are working on invoicing past members who may have not taken out membership in the past year or two, in hopes of further increasing membership.

d. **Newsletter** - The articles are still trickling in. The next issue should go to print by mid-February. There will be a focus on the Advisory Forum members, the two new board of directors, and include the photo of the new board of directors.

e. **ESSA Website** - Kerry has been steadily working on this. Please everyone sign on to the forums. It is a bit more complicated than we first thought, however practice makes perfect and the more we are using it the more we are learning. The developer is providing information to us as we need it with no cost. Kerry is putting together step by step details on as many processes as possible.

f. **ESSA Conference** - The conference will be in Kelowna on May 29. The team in Kelowna has secured a good deal with the hotel and has been working with Janine on the finer details. The sessions should be finalized over the next week. The goal is to have the registration information on the website by February 1, mid-Feb at the latest. Janine will send out the details when all is set to get feedback from the Board. The model from the Squamish conference will be used: 3 plenaries and 3 break out sessions; the afternoon will be a repeat of the morning. On the Friday BCAEM (British Columbia Assn of Emergency Managers) will host a workshop in Kelowna at the same hotel - topic to be announced. Working with support organizations is always positive and may increase attendance at the ESSA conference.

4. **New Business**

a. **Vice President & Secretary Spots Vacant** - Elaine Balul will hold the VP seat and Cheryl Lalonde will hold the Secretary position. Thank you both.

b. **Conference Calls** - The monthly conference calls actually cost us \$250 every time. The group has discussed using skype but Elaine doesn't have very good access to it because of her internet connection. For February and March we will be doing teleconference for everyone because of unavailability of meeting space. Keep your ears open if there is anything else available. Janine will Carol McClintock to find out if they will allow us this monthly call at no cost.

c. **Fundraising** - Kerry and Janine are having a telephone conference call with the fundraising company on Wed, January 20 which will be a half hour tutorial to discuss the grant application process. The contract began on December 7, 2009 so we need to get moving on this. It is hoped to get letters and funding requests out asap.

d. **Signing Authority** - With Suzanne stepping down, a vacancy in signing officers has been creating. Andrew Wilson will come on as a signing officer alongside Bernadette and Janine.

5. **Next Meeting Date:** The next meeting will be the AGM on Tuesday, February 23rd via conference call.