



ESSA Board of Directors Meeting Minutes

Wednesday, June 24, 2009 @ 6:30 pm

E-Comm - Media Room

Conference Call - 604-215-4828 code: 7107

Attended: Janine, Elaine (cc), Cheryl (cc), Elizabeth, Ieva, Andrew, Jackie

Regrets: Marijke, Bernadette, Suzanne, Joyce

1. Welcome

Andrew Wilson ... Thanks for joining in

2. Approval of Previous Minutes

Motion 2009-06-24 (01) - Approve the minutes of the April Board Meeting. Jackie, M/S/C. Approved.

3. Business Arising from the Minutes

Any business arising already planned on the agenda.

4. President's Report

No report available at the meeting.

5. Treasurer Report

Marijke and Andrew met together on Friday and Janine and Andrew will meet up to further discuss the meeting regarding treasurer business. No treasurer report at this time until Andrew can take a look at all the materials received from Marijke.

6. Staff Report

After the conference Janine has been quite busy doing follow-up. The conference days were quite long and since a huge to-do list has arisen. Currently Janine has been checking things off the list. Another thing keeping her busy is the abundance of emails from PEP, ESSDs, and training questions. There has been a lot of admin and communication management at this time.

a. ESSA Website

Janine is somewhat pleased but still has concerns about the design and not all requested changes have been made. Kerry, Janine and website admin person will be meeting in person in the next 1-2 weeks. The website developer feels that the website is very easy to use and that we can make changes ourselves but we would like the website to be the highest functioning and then the staff will be able to make minor changes such as adding content etc. He has received 60% of payment and will not receive any more until we are happy with the results. There has been a lot of positive feedback. Kerry is currently working on learning the back end but we would like Mike to create a document on how to make the changes so it's not a lot of trial and error.

b. Newsletter

Deadline is the beginning of July for articles and will go to print at the end of August. Jackie would like to include her article from the NMESSN newsletter for the ESSA newsletter. Janine would like to do an editorial piece where she poses questions to the province and encourages them to provide feedback and then their comments will be printed in the next issue of the newsletter. One concern is that maybe volunteers are feeling like they can't complain to ESSA because now ESSA is in charge of the training. In the past, and hopefully currently, ESSA has been an ear and voice for the volunteers. Jackie suggested that we wait until after fall training starts so that people have an idea of how the new training is being managed and how it is affecting them. Question: Who will be billed if a training class is cancelled? ESSA will receive the bill for cancellation. Question: Could we use something like SurveyMonkey to create a

questionnaire to send to people? This is too large scale. Janine would like something smaller scale like just posing a question and printing a couple answers from across the province. It could be published with a name or anonymously, depending on what the person would like.

Motion 2009-06-24 (02) - Motion to approve the addition of editorial questions being posed in the newsletter and the publishing of their responses, with or without their names, at their direction. Jackie, Andrew - M/S/C. Approved.

Additions to newsletter:

- 1) add q&a's surrounding training
- 2) inquire whether people would like to see a variety of training other than just JIBC

c. Advisory Forum

If ESSA continues to do the training, Carolyn Sinclair (of the forum), had some great ideas about online training and simulcasts training. If a course is offered in a remote area, you may only get 1-3 people attending but if the training was offered in another way, more people could access the training and benefit from these other opportunities. The group is really supportive and positive and ready to move ahead with their objectives. The first year was really about setting goals and priorities and now the forum is prepared to act. Laurie Bean is now taking the creation of a database of those who would like to receive information across the province. She has stepped back from her involvement in the forum but this is how she is going to be able to contribute at this time.

d. ESSA Conference

Very successful. Some payments are still outstanding and all of the receipts are still being tabulated. Greatest costs were around getting people to the conference. By the next meeting all costs should be in and we will know where the costs stand against the budget set out. ESSA pays for the Advisory Forum members to attend in-person meetings so this is a large cost. Beryl Itani is going to step onto the Advisory Forum and she is interested in hosting the next year's conference in Kelowna for next year. Williams Lake proved that the conference doesn't need to be Southwest to have attendance. There were over 60 people in attendance. Thank you to Elaine for all her help on the conference. If no one is opposed Janine will follow up with Beryl to ensure she is still interested in hosting the conference.

e. Training Committee Meeting

Resurrection of the old ESS training committee, ESSA, JIBC, PEP, CDCC, Red Cross and SA. Donna Grobell was not in attendance but will be included in future meetings. This was more of a where are we at meeting. Currently Salvation Army has no funds from PEP for training. They are still offering Meet and Greet even without the funding. Red Cross also has no funding. After September, if PEP does not step up with funds, ESSA will look at if they want to expand their training beyond the JIBC. Janine also used this opportunity to let everyone know that ESSA is concerned about the lack of funding for the support organizations and is very concerned about this since they were ensured they would be funding. The support organizations thanked ESSA for the support and ESSA's willingness to speak out about the situation. At this time there is still quite a bit of confusion on who to contact about training. It is hoped that the work Janine and Jeff Cornell are completing around the training will address people's questions and concerns. Question: Are we able to go back to Gaming to expand how the training funds will be spent? Not for the funds already received, as that money has been committed to the JIBC but for future requests, yes. Discussion to rename the training committee group to the Stakeholder Committee and rotate who chairs the committee. Question: Where do the Red Cross and Salvation Army get training in other provinces? Mostly they receive money for responses but in some provinces they are the main ESS response agency and are blanket funded for the whole show.

7. On-going Business

a. 2009 - 2010 Budget

Any budgets discussions need to be tabled until Andrew has the opportunity to review the information and to wait for the June financials.

b. ESS Training

Regional seminars: School Emergency Preparedness (by Bernadette) is not needed in Southwest but maybe in other areas of the province. We need a consistent seminar to have across the region. Does anyone know of a great, dynamic seminar? Currently the Southwest region is going to seek out their seminar topic. Mostly we need one for the other 5 regions. Bernadette is still willing to complete her seminar to those 5 unless someone has another idea. The other option would be to simply offer foodsafe or first aid for the 2009/2010 seminar program. Most likely this will be held in Sept-Nov of this year. If possible if we could make a decision via email, comments and suggestions, so that the notification could go in the upcoming newsletter enabling regions to book their fall seminar. There could also be a choice of 1 - 3 so that the regions could decide what works best for them. Timeline is making a decision in the next 1-2 weeks and have people booking their training by September. The board would like to poll the region and inquire to what they would like to have, top 3 choices. Janine will add this to her to-do list.

c. PEP Sponsored Position

There were 80 applicants, and will be going to a short list of 5. Janine will be involved in the interview process of these 5 applicants. There has not been a lot of discussion of how this will work but Janine would like feedback from the BOD on what they feel the person will be working on. Janine thinks could bring on some added challenge and feels she will be spending a lot of time training the person, assigning them work and evaluating the work. This person will be a PEP employee but doing ESSA work and reports to Carol McClintock. There is a potential conflict of interest and their work should be project based. Please send any suggestions to Janine.

8. New Business

a. Director's Insurance Coverage

Andrew is going to be reviewing the document and will ask Janine to contact the insurance provided to provide the document in a pdf to distribute to the board for review. This need for review has come up from the situation surrounding the SAR (Search and Rescue) situation of one of the workers being sued. In terms of moving forward about questions surrounding WCB coverage and volunteering in a response, could you send him some questions you have about how volunteers are protected. Janine will add this to next meetings agenda for further discussion.

9. In-Camera Session

10. Next Meeting Date: There will be no meeting in July but August is a go however Jackie is unavailable so a new location other than E-Comm will have to be arranged.