

ESSA Board of Directors Meeting Minutes
Wednesday, March 25, 2009 – 6:30PM
E-Comm - Media Room

Attended: Suzanne (Chair), Jackie, Ieva, Bernadette, Janine, Joyce (cc) Marijke (cc), Lise Anne (cc), Andrew

Regrets: Elaine, Cheryl

1. WELCOME/INTRODUCTIONS

Thanks for joining in...

2. APPROVAL OF PREVIOUS MINUTES

Motion 2009-03-25(01) - Approve the Minutes of the Board Meeting of Feb 25, 2009 with corrections listed below. Bernadette, Marijke – M/S/C. Approved. Meeting held at NSEMO not E-Comm, and new board member Ieva was working on PHD not masters.

3. BUSINESS ARISING from the MINUTES

Treasurer position Correction need motion. **Motion 2009-03-25(02) Approve** Treasurer position to be filled by Marijke from now until July 1st board meeting. Andrew will take on position when Marijke goes on maternity leave. –Lise Anne, Bernadette – M/S/C. Approved. Thank you to Marijke and Andrew.

4. STAFF REPORT

- *Advisory Forum* – Last night conference call. Highlights include: 1) Confirmed in-person planning meeting on May 29th – focus is on Training Simulcast, DVD development. 2) Reviewed concept of Regional Seminars – look at modifying what we have traditionally thought of as regional seminar. 3) Provincial distribution list for the dissemination of the work of the advisory forum. 4) Look at producing exercise scenario to distribute across the province.

- *2009 Membership drive* – members are currently around 50 a bit low but not alarming – and after conference will push again. Some municipalities are having challenges with affording membership.

- *Website* – Would like to proceed immediately if we are going to do it. 1) Because people contacted with quotes want to know. 2) Our license with current host is up by March 31st. 3) Need to do it to fulfill national ESS network commitment. Budgeting – money we should be receiving immediately from PHAC should more than cover the cost of website redevelopment. The money from PHAC was not actually allocated to 08/09 budget. **Motion: 2009-03-25(03)** Proceed with the redevelopment of website with FuseBuilder. Andrew, Jackie – M/S/C. Approved.

5. NEW BUSINESS

Treasurer Report – Marijke provided report and interim budget. In the development of budget and reviewing the past budgets there are few things that we can change to better align with current thinking. 1) Focus more on a program by program ie: where are we spending the money and where are we getting the money from. 2) Interim budget proposed as the treasurer does not have enough information to complete budget. 3) Determine if the development of a finance committee may be useful or should the entire board be involved in decision making. 4) Improvement of application for gaming funds so the budget may need a bit more complexity to better demonstrate ability to fund programs without government including volunteer hours. 5) Review fee structure for membership – in May. 6) Devote some time for fundraising strategy to look at alternate sources of revenue.

Motion 2009-03-25(04) Adopt all 6 recommendations for treasurer's report. Joyce Bernadette M/S/C. Approved.

Motion 2009-03-25(05) Strike Sub-finance committee with Marijke, Andrew, Janine, Bernadette that will meet April, July, October and January of each fiscal year. Andrew, Marijke M/S/C. Approved.

Motion 2009-03-25(06) Adopt preliminary 09/10 budget with the provision to review at May meeting. Marijke, Jackie – M/S/C. Approved

Special gaming grant for ESS training – Board reviewed Marijke's Training proposal report and participated in lengthy discussion of the proposed shift of responsibility from PEP to ESSA for ESS training in BC.

Joyce and Lise Anne abstaining from voting due to conflict of interest.

Suzanne, Marijke, Andrew to draft motion and send out tonight via email based on option #1 of Marijke's report. E-Vote or abstain by 3pm March 26th PST.

Motion 2009-03-25(07) via email: ESSA will assist PEP by assuming the administration of the ESS training courses from PEP for the 2009-2010 year. Motion carried as there was > 50% consensus and a quorum of votes.

Motion 2009-03-25(08) via email: Marijke, Susanne and Bernadette will inform PEP and the Justice Institute and begin transition planning as required.

Motion carried as there was > 50% consensus and a quorum of votes

Defer last items on agenda to next meeting

Meeting Adjourned at 20:30

8. IN-CAMERA SESSION

NEXT MEETING: April 22th, 2009

6:30pm – Location TBD