



ESSA Board of Directors Meeting Minutes

Wednesday, May 27, 2009 @ 6:30 pm

E-Comm - Media Room

Conference Call - 604-215-4828 code: 3506

Attended: Joyce (cc), Janine, Elaine (cc), Bernadette, Marijke (cc), Cheryl (cc), Suzanne, Elizabeth, Ieva, Andrew, Jackie

Regrets: None

1. Welcome

Thanks for joining in...

2. Approval of Previous Minutes

Motion 2009-05-27 (01) - Approve the minutes of the April Board Meeting. Cheryl, Jackie - M/S/C. Approved.

3. Business Arising from the Minutes

Any business arising already planned on the agenda.

4. President's Report

Brief report sent out by email, and this board is part of a new era of ESSA, in terms of the training and JIBC involvement. Most people are very happy that ESSA will be facilitating the training. It is our current understanding that PEP does own the copyright of the material but JIBC is responsible for curriculum development and instruction. As it stands, any changes will have to go through PEP for approval. It has been suggested that JIBC and the Advisory Forum be the force of these future changes. ESSA will await word for time being and if no decisions are made, ESSA will look at getting more involved.

5. Staff Report

a. ESSA Website

The website is moving along, a little more slowly than expected. The contractor is working around the clock right now to get all of the information onto the site. The functioning of the website is definitely a lot better than the current site, however there is no wow factor at this time. June 1 is still our "go live" date but Kerry and Janine will definitely be looking at creating that new look/vision for the ESSA website over June/July. Dave Scott has already approached Janine about fitting their information onto the website as well. The other aspect will be the link between ESSA and NMESSN will be interesting and a good opportunity for information sharing within the ESSA website.

b. Newsletter

The May newsletter has been distributed. The current newsletter layout person came in and bailed us out at time when we needed someone. However Janine would like to move the newsletter back to in-house. Kerry is available to take on the newsletter, independent of her 5-hour a week contract. The board can discuss this via email or during in-camera session. There are future possibilities of changing printers, going in-house for labeling and sending to post-office. Janine currently cut the distribution list in half, currently down to 1000 hard copies. Janine would like Kerry to take it on for the June issue, if the board agrees.

c. Advisory Forum

The forum will be held Friday, May 29. The Team is excited to talk about training. Bob Kennedy and some MST people are going to be in attendance. Bob will be discussing PEP and what their role will be in terms of training. Someone from almost every region will be present. The Advisory

Forum is made up solely of ESSD's and a few Mobile Support members. There are two/three lower mainland participants.

d. **ESSA Conference**

There are over 65 people registered for the conference. This is good evidence that the conference can be held outside of the Southwest. We did get an email/invite that Kelowna would love to host the 2010 conference. The final plenary, Sherri Flavel, had to withdraw from the conference (she is no longer with Red Cross) so this has meant a readjustment of the day. Lise Anne did offer to take over the plenary. It will now be a full day of plenary sessions will mean that everyone will have the opportunity to attend all of the sessions. Bernadette will provide an update on the information that Bob Kennedy provides on training, the idea is that people will get the notion that ESSA will be the place to go for training information, and not PEP.

This year's conference has been 90% completed by the Williams Lake staff, which has been amazing. Along with a couple members of ESSA, this was a much smaller group than in the past. Post-conference, Janine would like to review the conference planning process and discuss how future planning would work. In the past, the BCERMS model has seen the ED take on the management role. Janine feels that this is appropriate if her time is allocated 100% to this and would be unable to work on any other ESSA work at that time.

e. **Memberships**

Memberships are coming in slowly. The current newsletter did have the membership application in it hopefully more people will purchase one. A good spin on the training is that people might think they need to be a member of ESSA to qualify for training.

6. **Treasurer Report**

Marijke sent out the treasurer's report via email. Most of the report is the budget discussion. Kudos to Janine for bringing in the year's finances within \$100 of the 2008/2009 budget. Any of the projected budgets have many contingencies and would have many changes depending on certain funding.

- 1) Assumption that there is no \$20K grant coming from PEP. This is used normally for core operations, 2/3 to staff and 1/3 to running the office. The approved March budget included this projected \$20k. Without this funding (see pdf page 3 of 7), there is now a shift to transfer money from the reserves.
- 2) The PEP supplies grant will also be gone. Most likely we would have to drop the PEP supplies program unless another way to fund it. There is the possibility to pick this back up if we cash in the reserves funding. Currently ESSA pays out \$150 per month to the admin, plus ESSA is paying for the supplies and the shipping. An idea would be to only distribute the critical supplies and/or look at another program and see if there is any funding available there to keep up with this, for example the name badges out of volunteer support. The program budgets haven't been itemized yet so there is still wiggle room. However, this would mean we would have to look at if we could keep Kelly administering this and if it did move in-house how would it be staffed? The directors would like Janine and Andrew to look at the options on this.
- 3) As the budget stands, without the two PEP grants, will see a pull from the reserves of \$40k. All of the ideas to get the pull from the reserves from \$40k to \$18 are not actual ideas that the treasurer suggests we take. Future gaming funds could actually see an increase if ESSA begins to start using the reserves. A reason that this year's funding may have been lower could be because of having such a high balance of savings. We will now be changing the category of gaming funding that we are applying for. The new application will be due in the summer, seeing a distribution to ESSA in the fall.
- 4) A priority is to spend gaming funds, working on ESSA's programs, deciding what programs should ESSA be focusing on, what new projects has ESSA taken on and/or would like to take on. In the past two years the programs have not been able to run at full capacity due to lack of staff. So there was a

back log of funds when programs were not put into action. This year we only received \$36k which is significantly less.

- 5) Budget recommendation: (Page 7 of 7) There are three options in place, with the possibility of a fourth combination option built out of parts of the other options. There is a light package, moderate, and radical. Marijke suggests the moderate package. There are many adjustments that could be made. Anything that could impact the 2009 budget should be addressed immediately.
- a. **Motion 2009-05-27 (02)** Motion to amend the budget, delete the PEP grant funding, combine messages/website, combine conferences/presentations/seminars, and rename PEP supplies/house logo: Andrew/Suzanne - M/S/C - Approved.
 - b. Finance sub-committee: Bernadette, Andrew, Marijke
 - c. Consideration for gaming funds for ESS Training - possibility of hardship fund for supporting travel for events/conferences/training. If the funds are there, this should be included.
 - d. PEP supplies: This program administrator has been notified that there is a freeze on distributing supplies. Kelly will be putting together a report on what has gone on with this program. Janine feels that if this program is discontinued a decision has to be made on what to do with the stock pile of supplies. To run out the supplies, we would have to commit to paying Kelly month-to-month as well as postage. In terms of the website, there could be a blurb notifying to get their supplies now as the program is going to be put on hold. Another important item is to have a current inventory of what supplies remain. As it stands this program is losing money. Janine recommends that if ESSA obtains the PEP position, the supplies distribution could continue but if not, it is using up funding that ESSA can't afford to deplete. There are a couple supplies that Janine would like to see continued. Final Word: Have Kelly send out a blurb that June 30th will be the deadline to obtain the PEP supplies until further notice. A special thank you will go out to Kelly for all her work on this project.
Motion 2009-05-27 (03) Motion to: 1) shut down the PEP supplies program in 1 months time (June 30) until further notice 2) distribute as many supplies as possible during that time and 3) at the end of June, the supplies administrator contract will end, with regret.
Andrew/Jackie - M/S/C - Approved.
 - e. Moderate changes for revenue: Add \$6000 in revenue under newsletter advertising (Charge training program \$500 per page for schedule); cut expenditures in ½ for newsletter and postage, reduce cost-share by \$1000, and reduce volunteer support materials (anything ESSA provides: printing of documents, hand-outs for presentations, laminated org-charts, lanyards) by \$500,
Motion 2009-05-27 (04) Approve moderate changes for revenue for 2009, pending a review from the sub-committee by September. Andrew/Elaine - M/S/C - Approved.

7. New Business

- a. **2009 - 2010 Budget**
see treasurer report.
- b. **ESS Training**
Training Program Budget: (Page 5 of 7) This has allowed us to not dip 100% into reserves. The training budget will pay for \$25k of ESSA's core budget. \$25k out of the gaming grant is for staff and operations. The \$170 JIBC cost covers everything. \$37k remains to be allocated but there are some courses that haven't been developed yet but the funding has been put aside for this volunteer training. As long as this program is exclusively funded by gaming, meals and travel are not funding. Organizational funding can be to bring people together and also for some start up costs. Promotion would cover advertising of the schedule.
Question: 2010/2011 - what is this based on? Treasurer looked at the cost of beginner courses and what would it look like if volunteer trainers were used instead. This was an alternative to working solely with the JIBC. So education funds could be reallocated to other sources, for example Salvation Army training etc.

Question: Will ESSA be paying the bill for course cancellations? Yes, though we would have a net savings but not an operational savings.

Question: Will the JIBC demand that a class be need to be filled to 20 to go ahead? The JIBC will adjust their class sizes due to geographical needs. ESSA and JIBC are in the process of creating a document which will outline the process for volunteers; it is currently at the draft process.

c. PEP Sponsored Auxiliary Position

PEP has offered a PEP-funded position for 20 hours a week, under supervisor of Carol McClintock in the Surrey office, to complete ESSA work. This is a completely new auxiliary position and they have to work in the office due to risk management issues. If we want this position to go ahead, we can either have an open call for applications, or ESSA can appoint someone directly. An electronic motion was held and the results were in favour of PEP posting the position.

There are two options:

- a) Compete the position: if we compete the position it is open to other applicants and there is a chance that someone ESSA wishes to appoint may not be the successful candidate, however the advantage here is that we have the ability to extend a competed position beyond seven months
- b) Do NOT compete the position: if we don't compete the position ESSA is able to appoint anyone they choose immediately for a period not to exceed seven months (if the position is required beyond seven month we would then be required to compete).

Things to consider:

Option 1 - to compete:

- a) Pro - the position can be extended beyond the initial 7 months
- b) Con - we will probably end up with a person with no knowledge of ESS/ESSA
- c) Con - the person will require training by Janine
- d) Con - the person will probably have a primary loyalty to PEP as their employer

Option 2 - to appoint:

- a) Pro - can hand-pick the person
- b) Pro - the person is likely to be familiar with ESS/ESSA and frees up Janine's time
- c) Pro - More loyalty to ESSA over PEP
- d) Con - Maximum of a 7-month posting
- e) Con - Could not identify a suitable and available candidate at the time of the meeting

8. In-Camera Session

9. Next Meeting Date: June 24th, 2009