



ESSA Board of Directors Meeting Minutes

Wednesday, October 21, 2009 @ 6:30 pm
Conference Call - 604-899-4310 code: 5870531

Attended: Janine, Bernadette, Elaine, Cheryl, Andrew, Suzanne, Elizabeth

Regrets: Jackie, Ieva, Marijke

1. Welcome

Bernadette welcomed everyone.

2. Approval of Previous Minutes

Motion 2009-10-21 (01) - Approval of the minutes of the September Board Meeting. Andrew/Liz M/S/C.
Approved.

3. Business Arising from the Minutes

Any business arising already planned on the agenda.

4. President's Report

At this time Elaine Balul has stepped up to be Secretary; however she is only active in name only and will not be running for this position. At the AGM, a Director will be required to fill this position.

5. Staff Report

a. **ESSA Website** - Janine and Kerry are meeting with the developer October 27 to have another look-see at the site and review any problem areas and receive training on new capabilities of the site, forums and blogs. We are nearing completion with the site.

b. **Newsletter** - The newsletter should go to print by the end of the October or first week of November.

c. **Advisory Forum** - The next meeting of this group will be on the Friday following the AGM. The group will focus on two goals: Building the ESS Toolkit (cd) and the presentation at the ESSA conference.

6. **ESSA Conference** - Beryl is currently looking for a facility to hold the conference. Once this is done the information will be on the website so that people will be able to register for the conference which will be held the last weekend of May, 2010.

7. AGM

What is it that we are all here to do? This question still stands for many members, directors and staff alike. We need to recruit more directors at this time. We need to open up to the membership and ask them what they want ESSA to do for them. It would really be great to have all the directors get together and put down the annual plan. Look at the staff time, look at programs offered, and decide what is important to ESSA and its members. It is also important for Janine to bring her concerns to the directors so they know what administrative issues the staffs are facing. There may be time for directors to lend a hand if they are more aware.

We need to call an AGM, notify members, take minutes, approve past minutes, hold an election if necessary or appoint directors. Last year it was the 20 year anniversary where awards were presented. Last year there was a First Annual award given to Sally. This year, the directors will each provide a couple names and send out via email to make a decision. Then Janine will approach the person and find out their availability. In terms of the agenda, does anyone want to facilitate the training portion of the discussion at the AGM? Bernadette was thinking of a presentation and then opening up to questions. This should be allocated 20 minutes in the agenda. Bernadette is willing to give the presentation but will lean on the other directors to assist in the Q&A.

8. Fundraising

The Metasoft contract will come into effect on December 7th. This is due to the commitments to the other projects. So ESSA will have 6 months from December 7th (June 7th) to either get funding or provide 3 letters of being turned down for funding. At this time, Janine is asking that we seek funding for specific programs, such as funding for the newsletter or conference. Bernadette feels we should find funders for ESSA as a whole. Please continue to send your thoughts out on this subject via email.

9. Treasurer Report

By October 25, the treasurer's report must be prepared to align with being available one month prior to the annual general meeting. Andrew assures that he is on the case.

10. On-going Business

a. **Membership Fee Review** - This is homework for the board to think of how you want to see this to work. If this issue is tabled until December, then it puts off the fee changes until another year. Janine will send out an email to the directors and redistribute the document Marijke prepared surrounding the fee structure. This should be acted on in the next month and then the results could be given to the members at the AGM.

b. **ESS Training** - What are the thoughts of ESSA continuing facilitating the training?

1. If it is financially feasible, and the ESSD's can be a bit more hands on, that it seems like a good step for ESSA.

2. It would be good if PEP would take this back on but that may not be a reality.

3. ESS Training can look like many different things. Some communities may have formal training and some may not. The future has many possibilities. However, at this time, where we are at right now, ESSA should focus on the first step decision on if ESSA should take on training, in terms of funding and facilitating.

4. A letter to Carol, Becky and Bob at PEP needs to be drafted. Documentation is essential and it is necessary that there needs to be a formal yes or no if PEP is going to take the training back now that the one year has been completed. Suzanne and Janine will work on the drafting of this letter, along with Andrew's input. Janine has spoken to Bob Kennedy this week about the PEP sponsored position. The news is that the auxiliary positions have all been frozen. Janine further inquired about training and the response was that they still do not have their own finalized budget so they do not have a black or white answer at this time.

5. It is the opinion of most board members that ESSA only provides training if they receive the funding from gaming for that purpose.

6. Even if ESSA takes on the facilitating of the training and PEP is still involved, they will be dealing with curriculum development, changing needs for training in urban and rural communities. What needs to happen is that there is a clear understanding by the communities, and any other stakeholders, who is responsible for what and to spread the word that ESSA is the funder and facilitator of the ESS training in British Columbia.

7. Formal training was never something that ESSA has been responsible for. It will be necessary to create a mandate around ESSA's role in current and future training.

8. When is the actual 1 year marker? The funding was receiving in March but the training began in May. It was agreed that it would be in place until March 31, 2010.

9. Add the ESSA Mission Statement to the front page of the website.

10. How will the work load affect Janine if ESSA takes on the full administration of the training? It has added a significant amount of time to Janine's work load. It would be necessary to sit down with the treasurer to look at the funds coming in from the training funds and see if it is possible to have Kerry take on more of the inputting of information and posting of schedules, possibly 1-2 more hours to her work load. Overall, there has been a negative impact on the other programs, i.e. newsletter, website, advisory forum, etc. because of how time consuming the training is. However you slice it, a few more hours (probably 5 or 6) need to be added to either Janine or Kerry's schedule for the programs, including the training, to maintain the commitments we have to our members. Janine suggests taking over the administration for April 1, 2010.

11. PEP sponsored auxiliary position

The auxiliary positions have all been frozen. This is the most current news and until PEP receives their finalized budget this will be status quo.

12. Next Meeting Date: The next meeting will be the AGM on Tuesday, November 24th.