

ESSA Board of Directors Meeting Minutes
Wednesday, Sept. 24th, 2008 – 6:30PM
E-Comm - Media Room

Attended: Janine Aussem (Executive Director), Suzanne Mackinnon (Vice-president), Lise Anne Pierce (Secretary), Joyce McLeod (cc), Bernadette Woit (President), Elaine Balul (cc), Jackie

(cc – participated on conference call)

Regrets: Ingrid Mravunac, Marijke Edmondson, Moira McCulloch

Guest: Bob Kennedy – ESS Training Specialist PEP

1. WELCOME/INTRODUCTIONS

- 2. GUEST PRESENTATION:** Bob Kennedy announced that the ESS Training Advisory Committee has been resurrected. The training advisory will use the results from the ESS questionnaire feedback to beginning addressing ESS training challenges and develop recommendations and implement changes/revisions.
- Training development – ESSD course down to 3 days – focus more on management level – so far positive feedback. JI is looking at putting in HYDRA component in simulation lab. A lot of requests from PEP coordinators and Regional Managers and they are having to restrict as it is primarily for ESS management – but still allowing 1-2.
 - Level 1 training package – one piece missing with CD – the script is now being written by JI and will be distributing soon.
 - Reception Centre management is course being revised to now be ESS management course – likely in the next fiscal year.
 - Reception centre online course likely to be coming soon. Good tool for remote/smaller communities - not meant to replace face to face course. Lots coming up on next several months.
 - MST from all of BC coming together in Chilliwack at end of October – very exciting, very full agenda. Cam Filmer will be in attendance for opening remarks. Course/workshop on Saturday morning. 2 days JI mentoring leaders condensed into 3 hour workshop. Brainstorming for ESS review and brainstorming. Saturday night social. Sunday table top exercise.
 - Busy times at PEP - new facility still some small things to sort out. Open house likely in October. Really meets the needs – great space.
 - Vancouver Island now has a PREOC.
 - Brenda Fox retiring on the 12th of December. Looking at a 1 month transition. Big loss for ESS –
 - Big initiatives starting to take shape – looking at planning for catastrophic events – starting to look very seriously at some issues.

- June 2009 Earthquake Exercise – very small group in the loop on the design committee.
- Questions/comments: Perhaps MST could do a presentation at ESSA Conference
- What happens if the dollars are the number one concern will anything change?
- Does JI offer information about ESS in First Responder training? No. Can we solve this?

3. APPROVAL OF PREVIOUS MINUTES:

Amendments – delete “president’s message” comment re: Website
Motion 2008-08-24(01) approve June 25, 2008 minutes with amendments. Jackie, Suzanne M/S/C.

4. PRESIDENT’S REPORT:

- AGM in November – 20th anniversary of ESSA
- PHAC contract is confirmed
- Kerry Evans has been contracted to support projects to free Janine up to complete PHAC contract
- Strategic planning – Suzanne, Janine, Debbie and Bernadette spent a few hours to set down a foundation to move forward. Goal to have it ready for AGM in November
- Positions on board – renewals, vacancies etc. Please let Bernadette know ASAP if you intend on staying on the board for 08/09

5. STAFF REPORT:

- See ED Short term program goals for details for immediate deliverables and strategic plan for ESSA
- Newsletter – summer edition of letter was sent out. Culling list of paper copies being sent out. Fall edition dedicated to 20th anniversary. Front page will be past and current presidents. Now at the layout stage and advertise about AGM and get it out as we need to give one month notice re: AGM. Next one will come out shortly after AGM – Deadline early December coming out early January.
- Regional seminars – ESSA will shift to offering single presentation to all PEP regions each year. This year, Karen Martin will offer Vulnerable population seminar as the offer as the ESSA regional seminar.
- Gaming application with Debbie Schachter – needs to be submitted earlier than Nov 30th this year. Gaming application needs to reflect program goals determined in strategic plan.
- Working on 09/10 budget to coincide with all the other planning and grant applications.
 Cost share program still has half the dollar \$2000. All forms in by first week (15th of February) or if the funds are used before then.
- 2009 membership drive planning – moving towards more of an online membership drive.

- Name badges for ESSA – looked at quote because of small batch recommended that we follow up with UPS. **Action:** Jackie to look into it as well with her contact.
- Janine going to Winnipeg to figure out National ESS network terms of reference with PHAC and Municipality reps.

6. NEW BUSINESS:

- 20th Anniversary Event/Recognition/Award – Working with BC association of Emergency Managers and we will no longer be competing for people to attend each meeting, but rather working together
- Looking at lifetime achievement award
- Possibility of lifetime membership for all past presidents.
- Gifts and recognitions-\$100 for now.
- Strategic Planning Meeting
- Website: considerations, postings, best practice

7. IN-CAMERA SESSION

NEXT MEETING: October 22, 2008
6:30pm – E-Comm