



ESSA Board of Directors Meeting Minutes

Wednesday, September 30, 2009 @ 6:30 pm
North Shore Emergency Management Office
Conference Call - 604-899-4310 code: 5870531

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

Regrets: Jackie, Suzanne, Marijke

1. Welcome

Bernadette welcomed everyone.

2. Approval of Previous Minutes

Motion 2009-09-30 (01) - Approval of the minutes of the August Board Meeting. Ieva/Andrew M/S/C. Approved.

3. Business Arising from the Minutes

Any business arising already planned on the agenda.

4. Metasoft Systems/Fundraising

Four members have completed the full tour with John from Metasoft Systems. The company is very flexible and has been very accommodating helping the board members understand the system. There needs to be someone available to write the grants. There is also the money back guarantee that if no funds are raised the purchase price will be refunded. This system allows for easy access to information. There is one glitch...who will be doing the grant writing? Is Kerry interested? Yes she is. At this time, ESSA now has a lot more programs to promote to potential funders. In terms of staffing, Janine would identify the projects with the financial committee, then look at the overall budget and create a strategy, and then make a priority list and then look through the metasoft systems to identify what funding agencies to target. Then when it would be time to create the funding requests that Janine will pass on to Kerry. A decision has to be made tonight. Currently there are 6 members in favour...Liz, Suzanne and Jackie have not responded.

Motion 2009-09-30 (02) Motion to sign up with Metasoft with the clause, including a one year membership, \$2995, contact can begin when ESSA chooses (within 6 months) and ESSA could get the money back if 3 letters are provided showing that we were not able to obtain funding.

Bernadette/Andrew, M/S/C. Approved.

5. ESS Training

This project has created a substantial amount of work. The volunteers are still having difficulty following the right lines of contact. At this time the training is taking up a lot of Janine's time and other projects are suffering. There are a couple key decisions that need to be made. Will we continue this training? Originally it was decided ESSA would commit to one year and then make a decision. At this time teams will be looking at their training so it is essential for ESSA to make a decision if they will continue. This is with two assumptions: ESSA will receive the \$250k for training from gaming and that PEP is still unable to fund this project. If ESSA decides to go ahead with another year of training, it is important that ESSA takes on this role 100%.

However, in the past there was a half time person at PEP and a half time person at the JIBC dealing with training but ESSA does not have the man power for this. Janine suggests that she manages the main role of training and employs someone else to do at least 2 hours a week of training related work, i.e. uploading schedules to the website etc. Should ESSA be asking PEP if they plan on taking the training back as the year is over? This should be done in writing, in either a formal letter or an email. Bernadette would like to take this to the membership at the AGM if ESSA should continue with the training if PEP is unable. ESSA should hear by the end of November at the latest, how much funds will be received for the

programs, including training. Another thing that should be done is take a closer look at our constitution and bylaws to see if providing training falls in line with ESSA. Also, it will be important to talk to the accountant about the ramifications of receiving such a large amount of \$250k. There is a difference between being the training funder and the training provider. Janine will send out an email to the entire BOD presenting the main topics for discussion with a deadline for response.

6. Treasurer Report/Approval of 2009-10 Annual Budget

Andrew has prepared a thorough 2009-10 Annual Budget which was distributed prior to the meeting. One change is that Janine suggested the removal of \$1000 from the AGM fund as we will no longer provide food. Is everyone in agreement? Yes.

The logic to the budget presentation is a modular approach. Each section includes a high level summary and a bottom line. Overall there will be a shortfall of \$23K but ESSA will reduce its reserves to make up for this. ESSA's high reserves are also one of the reasons that the gaming support has been so low in the past. Question: How much revenue are we making on t-shirts? Andrew will have to look into it.

Notes:

1. 80% of Operational expenses are allocated across programmes on a proportional basis. Proportion is determined by the percentage the programme represents of the total expenses.
2. Direct access gaming grant values are determined by the amount available and ensuring that the amount allocated does not exceed the maximum percentage (75%) that can be used to cover the costs of the programme. Costs include the allocated operational expenses.
3. Programmes are shown to be revenue neutral by means of transfers to or from reserves.

At this time we will still have about 23K in reserves after drawing from them for the 2009-2010 budget. Today we are only voting on the 2009-2010 budget, even though Andrew has projected for the next 2 years. Ieva inquired to whether we need to get a seal of approval from an accountant for our budget. Janine will look into this with the bookkeeper. Thank you to Marijke for all her hard work starting this process on the budget. Andrew has done a fantastic job picking up where she left off.

Motion 2009-09-30 (03) Motion to approve the budget as presented, Bernadette/Elaine M/S/C, Carried.

7. On-going Business

a. PEP Sponsored Position

Janine wrote Carol McClintock an email and Carol responded that HR hasn't gotten back to her yet on their budget. At this time they cannot commit to releasing any information when or if this position is still a go. Janine will continue to be in contact with Carol and will relay any new information as it is received.

b. Vacant Secretary Position

It is necessary for someone to step up and fill this position for ESSA to maintain their status. A Director still needs to be in this position until at least the AGM. This needs to be in place prior to the Annual General Meeting. Elaine is willing to put her name down for Secretary until the AGM, however Kerry will continue to do the minutes until that time.

8. Next Meeting Date: Proposed one week earlier than usual to be held on October 21, 2009. Janine will send out an email to this effect on the availability of the other members.