



National ESS Network

January 6, 2009

11:30PST/2:30EST

Participants: Kerry Evans (ESSA), Janine Aussem (ESSA), Pauline Hopley (Durham), Dave Hutton (PHAC), Wendy Hayko (York), Jodi Chittick-Denoble (Peterborough), Sue Ritchie, Elaine (Toronto)

Agenda:

- December meeting minutes review
- March meeting
- Personal Services Manual
- Membership
- Newsletter
- Website

December Meeting Minutes Review

There were no questions or concerns arising from a review of the December meeting minutes, and it was agreed to accept them as presented.

March Meeting

The March meeting will be an in-person meeting. Dave will forward all of the details to Janine who will distribute them to the group. This meeting will be held in Victoria with the proposed dates of March 24-25. Dave will check on these dates and include the information along with his email to Janine.

Personal Services Manual

Personal Services is managed between 2 groups and it broken down into 3 stages. There was a December meeting held and since the personal services manual has been revised. It is now broken down into chapters. Dave will have Carmen send out the current draft to everyone to review.

The January meeting (22-23) details have yet to be distributed. There is a pre-approval process that should be complete in the next couple of days. Elaine, Jodi, Pauline, Sue, Jackie, and Janine were hoping to attend this meeting but because of the short time frame may no longer be able to. Dave will have Carmen send out the final details as soon as they are available and hopefully some people will still be able to attend.

The NESS Network group would like to have an informal brainstorm session on the evening of the 22nd (Thursday). They will be able to access the room already booked. It is hoped that over these few days, the NESS Network will be able to create an action plan and proposal for the March meeting to be able to vote on and move forward.

Membership

There have been some responses (3) and there are about three more expected this week. At this time the only option for payment is cheque, cash, or money order. It is hoped that in the future credit card payments will be able to be accepted creating an additional ease for payment.

Newsletter

Possible inclusions for the upcoming newsletter include:

- A list of current BOD
- A list of member communities
- Membership fees/structure



National ESS Network

At this time the newsletter will remain as a 2-pager until the network grows. There were several submissions for name ideas for the newsletter. Janine will send out and email with the names for the BOD to vote on. At this time we still require about 2 articles for the newsletter. Possible newsletter ideas:

- Responses or training
- Toronto Conferece
- Highlighting the ON Central Group
- Personal Services Manual

Website

As part of the ESSA contract with PHAC, the NESS Network must have some website space that will be managed by ESSA. There are two options and then a series of combinations with these two options: Either a National Wiki Site or a Page on the ESSA website.

Discussion:

The ESSA website needs upgrading at this time. It is intended that there will be a whole page dedicated to the NESS Network. On the ESSA website, items such as best practices and resource sharing would be available.

What do the BOD of NESS want...the ESSA website, the National Wiki Site, or a combination of both?

Question: Is everyone able to access the Wiki site? Jodi and a couple others have been unable to access the site. It's possible that the link or invite has expired. Dave will resend the email for people to access the site. At this time it is a work in progress and needs updating.

Question: (posed to Janine) What is the easiest route to go? In terms of information management, along with not being that familiar with the technical working of the Wiki site, Janine's personal preference would be to include the page on the ESSA website. If for some reason, ESSA does not continue with a contract with PHAC, there would be an easy transfer of information.

Solution: Use the Wiki site to highlight key articles for resources. The Wiki site is independent of PHAC. There would need to be a few people monitoring the site to ensure relevance of article posted. This would be a basic site for information purposes only, more like an open forum. You would have to join the site but would then have access to review and add articles.

The page on the ESSA site would be the formal spot for people to obtain information on the NESS Network. Here you would find information on membership, board members, best practices, resource sharing, etc. Each site (Wiki and ESSA) would have a link cross referencing back to the other sites. The newsletter will be posted on both of the sites.

Next Conference Call:

Tuesday, February 3, 2009 – 11:30AM PST/2:30PM EST

Conference Call Coordinates:

1-866-646-2080

Participant code: 9416764