

**ESSA Board of Directors Meeting  
Wednesday, April 9, 2008 ~ 6:30 PM  
E-Comm Media Room**

**Attended:** Jackie Kloosterboer, Moira McCulloch, Suzanne Mackinnon (Vice President), Bernadette Woit (President), Janine Assum (Executive Director) (cc), Marijke Edmondson (cc), Lise Anne Pierce (Secretary) (cc), Eileen Balul (cc), Ingrid Mravunac (cc)

(cc = participated on conference call)

**Regrets:** Debbie Schachter (treasurer), Joyce McLeod

**1. APPROVAL OF MINUTES**

**Motion 2008-04-09(01):** Approve the Amended Minutes of the Board Meeting March 12, 2008. – Remove Laurie from attendance of minutes Moira, Jackie. M/S/C. Approved as Amended.

**3. TREASURER'S REPORT**

Board has notified Accountant of termination of services as of March 31<sup>st</sup>. It was agreed he will complete the month ends by April 15, 2008. Year end will either be completed by Buchanan and Company or new accountants based on fee for service. 08/09 contract with new Accountant/Bookkeeper has been established.

**ACTION:** Janine to follow up with Buchanan and Company to ensure Board has month end financials prior to meeting with PEP on April 26<sup>th</sup>, 2008.

**4. EXECUTIVE DIRECTOR'S REPORT**

- Mini-conference is complete and by all counts was a huge success. Congratulations and thank you to everyone involved.
- Membership drive continues.
- Membership to Chamber of Commerce of New Westminster. Janine has renewed membership as per requirements of ESSA insurance regulations.
- Newsletter – Christine will have agreed to produce mESSAges. We have a number of articles that are ready to go.
- Advisory forum – met on April 03, 2008 – very successful first meeting. Completing report to submit to Public Health Agency Canada to access funds.
- ESSA seminar - \$600 per PEP region towards the seminar. Janine will continue to promote to regions.  
**Recommendation:** Develop a Seminar Package to provide to interested region.
- The PEP supplies sheet now on the ESSA website. MOU in progress between Kelly and PEP.
- 2008 is 20 year anniversary of ESSA. Anyone interested in working on anniversary celebration please connect with Janine.

**ACTION:** Moira will connect further with Janine.

**5. ESSA MINI-CONFERENCE** see president's report and ED report

**6. PRESIDENTS REPORT** (see attached report for detailed report)

- Advisory Forum and Mini-conference. Congratulations and thank you to all involved.  
**ACTION:** Thank you for Andrew Wilson. Suggestions - complimentary 1 year membership, attendance at next Advisory forum, article in mESSAges. Janine will follow up on recognition suggestions and send Board the survey and constitution developed by Andrew for the advisory forum.

**ACTION:** Please review Advisory Forum summary in Presidents Message and provide feedback to Bernadette.

- Please inform Janine and Bernadette if you are attending any conferences or workshops and you would be willing to represent ESSA.

**Recommendation:** Determine strategic participation and budget for booths and ESSA attendance at conferences/workshops for 08/09.

- PEP recognition awards – April 25, 26, 27. Many on board attending. Friday night is a social event. Saturday morning – PEP providing breakout room for ESSA strategic planning activities.

**ACITION:** Invite PEP to attend first part of morning session to discuss further partnership opportunities. Second part of morning will be for ESSA board members strategic

## 7. NEW BUSINESS

- Gift for Rob John's as past president.

**ACTION:** Lise Anne and Marijka to purchase \$100 gift certificate at local restaurant.

**ACTION:** Bernadette to invite Rob to breakfast on April 26<sup>th</sup>.

- **Motion 2008-04-09(02):** ESSA will pay extra travel costs not covered by PEP for Bernadette to attend PEP Recognition. **Please note: motion was not M/S/C.**

- Lifetime Membership Awards to long time members/contributors to ESSA.

**ACTION:** Development of annual award to recognize individuals who have contributed above and beyond toward the betterment of ESSA. Potential launch of award at 20<sup>th</sup> anniversary celebration. Carry forward conversation to next meeting including criteria and physical award.

Meeting adjourned at 7:35 hours followed by in camera session.

**Next Meeting, Wednesday, April 28, strategic planning or May 14<sup>th</sup> 2008 – 6:30pm  
Media Boardroom – E-Comm 3301 East Pender, Vancouver**