

June 9, 2019

Emergency Planning Secretariat
Emergency Planning Secretariat
Leadership Committee Meeting Minutes
May 17, 2019
9:00 am – 1:00 pm
Lower Fraser Fisheries Alliance Office
2788 Sumas Mtn. Rd. Abbotsford B.C. V3G 2J2

Minutes

Attendees:

EPS LEADERSHIP COMMITTEE (LC): Dave Schaepe, Amber Kostuchenko, Tribal Chief Tyrone McNeil, Karen Brady, Mike Goold

REGRETS: Karen Brady, Shana Roberts, Mike Goold, Chris Lewis, Jeanne Hughes, Dionne Bunsha

EPS/LFFA STAFF: Executive Director: Murray Ned Project Coordinator: Gillian Fuss

1. Introductions

2. Review Agenda- Gillian F.

Related information: EPS LC Meeting May 17 2019- DRAFT Agenda

Decision: The Leadership Committee approves the agenda

3. Review of Minutes from Last Meeting– Gillian F.

Related information: EPS LC Meeting March 28 2019 – DRAFT Minutes and EPS LC Meeting March 28 2019 – DRAFT Record of Action Items and Decisions

A) Formatting

Action Item: *Gillian F. to review the minutes and address the above comments*

Decision: The Leadership Committee accepts the presented minutes with the edits in mind

B) Outstanding Action Items

Action Item: *Gillian F. to reach out to everyone to collect names and contact information of who can participate in FBC and EPS committees*

Action Item: *Gillian F. to reach out to Karen B. regarding her experience on FBC committees.*

Action Item: *Gillian F. to add committee structures and membership determination to the next meetings agenda*

Action Item: *Gillian F. to reach out to Dave S. about being put on STSA meeting agendas and attending meetings*

4. Review of Monthly Report and Other Updates – Gillian F.

Related information: EPS May 2019 Report, EPS May 15 2019 Workplan Draft, EPS May 15 2019 Communications Workplan Draft, Emergency Planning Secretariat Communications Strategy DRAFT May 3 2019, EPS 20192020

June 9, 2019

Emergency Planning Secretariat

Communications Budget DRAFT May 1 2019, EPS 20192020 Communications Schedule DRAFT May 1 2019, Contact Inventory May 3 2019, EPS Budget Past and Forecast 2018-2019 May 10 2019

C) **Monthly Report**

Related information: EPS May 2019 Report

Action Item: Gillian F. to make the above edits to the monthly report to reflect the above comments

Action Item: Gillian F. and Murray N. to speak to Sumas First Nation in regards to monthly financial statements for the Secretariat

Action Item: Gillian F. to add creation of a modelling group to the agenda of next meeting

Action Item: Gillian F. to reach out to Colin at STSA and Mitchell Ham

Action Item: Gillian F. to share information regarding the Resilient Waters workshop.

Action Item: Mike G. to email EMBC in regards to Gillian receiving EMBC emails and participating in EMBC events

Action Item: Gillian F. to add the above projects to the project inventory and eventual report.

D) **Workplan**

Related information: EPS May 15 2019 Workplan Draft, EPS May 15 2019 Communications Workplan Draft

Action Item: Gillian F. to apply the above suggested edits

Decision: The Leadership Committee accepts the communications strategy in principle, with the above edits

E) **Communications Strategy**

Related information: Emergency Planning Secretariat Communications Strategy DRAFT May 3 2019, EPS 20192020 Communications Budget DRAFT May 1 2019, EPS 20192020 Communications Schedule DRAFT May 1 2019, Contact Inventory May 3 2019

Action Item: Gillian F. to apply the above suggested edits

Action Item: Karen A. to provide a contact for Niska Youth Boot Camp

Action Item: Gillian F. to table the website creation for 6 months

Action Item: Gillian F. to draft a logo contest advertisement

Decision: The Leadership Committee agrees to spend \$2500 for a logo to be designed by local artists through a contest

F) **Budget**

Related information: EPS Budget Past and Forecast 2018-2019 May 10 2019

Action Item: Gillian F. to apply the above suggested edits

Action Item: Gillian F. to speak to Sumas First Nations to receive Income Statements and General Ledgers from the accounting department.

Action Item: Gillian F. to reach out to the Leadership Committee to find additional funding opportunities.

5. **Job Advertisement for Communications Coordinator**

Related information: LFFA EPS Project Assistant posting 2019

Action Item: Gillian F. to apply the above suggested edits

Action Item: Gillian F. to reach out to Dave S. and Amber K. regarding Bri's job advertisement

Decision: The Leadership Committee agrees to spend \$40,000-50,000 for the salary of an Executive Assistant

6. Upcoming Workshops

Related information: EPS Workshop 1- DRAFT Agenda May 16 2019, EPS Workshop 1 Planning File

Action Item: Gillian F. to apply the above suggested edits to the workshop outline

Action Item: Gillian F. to send around the doodle poll for the two workshops again

Action Item: Leadership Committee to respond to doodle polls

Action Item: Gillian F. to arrange a draft poster for the July workshop

Action Item: Gillian F. to look into organizing Secretariat-specific expense forms

Decision: The Leadership Committee agrees to spend \$200 for honoraria in the upcoming workshop

7. Upcoming Meetings

Action Item: Gillian F. to edit the calendar appointment to include the changed date

8. Canadian Water Resources Association 2019 Conference

Decision: The Leadership Committee agrees that Gillian F. can attend the CWRA 2019 conference

Table of Action Items

Action Item	Responsible Party	Status
Apply comments to workplan, and structure it into quarters	Gillian F.	Done, attached
Look into insurance for the Secretariat	Gillian F.	To be completed by Friday, June 14, 2019
Look into short-term, high-interest savings accounts to increase the amount of interest for money that won't be spent in this fiscal year.	Leadership committee	Leadership Committee to be reminded by Gillian F.
Contact FNESS or Oil and Gas Commission to see how we can collaborate, and look into potential funding sources?	Gillian F.	Connected with FNESS, will connect with OGC by September 2019
Get appropriate names of individuals from communities for technical committee from Tyrone and Murray.	Gillian F.	To be completed by Friday, June 14, 2019

Review the Terms of Reference of other organizations and create a proposal for Terms of Reference	Gillian F.	To be completed by June 31, 2019
Follow up with Dave S. to share decision-making chart.	Gillian F.	To be completed by Friday, June 14, 2019
Review the minutes and address the comments from the last meeting	Gillian F.	Done
Reach out to the entire leadership committee to collect names and contact information of who can participate in FBC and EPS committees	Gillian F.	To be completed by Friday, June 14, 2019
Reach out to Karen B. regarding her experience on FBC committees	Gillian F.	To be completed by Friday, June 14, 2019
Add committee structures and membership determination to the next meeting agenda	Gillian F.	Done
Reach out to Dave S. about Gillian being included on STSA meeting agendas and attending meetings	Gillian F.	Not completed, but Dave S. reached out to Bri to include Gillian F. on STSA meetings from now on
Make the edits mentioned in the meeting to the May 2019 monthly report	Gillian F.	Done
Speak to Sumas First Nation in regards to receiving monthly financial statements for the Secretariat	Gillian F. and Murray N.	Done
Add creation of a modelling group to the agenda of the next Leadership Committee meeting	Gillian F.	Done
Reach out to Colin at STSA regarding mapping and Mitchell Ham regarding LIDAR	Gillian F.	To be completed by Friday, June 14, 2019
Share information regarding Resilient Waters workshop	Gillian F.	Done by Dave S.
Email EMBC in regards to Gillian F.'s receiving EMBC emails and being included in EMBC workshops/activities	Mike G.	To be reminded by Gillian F.
Add the mentioned projects to the project inventory and current works report	Gillian F.	Done
Apply the mentioned edits to the workplan	Gillian F.	Done
Apply the mentioned edits to the communications strategy	Gillian F.	To be completed by June 28, 2019
Provide Eden's contract to the Leadership Committee	Gillian F.	Done

June 9, 2019

Emergency Planning Secretariat

Provide a contact for Niska Youth Boot Camp	Amber K.	To be reminded by Gillian F.
Table website creation topic for 6 months	Gillian F.	To be completed on November 1, 2019
Draft a logo contest advertisement	Gillian F.	Done
Apply the aforementioned suggested edits to the presented Budget	Gillian F.	Done
Speak to Sumas First Nations regarding receiving of monthly Income Statements and General Ledgers	Gillian F.	Done
Reach out to the Leadership Committee regarding additional funding opportunities for the future	Gillian F.	To be completed by Friday, June 14, 2019
Apply suggested edits to the job advertisement	Gillian F.	Done
Reach out to Dave S. and Amber K. regarding Bri's job advertisement	Gillian F.	To be completed by Friday, June 14, 2019 (if necessary)
Apply the suggested edits to the workshop outline	Gillian F.	Done
Send around the doodle polls for both workshops	Gillian F.	Done
Respond to the doodle polls	Leadership Committee	To be reminded by Gillian F.
Arrange a poster for the July workshop	Gillian F.	To be completed by Friday, June 14, 2019
Look into organizing Secretariat-specific expense forms	Gillian F.	To be completed by June 31, 2019