



ANNUAL REPORT 2014

B C Association of Emergency Managers

“Supporting Emergency Management Professionals in British Columbia”

November 18, 2014

Vancouver, British Columbia

Table of Contents

AGM Agenda	1
2014 Board of Directors	2
2013 Annual General Meeting Minutes	3
President's Report	6
2013 Financial Statements.....	7
Education & Research Committee Report.....	11
Website Committee Report	12
Membership Survey Report	13
Acknowledgements.....	14

2014 ANNUAL GENERAL MEETING

November 18, 2014 @ 1700 hours

Sheraton Wall Centre, Vancouver, BC

AGENDA

1. Call to Order and Confirmation of Quorum
2. Welcome by the Chair and Introduction of Board Members
3. Approval of the 2014 Meeting Agenda
4. Approval of the 2013 Annual General Meeting Minutes
5. President's Report: An Overview of the 2014 Annual Report
6. Treasurer's Report and Financial Statements
7. Election of Board Members:
 - a. Election of President
 - b. Election of Secretary
 - c. Election of Treasurer
 - d. Election of South West Region Director
 - e. Election of South East Region Director
 - f. Election of Central Region Director
8. Items from the Floor
9. Closing Comments

ADJOURNMENT of the 2014 BCAEM ANNUAL GENERAL MEETING

BOARD OF DIRECTORS – 2014

President - *Lynn Orstad*

Vice President – *Robert (Bob) Black*

Secretary – *Ken Neilson*

Treasurer – *Luana Kaleikini*

Directors:

Vancouver Island Region – *Sybille Sanderson*

Central Region – *Dale Kronebusch*

South West Region – *Bruce Kerr / Crissy Bennett*

South East Region – *Marianne Stone*

North East Region – *Trish Morgan*

North West Region – *Deborah Jones-Middleton*

Past President – *William (Bill) Elsner*



British Columbia Association of Emergency Managers

2013 ANNUAL GENERAL MEETING MINUTES

Sheraton Wall Centre, Vancouver, B.C.

November 26, 2013 @ 1700 hrs

1. CALL TO ORDER AND CONFIRMATION OF QUORUM

Cliff Doherty confirmed quorum present, meeting called to order at 17:04 hrs.

2. WELCOME By the CHAIR / INTRODUCTIONS

3. ADOPTION OF AGENDA

MOVED by Cliff Doherty / SECONDED by Luana Kaleikini

CARRIED UNANIMOUSLY

4. ADOPTION OF THE 2012 AGM MINUTES

"That the minutes of the 2012 BCAEM Annual General Meeting be adopted."

MOVED by Sybil Sanderson / SECONDED by Paul Crober

CARRIED UNANIMOUSLY

5. PRESIDENT'S REPORT

The President provided a summary of the President's Report which is contained in the 2013 Annual Report package.

6. TREASURER'S REPORT

Summary of Treasurer's Report provided, see 2013 Annual Report package.

"That the 2013 Treasurer's Report be received."

MOVED by Luana Kaleikini / SECONDED by Lisa Axelson

CARRIED UNANIMOUSLY

7. **AMENDMENTS TO BCAEM BYLAWS**

“That the BCAEM Bylaws, Article 5 Membership, be amended by deleting subsection b), the student membership category, and that subsections c) and d) be amended to b) and c), as follows below:

5. Membership shall encompass the following categories:

- a) An Individual Member shall be a person who has applied for membership, arranged for the payment of the membership fee, who qualifies in every other respect for membership, and who is approved by the Association; it entitles the member to a single vote on all Association business.

- b) A Life Member shall be a member who has been active in the Association and has significantly contributed to the field of Emergency Management in British Columbia. There is no fee associated with this category of membership nor are there voting privileges. Appointment of a life member will be decided by a majority vote of the Association’s Board of Directors.

- c) A Honorary Member shall be a person appointed by the Association’s board of Directors based upon criteria established in the Administrative Policies and Procedures. There is no fee associated with this category of membership nor are there any voting privileges.

And further that this amendment to the BCAEM Bylaws is effective on December 1, 2013.”

MOVED by Sybil Sanderson / SECONDED by Tom DeSorcy

CARRIED, with one opposing vote.

8. **NOMINATION COMMITTEE’S REPORT and BOARD ELECTIONS**

Cliff Doherty announced six Board positions were coming vacant, with five confirmed Nomination Forms obtained by the Nomination Committee.

a. Vice President:

Bob Black was nominated, and had accepted.

After 3 further calls for nominations, Bob Black was acclaimed.

b. Vancouver Island Region Director:

Sybille Sanderson was nominated, and had accepted.

After 3 further calls for nominations, Sybille Sanderson was acclaimed.

c. South West Region Director:

Bob Kerr was nominated, and had accepted.

After 3 further calls for nominations, Bob Kerr was acclaimed.

d. North East Region Director:

Trish Morgan was nominated, and had accepted.

After 3 further calls for nominations, Trish Morgan was acclaimed.

e. North West Region Director:

Deborah Jones-Middleton was nominated, and had accepted.

After 3 further calls for nominations, Deborah Jones-Middleton was acclaimed.

f. South East Region Director:

Marianne Stone was nominated from the floor, and accepted.

However, it was determined Ms. Stone was not a current paid up member.

After 3 further calls to the floor, there were no further nominations.

The South East Region Director position will therefore remain vacant and will be dealt with by the Board of Directors during future meeting(s).

9. Closing Comments

President Lynn Orstad provided closing comments, and called for Adjournment.

10. Adjournment

“That the 2013 BCAEM Annual Meeting be adjourned at 1729 hrs.”

President's Report

This has been a year of growth for your Association as the Board reviewed its role in supporting you, the members. We wanted to bring a more dynamic energy to the Association and look at ways to improve service to you.

I would like to thank Robert Black (Vice President) for his tireless efforts to come up with new ideas for the Association and his negotiations with the Emergency Preparedness Business Continuity Conference organizers for obtaining a group registration discount for BCAEM Members of which many of you took advantage. Trish Morgan (Director for North East Region) undertook a membership survey to find out what we were doing well, what we could improve upon and what type of services the membership was interested in seeing the Association provide. That survey will be posted on the website www.bcaem.ca and I hope you will review it as there very interesting opinions.

This year some of our Board Members have decided to step down and I would like to acknowledge their volunteer support to the Association. Dale Kronebusch from the Central Region has done some great work on the Professional Development Team and has been a strong promoter of BCAEM. Bruce Kerr also stepped down from his role as the South West Director and worked with the Board to complete the Strategic Plan. Ken Neilson will be stepping down as the BCAEM Secretary – a job that involves ensuring that Agendas, Minutes and the general business of the Association is complete and professional.

The Volunteer Board works very hard to bring new ideas and services to the membership and I thank each and every one of them for their dedication to this profession.

As your Board looks towards 2015, there are some new ideas and opportunities we will be adopting based upon the results of the membership survey.

And finally, I want to thank you, the members, for your continued support of the BC Association of Emergency Managers. It is a privilege for me to serve as your President.

Respectfully submitted,

Lynn Orstad



**British Columbia Association of Emergency
Managers (BCAEM)**

"Supporting Emergency Management Professionals
in British Columbia."

Financial Statements

Notice to Reader

On the basis of information provided by management, we have compiled the statement of financial position of the British Columbia Association of Emergency Managers as at December 31, 2013 and the statements of operations and changes in net assets for the 12 months then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Revelstoke, B.C.

March 23, 2014

British Columbia Association of Emergency Managers
Statement of Financial Position
(Unaudited – See Notice to Reader)
As at December 31, 2013

	2013	2012
Current Assets		
Cash and equivalents		
General account	18,971	16,422
Term deposits	5,000	5,000
Paypal account	796	633
Prepaid exepnses	591	563
	25,359	22,618
Current Liabilities		
Accounts Payable	64	-
Deferred Revenue		
Memberships	1,450	656
	1,514	656
Fund Balance		
End of year	23,845	21,962
	25,359	22,618

Approved by the Board:

Lynn Orstad, President

J. Luana Kaleikini, Treasurer

**British Columbia Association of Emergency Managers
Statement of Operations and Changes in Fund Balances
(Unaudited – See Notice to Reader)
For the Year Ended December 31, 2013**

	2013	2012
Revenues		
Memberships	4,850	6,775
Other	175	1,620
	<u>5,025</u>	<u>8,395</u>
Expenditures		
Advertising	-	672
Annual General meeting	-	301
Business fees and licenses	25	75
Conferences and seminars	-	2,560
Insurance	750	750
Office supplies	146	132
Paypal commissions	110	191
Travel and entertainment	-	534
Website maintenance	2,110	2,098
	<u>3,142</u>	<u>7,314</u>
Excess of Revenues over Expenses	1,882	1,081
Fund balance beginning of year	21,962	20,881
Fund balance end of year	23,845	21,962

**British Columbia Association of Emergency Managers
Notes to Financial Statements
(Unaudited – See Notice to Reader)
December 31, 2013**

Note 1 Purpose of the British Columbia Association of Emergency Managers

The Association's purpose is to support Emergency Managers in British Columbia. The Association is incorporated under the B.C. Societies Act.

Note 2 Significant Accounting Policies

Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Statement of cash flows

Management has decided not to prepare a statement of cash flows because it would not be meaningful to the users of the financial statements. The relevant information can be obtained from the Statement of Financial Position and the Statement of Operations and Changes in Fund Balances.

DRAFT

Education & Research Committee Report

The Education and Research Committee spent some time this year redefining our goals. The recent survey results suggest that we are on the right track regarding the type of information that BCAEM members would most appreciate finding on the website.

Topics that we will be researching to bring you more great resources in 2015 include:
Sharing Resources on the BCAEM website:

- Training tools and exercises
- EOC in 90 Minutes
- Communications (between EOC functions, community, Amateur Radio, etc.)
- Transportation (resources and potential solutions for remote communities)
- Examples of successful tabletop exercises
 - i.e. An exercise that brought Police, Ambulance, Public Works & Fire together and had them switch roles for the exercise so that they could gain a better appreciation of each other's roles and responsibilities

Encouraging collaboration and sharing best practices:

- Working with the regional directors and EMBC Regional Managers to bring together people within and from separate regions to share ideas and experiences and best practices
- Encouraging emergency managers to connect with each other and forge relationships with local agencies, businesses and organizations before a disaster strikes
- Develop a framework program such as lunch and learns that work up to quarterly, topical networking workshops that emergency managers can utilize to bring together emergency managers, agency, organization and ministry representatives to build relationships and foster solid plans and responses to potential crises
- Quarterly Topics to encourage discussion throughout the province
 - Spring – Freshet Issues
 - Summer – Forest Fire Issues
 - Fall – Resource Management Issues
 - Winter – Volunteer Management Issues

As always, we encourage you to share your best practices, lessons learned, plans, training and exercises with us so that together we can all work towards continuous improvement.

Respectfully submitted,

Sybille Sanderson
Chair, Education & Research Committee

Website Committee Report

Over the last year, I have spent many volunteer hours managing the BCAEM website, member and executive electronic discussion lists and providing general support to the Association.

Along with the typical updating of the Executive's information on the website after elections at the 2014 AGM, other updates to the website included the addition of the Education and Research Committee minutes, updating of outdated website links and the addition of a "Buy and Sell" section for members who are looking for, or selling, EOC-related supplies and equipment. I have also fielded numerous inquiries from members regarding login credentials for the website, access to the discussion list, requests for invoices and receipts for membership dues, etc.

More resources were also added to the "Tools & Resources" section of the website including re-entry permits, an Evacuation Toolkit, Elected Official's Reference Guide and a Policy Group Toolkit. These are all resources that were shared by our membership and if there are documents and tools you would like to share please let me know and I will post them to the site!

We were also able to share approximately fifteen (15) job opportunities with our membership through the discussion list and the "Career Centre" on the website. This is the most we have ever had on the website and hopefully it is a sign that the emergency management field is gaining momentum and support across the province.

In 2013 we provided an opportunity for consultants, instructors and suppliers to post their contact information on the website for a small fee. The Directory is slowly growing and we currently have eleven (11) individuals or companies participating. This has proven to be a value to our membership by providing a method of seeking suppliers as well as promotion for those that have enlisted. It is also generates a bit of revenue for our small Association.

Over the coming year the Association plans on sharing more resources and tools with its membership – ideas and feedback are always welcome; continuing to manage the electronic discussion list and working with the website hosts to help ease the amount of manual work done by the executive and website coordinator during the renewal process. The Service Directory will continue to be updated as new companies express interest in using our website as well.

I look forward to working with the executive again in 2015 and welcome any comments or suggestions from the membership regarding new information that can be shared through the established electronic means.

Respectfully submitted,
Crissy Bennett,
Website Coordinator

2014 Membership Survey

Throughout the summer of 2014 the BCAEM conducted an online survey of current and past members with the use of Survey Gizmo. Sixty four (64) full responses and fifty eight (58) partial responses were received. Sixteen (16) of the partial responses were manually updated to be considered “complete” because the respondent answered at least the first question in full.

Highlights of the survey include:

Website:

80%+ of respondents identified exercise and training materials as being “very important”, emergency plans and emergency preparedness resources were identified over 70% of the time as “very important”

- Comments generally suggest that there needs to be more templates and examples posted to our website and that they need to be updated more often.
- Respondents identified ESS resources on the website as being “very important” 52% of the time.

Additional Services:

- 71% identified that BCAEM should provide more opportunities to share best practices.
- 50% would like to see BCAEM advocate to higher levels of government.
- 50% would like BCAEM to support others in conducting research in the Emergency Management field.
- 45% would like to see a bi-annual newsletter.

Willingness to Volunteer & Volunteer Opportunities:

- 60% responded that they would be willing to volunteer with short-term projects.
- 44% responded that they weren’t aware of opportunities to volunteer.

Survey Respondent Demographics:

- 90% of those who responded to the survey were current members
- Almost 65% who responded work/volunteer in local government, 29% were emergency lifeline volunteers (keep in mind respondents could choose more than one answer)
- 41% of those in local government noted that they were full-time employees with only a portion of their duties dedicated to emergency management; 21% were full-time with 100% of duties dedicated to emergency management
- 12 individuals that work for provincial government agencies responded; ~ 42% are full-time with 100% duties dedicated to emergency management, while ~ 42% are full-time with a portion of their duties related to emergency management
- 27 individuals that are emergency lifeline volunteers responded; 75% are ESS volunteers, with the remainder generally split between Search & Rescue and Amateur Radio.

A copy of the survey results will be posted on the BCAEM website in the coming weeks.

Respectfully submitted,
Trish Morgan,
Director, North West Region

Acknowledgements

The BC Association of Emergency Managers would like to acknowledge and thank the Emergency Preparedness Business Continuity Conference Organizing Committee for its continued support in providing a room for our Annual General Meeting.