



Network of Emergency Support Services Teams  
Annual General Meeting Agenda  
July 26, 2022 – 11:00 am

Introduction of Board Members

Election of Executive

Adoption of Agenda

Membership Fee

Members Policy Review

Member Application Review

Motion to open General Account and Gaming Account at the Bulkley Valley Credit Union  
in Burns Lake

Signing Authority for Bank Account

AGM Meeting April 22, 2023

New Business



**Minutes**  
**NESST Annual General Meeting**  
**Wednesday July 26, 2022, 11:00 a.m.**

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**ATTENDEES:**

Deborah Jones-Middleton	Ryan Good
Tanya Spooner	Matt Herzog
Dennis Strain	Susan Scott
Jennifer Pinette	Chelsey Fields
Chris Walker	Crystal Miller
Sonja Krug	Emma Moore
Kyle McGhee	Grace Zayac
Patricia Culham	Jennifer Rensing
John Illes	Caitie Rosger
Anita de Dreu	Shari Jansen
Judy Greenaway	Justin Greer
	Trina Bysouth

**CALL TO ORDER:**

Deborah Jones-Middleton called the meeting to order at 11:01 a.m.

**ELECTIONS OF EXECUTIVE:**

President:

Jennifer Pinette nominated Deborah Jones-Middleton for President, Tanya Spooner 2<sup>nd</sup>. A call for additional nominations were made three times, with no other nominations made. Deborah accepted this nomination as the role of President.

Vice President:

Chris Walker nominated Tanya Spooner for Vice President, Judy Greenaway 2<sup>nd</sup>. A call for additional nominations were made three times, with no other nominations made. Tanya accepted this nomination as the role of Vice President.

Treasurer:

Crystal Miller nominated John Illes for Treasurer, Judy Greenaway 2<sup>nd</sup>. A call for additional nominations were made three times, with no other nominations made. John accepted this nomination as the role of Treasurer.

Secretary:

Tanya Spooner nominated Sonja Krug for secretary, Chris Walker 2<sup>nd</sup>. A call for additional nominations were made three times, with no other nominations made. Sonja accepted this nomination as the role of secretary.

**NESST AGM AGENDA:**

Moved by Judy Greenaway

Seconded by Jennifer Pinette

“That the NESST Society Agenda of July 26, 2022, be adopted.”

CARRIED UNANIMOUSLY

**MEMBERSHIP FEE:**

Moved by John Illes

Seconded by Judy Greenaway

“That the recommendation of NESST Society annual membership fee of \$5.00, be adopted.”

CARRIED UNANIMOUSLY

**MEMBERS POLICY REVIEW:**

Moved by Tanya Spooner

Seconded by Patricia Culham

“That the recommendation of NESST Society Members Policy Review be deferred until the next NESST Organization Committee meeting, be adopted.”

CARRIED UNANIMOUSLY

**MEMBER APPLICATION REVIEW:**

Moved by Jennifer Pinette

Seconded by Sonja Krug

“That the recommendation of NESST Society Member Application Review be deferred until the next NESST Organization Committee meeting, be adopted.”

CARRIED UNANIMOUSLY

**MOTION TO OPEN GENERAL ACCOUNT AND GAMING ACCOUNT AT THE BULKLEY VALLEY CREDIT UNION IN BURNS LAKE:**

Moved by Judy Greenaway

Seconded by Sonja Krug

“That a general account and gaming account be opened at the Bulkley Valley Credit Union in Burns Lake, be adopted.”

CARRIED UNANIMOUSLY

**SIGNING AUTHORITY:**

Moved by Judy Greenaway

Seconded by Tanya Spooner

“That Deborah Jones-Middleton, President, Tanya Spooner, Vice President, John Illes Treasurer, and Sonja Krug, Secretary have signing authority and approval of E-transfers via email for the NESST Society, be adopted.”

CARRIED UNANIMOUSLY

**Adjournment**

Moved by Judy Greenaway

Adjourned at 11:10 a.m.

**Next AGM Meeting**

April 21, 2023

NETWORK OF EMERGENCY SUPPORT SERVICES TEAMS SOCIETY

Financial Statements

December 31, 2022

Unaudited – See Notice to Reader



### **Notice to Reader**

These financial statements have been compiled by the Directors of the Society to provide information for management decisions. An audit or review engagement in respect of these financials statements has not been completed and no assurance has been expressed. Readers are cautioned that these statements may not be appropriate for their purposes.

John Illes, CPA, CGA  
Treasurer  
Burns Lake, BC  
March 27, 2023

**NETWORK OF EMERGENCY SUPPORT SERVICES TEAMS SOCIETY**  
**STATEMENT OF OPERATIONS**  
For the year ended December 31, 2022

**REVENUE**

Donations from Local Government	\$13,484.28
Donations	3,500.00
Interest	0.81
	<u>16,985.09</u>

**EXPENDITURES**

Bank Charges	55.65
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**ANNUAL (DEFICIT) SURPLUS** 16,929.44

**ACCUMULATED SURPLUS AT THE BEGINNING OF THE YEAR** 0.00

**ACCUMULATED SURPLUS AT END OF THE YEAR** \$16,929.44



## Mission Statement

Providing expanded training and education opportunities to Emergency Support Services Volunteers and partners of emergency management. To find and share unique education opportunities that can better assist people for an ESS response.

## Vision Statement

Enhancing the quality of Emergency Support Services response in British Columbia.

PO Box 820  
37 3rd Avenue  
Burns Lake, BC V0J 1E0  
Phone: 250-692-3195  
Toll Free: 1-800-320-3339

[WWW.NESST.CA](http://WWW.NESST.CA)



## **Board of Directors Roles & Responsibilities – Draft**

**Approved by Board:**

**Effective Date:**

### **All Directors**

All directors of a Network of Emergency Support Services Teams Society (Society) must, when exercising the powers and performing the functions of a Director of the Society;

1. act honestly and in good faith with a view to the best interests of the Society;
2. exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
3. act in accordance with this Societies Act [Sbc 2015] (Act) and the regulations, and(d)
4. act in accordance with the bylaws of the Society;
5. when exercising the powers and performing the functions of a director of the Society, the Director must act with a view to the purposes of the society.

Nothing in a contract or the bylaws of a Society relieves a director from the duty to act in accordance with the *Act* and the regulations, or liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the society.

### **Term of Office**

1. Directors at large are to hold office for a period of two years. Executive Directors are to hold office for a period of three years.
2. A Director may be re-elected for a maximum of three consecutive terms.
3. If a Director resigns his or her office or otherwise ceases to hold office, the remaining Directors may at any time and from time to time appoint a member to fill that vacancy on the Board.
4. A Director so appointed holds office only until the conclusion of the next general meeting of the Society, but is eligible for re-election at the meeting.
5. An action or proceeding of the Directors is not invalid merely because there is less than the prescribed number of Directors in office.
6. The members may, by special resolution, remove a Director, before the expiration of his or her term of office.
7. A successor may be appointed to complete the term of the removed Director.

### **President**





## Network of Emergency Support Services Teams

The President is the leader of the Society, and oversees all of the society's activity. The President will need to provide support, advice and guidance to the other committee members. The President is required to fully understand the activities of the Society and ensure that those activities are carried out.

The President is responsible to:

1. be the first point of contact for the Society;
2. take responsibility for leading the Society and for building and maintaining the Society's reputation;
3. represent the Society in relations with the all stakeholders and the public;
4. communicate regularly with the Vice-President;
5. attend and/or lead all meetings of the Society and if you are unable to attend ensure that another member the Society attends and/or leads the meeting and reports back to you;
6. take responsibility for managing the affairs of the Society, including planning and running meetings according to the constitution;
7. oversee and guide all decisions taken by the Society and ensure the they are communicated to all members;
8. ensure all Society committees are undertaking their role in an efficient and effective manner;
9. in conjunction with the secretary, prepare and present an annual report at the AGM (Annual General Meeting);
10. liaise with the secretary on the agenda for meetings and approve minutes before they are circulated;
11. be familiar with the Society, Constitution, Bylaws, policies and procedures;
12. liaise with the treasurer to ensure that funds are collected and spent properly, in the best interests of the Society;
13. plan for recruitment and renewal of the Society.

### **Vice President**

The Vice President will sit in on meetings and make sure members and supporters are satisfied with the Society's level of transparency. The Vice President also assists with drafting bylaws, policies and procedures and leads meetings when the president is unavailable.

If the president leaves, the Vice President will likely be considered to take over the role of President, however, if they do not want this role, they will help with finding a new President and transitioning the Society from one leader to the next.

The Vice President will step in and assume the President's duties if they are unavailable.

### **The Treasurer**

The Treasurer must have experience in managing budgets and have a basic understanding of the financial goals and responsibilities of the Society..



## **Network of Emergency Support Services Teams**

The Treasurer is responsible to:

1. establish and maintain annual budgets;
2. track all income and expenditures;
3. keep the Directors of the Society informed of the society's financial situation;
4. produce annual Financial Statements for the Annual General Meeting.

### **The Secretary**

The Secretary ensures the Society operates in an orderly fashion.

The Secretary is responsible to:

1. liaise with the President to plan meetings, compile, agendas, circulate agendas, reports and minutes to all Directors;
2. oversee the maintenance of the Membership List;
3. deal with correspondence to and from the Society;
4. oversee communications with members and ensuring that members have the opportunity to communicate back;
5. be familiar with the Constitution and Bylaws of the Society, any policies, procedures, and regulations;
6. coordinate Society's social media and website presence
7. being the principal organizer for events and room bookings
8. submitting the Risk Assessments for events.

### **Director-at-Large**

As a member of the volunteer Board of Directors, the Director-at-Large is responsible for furthering and implementing the direction established by the Board through active participation in Board activities.

Director-at-Large is responsible to:

1. serve as an active member and representative of the Board of Directors;
2. participate in all Board development and training opportunities, which includes helping to establish a strategic direction and vision for the Society's future;
3. participate in Society sub-committees;
4. support of and participation in events and activities organized by the Board of Directors and its sub-committees;
5. undertake special one-time projects or ongoing projects for the community with the approval of the Board of Directors.



## **Membership Policy**

**Approved by Board: September 26, 2022**

**Effective Date: September 26, 2022**

### **Purpose**

The purpose of the Membership Policy is to outline the rights and responsibilities for all Network of Emergency Support Services Teams (NESST) Society members. This policy also outlines membership fees and other policies that govern how memberships are renewed and terminated.

### **Mission**

The mission of the NESST Society is to:

- ❖ provide Emergency Support Services Volunteers with education that encourages respectful, compassionate, and effective response to people evacuated due to an emergency.
- ❖ give an opportunity for Emergency Support Services Volunteers to contribute to the ongoing development of Emergency Support Services and NESST.
- ❖ recognize the commitment and dedication Emergency Support Services Volunteers provide.

### **Core Values**

Members of the NESST Society will conduct themselves in a way they consider, in good faith, would be most likely to promote the long-term success of the organization through honest communication and action. The members abide by the association's core values of respect, education, and contribution.

### **Respect**

Members will show respect in regards to members of the association and those who we serve as well as a universal respect for an observance of human rights and fundamental freedoms for all without discrimination on the basis of race, color, national origin, native language, religion, gender, gender identification, sexual orientation, age, marital status,

citizenship, pregnancy, or disability. All viewpoints will be heard and considered in all aspects of the Society's business.

## **Education**

Through ongoing education all members will continue to gain knowledge, comprehension and skills through active participation and honest communication. Members will freely share information and network in order to advance the Emergency Support Services program.

## **Contribution**

Members are encouraged to contribute to the NESST Society and Emergency Support Services in a way that will enhance the program.

While members of NESST Society your actions will be considered reflective of the organization so must take into account the best interests of the organization and those who we serve.

## **Membership Options**

Memberships are non-transferrable. There are two options for registering as a member of the NESST Society:

- ❖ When registering for the NESST Conference each year you are automatically signed up as a member and your membership fees are included in the full price of the conference.
- ❖ If you are unable to register for the NESST Conference you can submit a Membership Application Form and submit your membership fees to the NESST Society.

## **Membership Fees**

Membership fees are determined by the NESST Society Board and will be posted on the NESST website. Membership fees are due on March 31st of each year.

Members who have not paid their membership fees by May 31st of each year are considered inactive and will not be considered "in good standing" until their dues are paid.

## **Member Rights and Responsibilities**

Members who are not directors have a right to:

- ❖ vote at an Annual General Meeting or Special General Meeting
- ❖ requisition a members' meeting, provided they meet the required threshold of 10% of voting members
- ❖ submit members' proposal, provided they fulfill the requirements of the Societies Act including meeting the minimum threshold of 5% of voting members
- ❖ receive written notice and reasons for their expulsion and make reasonable representations to the non-profit regarding their expulsion
- ❖ request the attendance of the non-profit's auditor at a meeting during which the financial statements or the appointment or removal of the auditor will be considered, provided the non-profit receives a written request at least 7 days before the meeting.
- ❖ to inspect records listed under Section 20 of the Societies Act

If the NESST Society isn't following its bylaws or the Societies Act and the NESST Society Board is not engaging in a resolution a member has the right to reach out to the Civil Resolution Tribunal. The CRT has a solutions explorer which you can use to determine what remedies are available in your situation.

## **Standards of Conduct**

1. Members will obey all Federal, Provincial and Local Government laws and be guided by the NESST Standard of Conduct in the performance of their duties.
2. Members will not discriminate against others because of race, color, national origin, native language, religion, gender, gender identification, sexual orientation, age, marital status, citizenship, pregnancy, or political affiliation.
3. Members will conduct themselves in a professional manner, being respectful and courteous to each other, their supervisors, and the public they serve.
4. Members will strive to improve their knowledge and skills in order to provide the best possible service to the community.
5. Members will maintain and respect the confidentiality of personal information received in the performance of their duties.
6. Members will maintain the integrity of the organization through honest communication and actions.



# Network of Emergency Support Services Teams Society

Email: [info@nesst.ca](mailto:info@nesst.ca) Website: [nesst.ca](http://nesst.ca)

## Membership Application Form

Memberships are non-transferrable. If you are unable to register for the NESST Conference you may submit this Membership Application Form to [info@nesst.ca](mailto:info@nesst.ca) along with payment or select the invoice box.

A \$5.00 Membership fee is due by March 31st of each year.

Members who have not paid their membership fees by May 31st of each year are considered inactive and will not be considered "in good standing" until their dues are paid.

### Standards of Conduct

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6. Members will maintain the integrity of the organization through honest communication and actions.

Please read the complete Membership Policy found at <https://www.nesst.ca/board-directors>.

I acknowledge that I have read the NESST Society Membership Policy.

<b>Name:</b>	<b>Team/Role:</b>	<b>Community:</b>
<b>Email:</b>	<b>Phone:</b>	<b>Years of ESS Experience:</b>
<input type="checkbox"/> <b>New Membership</b>	<input type="checkbox"/> <b>Renewal Membership</b>	<input type="checkbox"/> <b>Invoice required</b>

**Payment Options:** Please make cheques payable to:

**NESST Society C/O PO Box 820 Burns Lake, BC V0J 1E0 or Interac e-transfer [finance@nesst.ca](mailto:finance@nesst.ca)**

**Please Note:** If you require an invoice select the box above; an invoice will be sent to the email address stated above.