

NENA Ontario Annual General Meeting
Sept 20, 2011
Guelph Holiday Inn and Conference Centre, Guelph, ON

1. **CALL TO ORDER** – Kim Bastin 8:22 am
2. **ROLL CALL** – Sign in Sheet - attendance

Kim Bastin - York Regional Police	Fadi Dabliz - Bell
Holly Barkwell - Barkwell Holland Group Inc.	Tracy Finn - Toronto Police Service
Sheryl MacPhail - SamCom	Gail Reed - Barrie Police Service
Peter Holland - Barkwell Holland Group Inc.	Randy Clinch - Hanover Police Service
Larry Breen - Bell	Jerrett Wichman - Durham Regional Police Service
Lorrie Benjamin - St. Albert RCMP	Laura Phillips - Guelph Police Service
Colette Tanner - Hastings County	Carol Frank - York Regional Police
Lily Marrello - Rogers Communications	Sue Dawson - Barrie Fire
Karen MacKinnon - Mississauga Fire	Sharon Laidlaw - Barrie Fire
Ken Sluman - Peel Regional Police	Rick Galway - NENA
Sandy Ott - Brantford Police	Kathy Wallace - Sarnia Police
Theresa Billo - Waterloo Regional Police Service	Karen Page - Kincardine Communication
Sandy Hutchison - Stratford Police Service	Sue Knox - Durham Regional Police Service
Brian Corbett - Eastlink Communications	Sharon Desaulniers - Telus Communications
Ed Bondy - Windsor Fire and Rescue	Kim Sutton - Greater Sudbury Police
Marnie MacMeekin - Woodstock Police Service	Marianne LaBerge - Greater Sudbury Police
Dawn Shearer - OPP Central Region	Mike Shantz - Northern 911
Meagan Devries - OPP Central Region PCCO	Brent Winchcombe - Ottawa Paramedic Service
Linda Dickson - Wellington County	Denise Perrier - Telus Communications
Nancy Banks - Peel Regional Police Service	Terry Hubbard - Burlington Fire
Cindy Schroeder - Northern 911	
Peter Lang - Rogers Communication	

3. **MINUTES OF MAY 30, 2011** – *That the minutes of the NENA Ontario Annual General Meeting are approved with the following corrections.*
 - a. In Attendance (Page 1): Correct attendees list: spelling of Rick Galway corrected
 - b. OAB Updates (Page 3): Second bullet. Correct "Bell is looking at rebuilding the data network to accommodate deaf/hearing impaired subscribers only" to " Bell is looking at rebuilding the data network to accommodate deaf/hearing impaired subscribers initially to evolve into a data standard".
 - c. Text 911 (Page 3): Last sentence. Correct "TSE (Text Service English), TSF (Text Service French)" to "TXE (Text English), TXF (Text French)".

A motion was made to accept the minutes with revisions. Motion made by Kim Bastin, accepted: Sheryl MacPhail, seconded: Carol Frank

4. OPEN ISSUES

1. Financial report and appointment of Treasurer - Peter Holland
 - Peter Holland appointed as Treasurer for a 3 year term. This is a non executive position
 - New accounts have been set up at RBC. CIBC accounts to be closed by October 2011
 - Financial statements are now being recorded in Quickbooks with year end set for December 31st.
 - The financial records are now backed up monthly and stored offsite
 - A Financial Balance Sheet is attached at the end for review
2. ENP Process - Fadi Dabliz
 - There have been changes in the ENP eligibility process. The requirement to have management experience is no longer required. NENA has recognized that there are other that have the experience to write. Recertification is every 4 years. The national office will contact you to remind you when you are due to recertify. The organization is approaching 1000 active ENP's. There is discussion surrounding a new NG911 certificate program. Further details will be made available as the program progresses.
3. Update from NENA National - Rick Galway
 - Rick requested that people get involved and participate in working groups and on committees. There is much work to be done yet in standards development. Check the website www.nena.org for details on how to sign up for a committee
 - The TDC/ODC has been re-organized to the NENA development conference with the first one to be held Feb 5 - 8, 2012 in Orlando, FLA.
 - Committees have all been restructured below a development and steering council to better reflect the needs of the community and participants. Committee workgroups are going to be smaller to make work easier on individuals
 - Travel restrictions have forced a restructuring of meetings as well. There are very few face to face meetings, and almost all work is now done by conference call
4. Update on Membership - Nancy Banks
 - The organization is in the midst of a big influx of change and we need to build awareness.
 - There are approximately 200 members across Canada but the number is not growing
 - We now have 20 ENPs in Canada

- ENPs are now measured by current status and inactive members (have not recertified) are not being counted
- Terry Hubbard is running the Centre Manager Certification Program course (CMCP). They require 20 attendees for NENA to guarantee a trainer. This is the first time it is being offered in Canada and will run Oct 17th, 2011 in Burlington, ON. Ten people are currently enrolled
- Let the training board know what courses they should offer. There is a list of available courses on the website
- Courses are reviewed on a regular basis, and you have the option of purchasing a course outright and administering it, or you can choose to have NENA do it.
- NENA has re-purchased the rights to the magazine and will be releasing the first issue in the fall.
- There is also a new news clipping service available.
- A committee is being formed for the texting trials and volunteers are required. We need to develop standards and other documents.
- National is redeveloping the website, but there is no ETA available yet. It will provide some new functionality for presidents, and assist with emailing members, etc.
- A good turnout in Philly for the NENA Canada regional meeting. We had about 20 members or so attend.

5. NEW BUSINESS

1. Conference 2012 (Linda Dickson)
 - Linda announced that Durham Regional Police Services have volunteered to host the 2012 conference. This is going to be an exciting one because it will be our 10th conference.
 - We will once again be running the theme contest that includes a free registration for the winner, so put on your thinking caps.
 - We will be preparing a survey after the conference to be administered by the website for by email, we will be contacting you to let you know about it. Please respond, because this conference is for the attendees. You need to tell us what we need to deliver to make it valuable to you and your organization.
2. Volunteer Position Update (Holly Barkwell)
 - We announced at last year's conference that we were creating a new position appointed by the president (Committee Liaison) and appealed for volunteers. This position is tasked with assisting the executive committee in building relationships with other associations and organizations of interest. We were very fortunate and Robin Johnstone from Niagara Regional Police Service stepped forward. This position is now being fleshed out and a list of responsibilities have been set. We will keep you posted on progress.

- We are now creating a second position called Research Assistant. This position will work with the Committee Liaison position and collect information from other organizations and associations that is of interest and importance to our members. This information will be organized and distributed, but it will also be posted on our website.
 - We intend to restructure the website to become an information resource for our members and others, by posting news and updates from committee work (in plain English). Many of our members participate in other organizations, or on working groups or committees and may have news or information that would benefit all of our members. The Research Assistant will begin reaching out to those resources and collecting that knowledge so we can bring it to the entire membership.
3. Draw Tickets
- This year we have chosen a local charity to donate the funds from our raffle ticket sales. We have selected Victim Services in Wellington

A motion to adjourn was presented at 9:00 am by Larry Breen, and seconded by Sandy Ott.

Appendix A - Financial Balance Sheet for Oct 3, 2011

8:44 PM
03/10/11
Accrual Basis

**NENA Ontario
Balance Sheet**
As of 3 October 2011

	<u>3 Oct 11</u>
ASSETS	
Current Assets	
Chequing/Savings	
CIBC Current	547.50
RBC Current	<u>10,266.83</u>
Total Chequing/Savings	<u>10,814.33</u>
Total Current Assets	<u>10,814.33</u>
TOTAL ASSETS	<u>10,814.33</u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	11,347.44
Net Income	<u>-533.11</u>
Total Equity	<u>10,814.33</u>
TOTAL LIABILITIES & EQUITY	<u>10,814.33</u>