

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, AUGUST 24, 2016 AT 7:30 PM**

Attending:	Pam Crowe	President
	Donna Lynn Wilson	Vice-President
	Diane Daigle	Secretary
	Jean-Marc Jaquier	Treasurer
	Jess Aldred	Director
	Bruce Currer	Director
	Dennis Richardson	Director
	Joanne Schroeder	Executive Director
	Sandi McDonald	Administrative Assistant
Regrets:	Arne Einarson	Director
	Mary Ruth Harris	Director

Meeting called to order at 7:30 pm.

1. Motion to accept minutes of Board meeting held on June 22, 2016 and all written reports on the Consent Agenda dated August 24, 2016.

RESOLVED, THAT THE MINUTES OF THE MEETING HELD JUNE 22, 2016, AND ALL WRITTEN  
REPORTS ON THE CONSENT AGENDA DATED AUGUST 24, 2016 BE ADOPTED AS  
CIRCULATED AND READ.

JEAN-MARC / BRUCE . . .CARRIED

- i. Dated and Signed: Yes
- ii. Directors' volunteer time for the months of July and August 2016: Yes

2. Board of Directors:

- Introductions
- Welcome Jess Aldred to the Board of Directors

3. Unfinished business arising from the minutes of the June 22, 2016 meeting:

- a. Program manager presenter for September will be Lee Bjarnason, for October will be Meghan O'Rourke

- b. Strategic Planning

- Review of Strategic Plan
- Board members requested to take it home and bring back questions or comments to the September Board of Directors meeting. It will be voted on then

- c. Capital Project

- Not a lot to report this month.
- Goal is to have a more concrete idea and promotion materials on what we need from the community and the service clubs in order to proceed with this project. This will lead nicely into a focus for the 2016 Telethon

- d. July 1st Parade

- Pam would like to see us participate in the parade again next year
- It would be helpful for the parade committee to be formed earlier in the year (2017)
- Possibly we could consider participating in the Christmas Parade – as a thank you for support at the Telethon

4. New Business:

- a. Telethon
  - First meeting will be on Tuesday. Every other week in September, changing to every Tuesday in October
  - Meetings take place at the CVCDA
- b. WestJet raffle
  - New raffle this year
  - Tickets \$10 each
- c. Boardroom
  - Joanne and the program managers would like to change the Boardroom to make it more family-friendly
  - Plan is to reconfigure to provide a waiting room as well as a much less imposing table (needs to seat around 10)
- d. Bruce Perry
  - Final tally was \$22,000
  - Would be good to use the money for something related, e.g. “Touchstone Framework” Training
- e. Board package online
  - The Board package was made available online through a password protected portal on our CVCDA website
  - Board members are encouraged to visit the webpage and consider going ‘paperless’
  - Password for the Board Members Only site is BOD2016
- f. Ribfest
  - 16, 17, 18 of September 2016
  - Being put on by the Rotary – they have requested volunteers

5. Standing Items:

- Executive/Finance
- Capital Project
  - No meeting over the summer, next meeting will be either Aug 30 or Sept 6
  - Mike, Pippa, Joanne, Pam, Jean-Marc to attend
- Speaking Invitations
  - Comox Rotary/ Young Professionals
  - Baynes Sound Lions / Comox Lions
  - Strathcona Sunrise Rotary
- CARF
  - Joanne has reconfigured our Personnel Policies and Procedures into a new, easy to follow Employee Handbook

Next Regular Meeting:           Wednesday, September 24, 2016  
                                          (Lee Bjarnason, Infant Development Program)  
                                          Jean-Marc and Diane will be unable to attend September Board meeting

Adjournment (9:10 pm)

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Pam Crowe, Board President

\_\_\_\_\_  
Joanne Schroeder, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_