

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION  
BOARD OF DIRECTORS  
WEDNESDAY, SEPTEMBER 28, 2016 AT 7:30 PM  
AGENDA**

**PART I - CONSENT AGENDA**

Consent Agenda – is a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A Director may request an item be removed from the consent agenda prior to the ‘motion to accept minutes and all written reports on the consent agenda’ and the item is then placed on the regular agenda.

i. Minutes:

1. Minutes of a Board meeting August 24, 2016 (*attached*)

2. Reports:

- Operational
  - Executive Director’s report and schedule to September 28, 2016 (*attached*)
- Community Relations
  - Facebook User September 2016 (*attached*)
- Staffing
  - Postings: (*attached*)
- BCACDI
  - Email from Jason Gordon titled “BCACDI Member’s Update” dated August 30 and Sept. 12 (*attached*)
  - 2016 Finance Committee Draft Presentation (*attached*)

3. Committee Reports:

- a) Minutes from a Program Managers Meeting dated August 30 and September 12, 2016 (*attached*)
- b) Health and Safety Committee:
  - Notes from meeting held Aug 29, 2016 (*attached*)
- c) Accessibility Committee
  - Notes from meeting Sept 13, 2016 (*attached*)

4. Correspondence

a.

5. Press:

- Comox Valley Record, titled “Giving Back”, dated August 25, 2016 (*attached*)
- Comox Valley Record, titled “What is the Early Years Collaborative”, dated August 30, 2016 (*attached*)
- Comox Valley Record, advertisements for Jumpstart Preschool, dated August 25, and September 1, 2016 (*attached*)
- Comox Valley Record (Trio Magazine), titled “Top 10 Things to Do”, dated September 1, 2016 (*attached*)
- Comox Valley Record, titled “Friendship Project coming back”, dated September 6, 2016 (*attached*)
- Comox Valley Record, titled “Buy kindling, help the kids”, dated September 6, 2016 (*attached*)
- Comox Valley Record, titled “Obituary – Pete Peterson”, dated September 13, 2016 (*attached*)
- Comox Valley Record, titled “A Telethon star is born”, dated September 15, 2016 (*attached*)

PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held August 24, 2016 and all written reports on the September 28, 2016 Consent Agenda
  - a. Dated and Signed: Yes ☐ No ☐
  - b. Directors' volunteer time for the month of September 2016
2. Topic:
  - a. Infant Development Program – Lee Bjarnason
3. Unfinished business arising from the minutes of the August 24, 2016 meeting
  - a. Use of Bruce Perry funds
  - b. Board Room
  - c. Telethon Update
4. Standing Items
  - a. Executive/Finance
    - i. Banking Changes
  - b. Capital Project
  - c. CARF
    - i. Employee Handbook for final approval (*attached*)
    - ii. Strategic Plan for final approval (*attached*)
5. Next Regular Meeting:
  - Wednesday, October 26, 2016 – 7:30 pm
7. Adjournment