

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
BOARD OF DIRECTORS
WEDNESDAY, APRIL 25TH, 2018 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.

1. Minutes:

- 1. Minutes of a Board meeting March 21, 2018 (*attached*)

2. Reports:

- Operational
 - Executive Director’s report and schedule to April 25, 2018 (*attached*)
- Community Relations
 - Facebook April 2018 (*attached*)
- Staffing (*attached*)
 - i. Autism Interventionist, successful applicant (*attached*)
 - ii. Facility Maintenance Worker, successful applicant (*attached*)
 - iii. Speech Therapy Assistance – UIWONA (*attached*)
- BCACDI
 - Emails from Jason Gordon titled “BCACDI Member’s Update” dated April 2, 2018 (*attached*) and April 12, 2018 (*attached*) (*with attachment*)

3. Committee Reports:

- a) Minutes from Program Managers Meeting, Monday Mar. 12th and Monday, Apr. 9th (*attached*)
- b) Health and Safety Committee:
 - Minutes from meeting held March, 2018 (*available at meeting*) and April, 2018 (*available at meeting*)
- c) Accessibility Committee
 - Notes from a meeting held March 28, 2018 (*attached*)
- d) Communications Committee:
 - Update available at meeting

4. Correspondence

5. Press:

PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held March 21, 2018 and all written reports on the April 25, 2018 Consent Agenda
 - a. Dated and Signed: Yes ☐ No ☐
 - b. Directors' volunteer time for the month of April 2018
2. Topic:
 - a. Jumpstart Program
3. Unfinished business arising from the minutes of the March 21, 2018 meeting
 - a. Chamber of Commerce Mixers
 - b. Project Inclusion Garage Sale
 - c. McHappy Day
 - d. Dab n Donate
 - e. Beer and Burger
 - f. Comox Rocks for Kids
 - g. Mayor's Cup
 - h. RBC Volunteer Day
 - i. Heat Pump
 - j. Rick Hansen Accessibility Grant Application
4. Board Development
 - a. Board Governance Workshop
 - b. Strategic Planning
5. New Business
 - a. Membership Fees
 - b. July 1 Parade
 - c. Griffin Fundraiser
6. Standing Items
 - a. Executive/Finance
 - i. 2018.19 Budgets for Approval (*deferred*)
 - b. Capital Project
 - c. CARF - Annual Report (*attached*)
7. Donations
 - a.
 - b.
8. Next Regular Meeting:
 - Wednesday, May 23, 2018 @ 5:00pm – Strategic Planning and Board Development

7. Adjournment

Upcoming Meetings' Topics/Guests

June 27th – AGM

July 2018 – no meeting

August 22, 2018 - TBD