

Executive Director's Report Sept. 27th to Oct. 24th

Financial/Fundraising/Donations/Public Relations:

- Dab and Donate
- Silent Auction launched
- Telethon publicity and planning
- Valdy Concert in Fanny Bay
- Raffle Basket Sales

Programs and Services:

- Sibling group begins
- Planning Self Advocacy conference
- Wait list management and caseload weighting tools being developed
- AIDP/ASCD training in Victoria
- Exploration of new Parent group for the New Year
- Partnership presentations with Autism BC. – Launch into Life and Your Child's Mental Health
- OT Feeding group

Staffing/volunteers/students:

- Brooklyn Galloway new Communications lead
- Postings for Project Inclusion
- Challenges recruiting Therapy Assistant and Occupational Therapist

Facility and Equipment:

- Building to lock up
- Courtyard paving
- Asbestos Information session

Highlights:

- BCACDI
- Dab and Donate
- New Communications lead
- Building to Lock Up

Executive Director's Schedule to October 24th 2018

Date	Activity
Oct. 1 st	Coffee meeting with Jessica Aldred
Oct. 1 st	Meeting with MCFD and Behaviour consultant
Oct. 1 st	Social Committee
Oct. 1 st	Initial meeting on Parent Support Group
Oct. 2 nd	Capital Meeting
Oct. 2 nd	Staff Information Session on Asbestos
Oct. 2 nd	Financial Director
Oct. 2 nd	Telethon Meeting
Oct. 3 rd	Meeting with MCFD Executive Director of Services
Oct. 3 rd	Planning for Mission Possible conference
Oct. 5 th	Silent Auction filming
Oct. 5 th	Orientation for new Communications Lead
Oct. 6 th	Raffle Ticket Sales
Oct. 7 th	Raffle Ticket Sales
Oct. 9 th	Capital Meeting
Oct. 9 th	Community Health Network
Oct. 9 th	Program Managers
Oct. 9 th	Regional Advisors Conference Call
Oct. 9 th	Telethon Meeting
Oct. 10 th	Meeting with Supported Child Development program
Oct. 12 th – 16 th	Holidays
Oct. 17 – 18	BCACDI provincial meetings
Oct. 19 th	Presentation to Vancouver Island Early Learning Network
Oct. 19 th	Dab and Donate
Oct. 22 nd	Lunch with Board Chair
Oct. 23 rd	Capital Meeting
Oct. 23 rd	Lunch and Learn
Oct. 23 rd	SCD Allocation meeting
Oct. 23 rd	Telethon Committee
Oct. 24 th	Meeting with Autism B.C.
Oct. 24 th	Staff Potluck and Birthday celebration
Oct. 24 th	Joint CVCDA/MCFD team meeting
Oct. 24 th	Accessibility Meeting