

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION  
BOARD OF DIRECTORS  
WEDNESDAY, NOVEMBER 22<sup>ND</sup>, 2017 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 October 25, 2017 (*attached*)

2. Reports:

- Operational
  - Executive Director’s report and schedule to November 30, 2017 (*available at the meeting*)
- Community Relations
  - Facebook User November 2017(*attached*)
- Staffing (*attached*)
  - i.
- BCACDI
  - Email from Jason Gordon titled “BCACDI Member’s Update” dated November 10, 2017(*attached*) and attachment (*attached*)

3. Committee Reports:

- a) Minutes from Program Managers Meeting (*available at the meeting*)
- b) Health and Safety Committee:
  - next meeting
- c) Accessibility Committee
  - November 1, 2017

4. Correspondence

5. Press:

- Available at meeting

## PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held October 25, 2017 and all written reports on the November 22, 2017 Consent Agenda
  - a. Dated and Signed: Yes ☐ No ☐
  - b. Directors' volunteer time for the month of November 2017
2. Topic Presentation:
  - a. OT Program Manager
3. Unfinished business arising from the minutes of the October 25, 2017 meeting
  - a. Telethon
  - b. Xmas Parade
  - c. Board Vests
  - d. Potential New Board Member
4. New Business
  - a. Christmas Party?
5. Board Development
  - a. Board Manual
    - i. Review of Table of Contents and
6. Standing Items
  - a. Executive/Finance
    - i. Financial Statements (*attached*)
  - b. Capital Project
  - c. CARF
7. Donations
  - i. Telethon
8. Next Regular Meeting:
  - Wednesday, January 24, 2018
7. Adjournment
  - Jan. 24th – ASLP
  - Feb. 28th – Family Support
  - March 28th – CIP
  - April 25th – Jumpstart