

Executive Director's Report March 23rd – April 26th, 2017

Financial/Fundraising/Donations/Public Relations:

- Year end financials
- Negotiation for transition to Health Benefits Trust
- Planning for RBC Day of Service
- Planning for McHappy day
- Grant from Ministry of Health for Autism Centre
- Planning for Capital project
- Planning for Denim and Dancing

Programs and Services:

- CARF planning and preparation
- Touchpoints training
- Kindergarten transition meetings
- Parent Coaching research project

Staffing/volunteers/students:

- Recruitment of new Director of Finance and Administration
- Reduction in hours for staff in EYC and TA
- Rich Cross increased hours in Project Inclusion
- Brandon Davison successful candidate for TAP interventionist
- Casual postings for TAP and Project Inclusion
- HSW students in TAP and Project Inclusion

Facility and Equipment:

- Capital Project
- New Photocopiers installed
- New website launched

Highlights:

- ✓ CARF!!
- ✓ Capital Project grant and planning
- ✓ Touchpoints

Executive Director's Schedule – to April 26, 2017

Date	Activity
Mar. 22	Meeting with Children's Health Foundation
Mar. 23	Meeting with EIT team to discuss waitlist management
Mar. 27	Early Years Collaborative
Mar. 28 – 30	Touchpoints Training
Mar. 31	Meeting with Capital Project architect
Apr. 3	Occupational Health and Safety
Apr. 3	Capital Project subcommittee
Apr. 4	MCFD/UVIC research presentation
Apr. 4	Children's Health Foundation Leadership Summit
Apr. 6	Local Hero selection committee
Apr. 7	Non-Profit Administrators meeting
Apr. 7	Meeting with Facilitator of Autism Parent Support group
Apr. 10	Program Managers
Apr. 11	Admin Meeting

Apr. 12	Meeting with returning OT
Apr. 12	Capital Project meeting
Apr. 18	Early Years Funding committee
Apr. 18	Touchpoints Lunch and Learn
Apr. 19	Planning for May 27 fundraiser
Apr. 20	BCACDI Board
Apr. 21	Capital Tech Committee
Apr. 24 – 26	CARF