

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
TUESDAY, MARCH 22, 2017 AT 7:30 PM**

Attending:	Pam Crowe	President
	Donna Lynn Wilson	Vice-President
	Debra Deschamps	Director
	Mary Ruth Harris	Director
	Diane Daigle	Secretary
	Arne Einarson	Director
	Jean-Marc Jaquier	Treasurer
	Dennis Richardson	Director
	Pieter Vorster	Guest – Pod Creative, website designer
	Joanne Schroeder	Executive Director
Sandi McDonald	Administrative Assistant	
Regrets:	Jess Aldred	Director
	Bruce Curror	Director

Meeting called to order at 7:30 pm.

1. Motion to accept minutes of Board meeting held on January 25, 2017 and February 22, 2017 and all written reports on the Consent Agenda dated February 22, 2017.
 - a. RESOLVED, THAT THE MINUTES OF THE MEETING HELD JANUARY 25,2017 AND FEBRUARY 22, 2017 AND ALL WRITTEN REPORTS ON THE CONSENT AGENDA DATED MARCH 22, 2017 BE ADOPTED AS CIRCULATED AND READ, WITH A CORRECTION TO ITEM 3.D. SHOULD READ :

Have A Heart Fundraiser

- The fundraiser was successful and raised approximately ~~\$9,000~~. [Correction: \$28,000]. We have not heard what our share of the donation will be.

DENNIS / JEAN MARC . . .CARRIED

- i. Dated and Signed: Yes.
- ii. Directors' volunteer time for the month of March 2017: Yes

2. Topic Presentation:
 - a. Website Deployment
 - Pieter presented the completed website to the Board. He stressed that changes are easily made to the website
 - He recommended that we add videos to our site to increase our SEO (Search Engine Optimization) ranking
 - He requested more information from the Board to create a dynamic Donate page

MOTION, TO GO AHEAD WITH THE WEBSITE AS PRESENTED BY PODCREATIVE.

DENNIS / ARNE. . .CARRIED

3. Unfinished business arising from the minutes of the January 25, 2017 and the February 22, 2017 meeting:
 - a. Children's Health Partnership Grant
 - We were successful in getting this grant (\$50,000 per year for the next 3 years)
 - Part of the funds will be going to fund the new Family Advocate position and part will be going to fund our Early Years Consultant (which began last year)
 - We are not allowed to use these funds for capital expenditures
 - b. Georgia Strait Fundraiser
 - Rob Petersen from Georgia Strait Big Band will be hosting another fundraising event for us at the Filberg Centre on May 27, 2017 with a fundraising goal of \$5,000

- Format will be a Chili and Denim dinner. The first half will be the six entertainers that he has invited and then demonstration dances by Val Dance and 6 different entertainers then a dance by the Georgia Strait Big Band and Musical Friends
- Tickets will be \$35 each, with 225 tickets available at the CVFDA and around town

c. Have A Heart Fundraiser

- The fundraiser was successful and raised approximately \$28,000- \$29,000. We have not heard what our share of the donation will be but it is anticipated that it will be approximately \$9,000. (Some of that total – approximately \$3,300 - will be as gaming funds.)

d. Health Benefits Trust

- Nothing new to report
- They have not forced us to move providers yet, but it may still happen

4. New Business

- a. Purchase of two new photocopiers, one for each building

MOTION TO PURCHASE TWO NEW PHOTOCOPIERS FROM MONK OFFICE FOR AN AMOUNT NOT MORE THAN \$8880 PLUS TAX.

DENNIS / JEAN MARC . . .CARRIED

b. Board Workshops at NIC

- North Island College is offering a workshop about Board Governance next week
- It will be \$179 for a full day workshop and will extensively cover Board issues
- Dennis is interested to attend the next time the workshop is offered

c. Communications committee

- Met last week to determine priorities for the committee
 - Creation of calendar of ‘communication’ events – newsletters, Telethon, fundraisers, etc
 - Creation of a ‘style guide’ to ensure standardized look to communications
 - Incorporation of the new ‘welcome’ graphic as part of our branding
 - Creation of a ‘master’ PowerPoint presentation that can be customized to venue
 - Provide Board members with ‘talking points’ and facts with regards to autism

d. Going away party for Don McRae

- Will be held at Crown Isle on April 1, 2017
- Joanne and Mary Ruth will attend on behalf of the agency and Board of Directors

5. Standing Items

a. Executive / Finance

i. Executive/Finance

- BC Budget – indicated an increase to the contracts

ii. Capital Project

- Presentation of \$100,000 cheque from Don McRae’s office at the fundraiser on May 27th
- We are not allowed to make any announcements prior to the official government announcement
- With the receipt of designated funds for the building, it is time to open a ‘capital’ expense account. The finance committee will meet and decide on the details of which funds should be moved into this account.
- Gaming funding will soon be opening up a ‘capital funding’ stream which they haven’t had for a long time. They will be putting out a call for proposals sometime soon.
- Childcare grants funding have also been announced – They will be giving up to \$500,000 to child development associations who also open up daycares with no matching funds required. This is a departure from earlier policy that required 50/50 fund matching from the agencies. We considered this, but thought taking on a whole new program might be too challenging at the moment. Joanne will contact the licensing officer and find out the requirements. There might be a possibility of just

licensing the new building space but in the past some of the requirements and paperwork have been quite onerous. The due date for the initial expression of interest is due in May. If accepted, then we would need to consider our proposal going forward. There will be an increased need for childcare spaces going forward as the schools expand their classroom requirements due to smaller class size requirements and so some of the childcare that is currently located in the schools may be forced to find different space.

- If we were to become a licensed daycare facility some of our TAP parents would also be able to access childcare subsidy (in addition to their autism funding) to help pay for the care their child/ren require. Ideally, we would be integrating children without special needs into the space, as well.
- Our architect, Pippa, has just finished designing the new childcare space in Comox and so is very familiar with the design requirements, if we proceed with our expression of interest.

iii. CARF

- Survey Dates set for Apr. 24 – 26th
- Board members have been asked to attend the initial meeting at 8:30 as well as at the exit meeting (to be held at noon on April 26)
- Occupational Health and Safety Plan
 - Swimming and Watercraft (*tabled until April BOD meeting*)
- Technology Plan
 - Reviewed all the recommendations in the plan (telephones, photocopiers, projector, conference telephone, AV cart)
 - It was suggested that we approach Monk regarding donating an AV cart. Sandi will follow up

MOTION, TO APPROVE THE TECHNOLOGY PLAN, AS PRESENTED.

ARNE / JEAN MARC . . .CARRIED

- Building Security Plan

MOTION, TO APPROVE THE BUILDING SECURITY PLAN, AS PRESENTED.

ARNE / DIANE . . .CARRIED

iv. Executive/finance

- An in-camera discussion was held to discuss a restructuring of the administrative team.

MOTION: THAT A NEW DIRECTOR OF FINANCE AND ADMINISTRATION POSITION BE CREATED. THAT THE HR/ACCOUNTING MANAGER POSITION BE COLLAPSED. THAT A NEW UNION FINANCIAL ADMINISTRATION POSITION BE CREATED.

DENNIS/JEAN-MARC . . .CARRIED

Next Regular Meeting: Wednesday May 24th – Board planning and development
Wednesday June 21st – Annual General Meeting

Adjournment 9:45 p.m.

Pam Crowe, Board President

Joanne Schroeder, Executive Director

Date: _____

Date: _____