

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
BOARD OF DIRECTORS
WEDNESDAY, May 24th, 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 April 26, 2017 (*attached*)

2. Reports:

- Operational
 - Executive Director’s report and schedule to May 24, 2017 (*attached*)
- Community Relations
 - Facebook User April 2017 (*attached*)
- Staffing (*attached*)
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- BCACDI
 - Email from Jason Gordon titled “BCACDI Member’s Update” and attachment dated May 1 and May 17 (*attached*)

3. Committee Reports:

- a) Minutes from Program Managers Meetings (no meeting this month)
- b) Health and Safety Committee:
 - Notes from meeting held May 1, 2017 (*attached*)
- c) Accessibility Committee
 - Next meeting May 24, 2017

4. Correspondence

- a.

5. Press:

- Article in _____ dated _____, 2017 (*attached*)

PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held March 22, 2017 and all written reports on the April 26, 2017 Consent Agenda
 - a. Dated and Signed: Yes No
 - b. Directors' volunteer time for the month of April 2017
2. Topic:
 - a. Board Planning
3. Unfinished business arising from the minutes of the April 26, 2017 meeting
 - a. Georgia Strait fundraiser
 - b. McHappy Day
 - c. RBC Days of Service
 - d. July 1st parade
 - e. Membership Dues
 - f. Staff Planning Day
4. New Business
 - a. 2017.18 Strategic Plan
 - b. BCACDI Annual General Meeting and Board Workshop
5. Standing Items
 - a. Capital Project
 - b. CARF
 - i. Occupational Health and Safety Plan
 1. Swimming and Watercraft (*attached*)
 - c. Executive/Finance
 - i. Director, Finance and Administration
 - ii. Year end financials
 - iii. Board Nominations/Terms for new year
6. Donations
 - a.
7. Next Regular Meeting:
 - Wednesday, June 21st – Annual General Meeting
7. Adjournment