

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, APRIL 26, 2017 AT 7:30 PM**

Attending:	Pam Crowe	President
	Donna Lynn Wilson	Vice-President
	Diane Daigle	Secretary
	Jean-Marc Jaquier	Treasurer
	Jess Aldred	Director
	Bruce Curror	Director
	Mary Ruth Harris	Director
	Joanne Schroeder	Executive Director
	Sandi McDonald	Administrative Assistant

Regrets:	Debra Deschamps	Director
	Arne Einarson	Director
	Dennis Richardson	Director

Meeting called to order at 7:30 pm.

1. Motion to accept minutes of Board meeting held on March 22, 2017 and all written reports on the Consent Agenda dated April 26, 2017.

a. RESOLVED, THAT THE MINUTES OF THE MEETING HELD MARCH 22, 2017 AND ALL WRITTEN REPORTS ON THE CONSENT AGENDA DATED APRIL 26, 2017 BE ADOPTED AS CIRCULATED AND READ.

JEAN MARC / DIANE . . .CARRIED

i. Dated and Signed: Yes.

ii. Directors' volunteer time for the month of April 2017: Yes

2. Topic Presentation:

a. CARF Accreditation and Survey

3. Unfinished business arising from the minutes of the March 22, 2017 meeting:

a. 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
- Chef Gordon Hyde from The Soup Pot will be making the chili
- Tickets are \$35 each, with 225 tickets available at the CVCDA, Bop City, and Laughing Oyster Books
- CVCDA BOD members are requested to attend

b. Health Benefits Trust

- We are now being required to return to the Health Benefits Trust for staff benefits as negotiated in the collective agreements. (Our benefits are currently with CSBT)
- We could keep our 'exempt' employees with CSBT, but in the interests of standardization and ease of management, Joanne is recommending that all employees go with the same company
- Our dues are a percentage of our payroll, rather than on a 'per person' basis
- The CVCDA BOD decided that they did not want to join in the Class Action lawsuit

c. Photocopier

- Two new photocopiers are installed and running well

d. Website

- Is now up and running, Sandi is continuing to maintain, update and tweak the website

- e. Have A Heart Fundraiser
 - Cheque presentation of \$9,500.00 will take place on May 3rd, 2017 at the Crown Isle McDonalds
 - Joanne to bring posters of the new building plans

4. New Business

- a. McHappy Days
 - Most of the volunteer time slots have been filled
 - Jess will confirm if we will be 'manning' a table at the Walmart location
 - The day will be heavily advertised on local radio stations
- b. RBC Days of Service
 - Colleen from the Royal Bank contacted Joanne to offer their services through the RBC Days of Service program. They will do two days of cleaning and painting for us (3 hours each day) – June 3 and 10
 - RBC will donate \$1,000 for each day of service to us. Our responsibility is to provide three people to work either cleaning or painting each of those dates – three people from RBC, three people from CVCDA for 3 hours for each grant
- c. AGM focus
 - The focus of this year's AGM meeting will be the capital campaign and the new building.
 - Joanne will approach Pippa Atwood, architect to speak about the design of the building
 - Mary Ruth will arrange to have a video ready to show, too
 - The date of the AGM will be June 21, 2017, at the CVCDA at 5:00 pm
 - It is National Aboriginal Awareness day – possibly we could invite professionals from our Aboriginal services – or possibly they could suggest a different way or a family that could present
 - Could show the new video from Shaw
- d. Membership Dues
 - Are due now - \$2.00 each
- e. July 1st Parade
 - Participating in the parade demonstrates good community spirit and helps to raise awareness of our services in the community
 - We will require some staff participation for decorating the float on the last Friday of June
 - Joanne will check with staff to see if anyone is available to participate on the day, then Pam will check with Slegg to see if they can help out with a truck
- f. Vaccine
 - Joanne will write a response piece to the letter to the editor in the newspaper that is perpetuating the myth that vaccines cause autism

5. Standing Items

- a. Capital Project
 - Cale, Mike, Jean Marc, Pippa, Joanne, and Pam attended a capital project meeting
 - One of the requirements prior to application for a development permit that includes a variance is that we must hold an Open House and invite the neighbours to ask questions and voice their concerns
 - Both Cale and Mike are very well connected within the community. Cale will do up a budget and a timeline and knows of a company that can help with hazardous waste removal should that be an issue
 - Cale knows of a business that might be willing to produce a 3D print for the exposure for his business
 - Mike will create a 'thermometer' to show how close we are to reaching our fundraising goal. Perhaps this can be put up on the website, too
 - The capital committee will make a plan to approach specific people for financial supportive
 - A graphics designer for branding will contact Joanne with some design ideas in the next week or so
 - The plan is to begin construction in April 2018, but there will likely be some demolition taking place prior to that date so that we can be ready to build
 - We will apply for some variances to the standard building codes – it was suggested that we request that the number of parking spaces required be grandfathered

- b. CARF
 - Accreditation survey went well, but was a little different than Joanne had anticipated
 - The program surveyor insisted on going on family home visits with service providers, but without advanced notice, this was difficult to arrange. Would not have been a problem if we had been given some prior notice
 - The surveyors send in their report to CARF who then determine which recommendation will be given and whether or not we achieved another three years (expected)

- c. Executive/finance
 - i. Director of Finance and Administration position
 - We have received 16 applications for the position of Director of Finance and Administration, which is enough to schedule interviews
 - We placed an advertisement for this position in local papers and also on a website for charities

 - ii. Year End Statements
 - Not ready yet. They will be available next meeting

 - iii. Finance Committee meeting
 - Making a decision about what can we move into the capital accounts
 - We are going to move ahead with the specified donations to a new account

Next Regular Meeting: Wednesday May 24th – Board planning and development @ 5:00 pm
 Wednesday June 21st – Annual General Meeting

Adjournment 9:45 p.m.

Pam Crowe, Board President

Joanne Schroeder, Executive Director

Date: _____

Date: _____