

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION**  
**BOARD OF DIRECTORS**  
**WEDNESDAY, June 21st, 2017 AT 7:00 P.M.**  
**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 May 24, 2017 (*attached*)

2. Reports:

- Operational
  - Executive Director’s report and schedule to June 21, 2017 (*attached*)
- Community Relations
  - Facebook User June 2017(*attached*)
- Staffing (*attached*)
  - Payroll Human Resources Administrator – part time
  - CIP Recruitment Posting Summer Program Worker – successful candidate
  - Occupational Therapist Leave Coverage – successful candidates
  - Youth Project Worker – successful candidate
  - Project Inclusion Support Worker – casual – successful candidate
- BCACDI
  - Email from Jason Gordon titled “BCACDI Member’s Update” and attachment dated May 29 and June 7 (*attached*)

3. Committee Reports:

- a) Minutes from Program Managers Meetings (held on June 12th) (*attached*)
- b) Health and Safety Committee:
  - Notes from meeting held June, 2017 (*attached*)
- c) Accessibility Committee
  - Held on June 13th minutes (*attached*)

4. Correspondence

5. Press:

- Article in Comox Valley Record titled “CVCDA raising funds for Autism Centre,” dated May 30, 2017 (*attached*)
- Notice of AGM in Comox Valley Record on June 13 and 15, 2017 (*attached*)
- Article in Comox Valley Record titled “Chili and Denim postponed”, dated June 1, 2017 (*attached*)

PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held May 24, 2017 and all written reports on the June 21, 2017 Consent Agenda
  - a. Dated and Signed: Yes  No
  - b. Directors' volunteer time for the month of June 2017
2. Topic:
  - a. Election of Officers for 2017.18
3. Unfinished business arising from the minutes of the May 24, 2017 meeting
  - a. Board Planning (report from last meeting) (*attached*)
  - b. 2017.18 Strategic Plan (for approval) (*attached*)
  - c. Georgia Strait fundraiser
  - d. RBC Days of Service
  - e. July 1<sup>st</sup> parade
  - f. BCACDI Annual General Meeting and Board Workshop
4. New Business
  - a. Communications Committee
  - b. Topics for Fall
5. Standing Items
  - a. Capital Project
  - b. CARF  
Accreditation Report and Quality Improvement Plan
  - c. Executive/Finance
    - i. Year End Financials
    - ii. Board In Camera
6. Donations

a.	May 23, 2017	RBC Benevity Fund	\$2000.00
b.	May 25, 2017	Monkey Tree Early Years Nature Program	\$20.00
c.	May 29, 2017	Highwayman Saloon	\$555.00
d.	June 6, 2017	Kiwanis Club of Courtenay	\$500.00
e.	June 7, 2017	Strathcona Sunrise Rotary	\$1000.00
7. Next Regular Meeting:

- Wednesday, August 23<sup>rd</sup>, 2017 @ 7:30 pm
7. Adjournment