

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, SEPTEMBER 27, 2017 AT 7:30 PM**

Attending:	Pam Crowe	President
	Jean-Marc Jaquier	Treasurer
	Diane Daigle	Secretary
	Bruce Curror	Director
	Debra Deschamps	Director
	Christine Helpard	Director
	Dennis Richardson	Director
	Donna Lynn Wilson	Vice-President
	Joanne Schroeder	Executive Director
	Lene Trieu	Director of Finance and Administration
	Sandi McDonald	Administrative Assistant
Regrets:	Arne Einarson	Director
	Mary Ruth Harris	Director

Meeting called to order at 7:30 pm.

1. Motion to accept minutes of Board meeting held on August 23, 2017 and all written reports on the Consent Agenda dated September 27, 2017.

RESOLVED, THAT THE MINUTES OF THE MEETING HELD AUGUST 23, 2017 AND ALL WRITTEN REPORTS ON THE CONSENT AGENDA DATED SEPTEMBER 27, 2017 BE ADOPTED AS CIRCULATED AND READ.

BRUCE / JEAN MARC . . .CARRIED

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

2. ASLP Program Manager
 - Cancelled, unable to attend
3. Unfinished business arising from the minutes of the September 27, 2017 meeting:
 - a. Georgia Strait Fundraiser (Chili and Denim)
 - Cancelled
 - A debrief meeting will be held on Sept 28 with Rob
 - Costs out of pocket are \$100 deposit on the Filberg hall, \$150 for the liquor license, and some funds for advertising. Approximately \$700 in total
 - Caterer has donated the buns and the squares for use at the Telethon
 - b. 2017 – 18 Strategic Plan
 - Has been updated to only include current items and updated due dates
 - c. Communications Committee update:
 - This committee has been placed on hold until after the Telethon
 - d. Xmas Parade
 - Joanne will ask if the staff are interested in participating
 - Christmas Parade will likely be at the end of November.
 - It is a good time to say thank you for all of the support at the annual Telethon
 - Pam will see if the truck and driver is available

- e. Telethon
- The article about the poster launch should be in the Comox Valley Record on September 28, 2017
 - Joanne to ask if Project Inclusion is able to do the tent cards (gluing and distributing)
 - Board members will be asked if they can volunteer for a shift in the Lobby

- f. Ribfest
- Thanks for all the volunteers: Bruce/ Dennis/ Jean Marc/ Debbie
 - It was well attended, the beer gardens and the parking seemed busier than last year

- g. Mex Pub Fundraiser
- Takes place on October 3 at the Mex Pub.
 - Entertainers are Coast to Coast
 - Begins at 7:00 pm

- h. Mayor's Cup Fundraiser
- The CVCDA has been chosen as a recipient
 - Debbie, Pam, and Diane all helped out at the event
 - Our share of the funds raised should be approximately \$5,000
 - There will be a wind up function on October 12

A request was made to order in more CVCDA vests for Board members. Joanne will research pricing and bring back to next meeting

4. Board Development

- Updated Board Orientation Manual – to be brought forward to next month

5. New Business

6. Standing Items

a. Executive / Finance

- Monthly summary
- Human Resources has been very active this month

b. Capital Project

- Gaming grant for \$250,000 has been submitted. The online application process was very onerous
- We have applied for a \$10,000 grant from the Canadian Western Bank
- We have applied for a \$20,000 grant from the City of Courtenay
- The development permit has been submitted
- We need to hold another public meeting and we have been provided with a list of names of people to invite

c. CARF

i. Quality Improvement Plan

- Joanne provided overview

ii. Swimming and Watercraft Policy

RESOLVED, THAT THE SWIMMING AND WATERCRAFT POLICY BE ACCEPTED AS PRESENTED.

DIANE / DONNALYNN . . .CARRIED

iii. Working Alone Policy

- Have cancelled our contract with Protelec (working alone monitoring system) as it wasn't being used by staff
- In consultation with the program managers we will be instituting a buddy system
- Staff reports that interactions with pets are usually their largest concern

- Once the details of the revised Working Alone Policy have been worked out Joanne will bring it back to our next Board meeting

iv. Code of Ethics

- Tabled to the October Board meeting
- Ethics committee has updated the Code of Ethics with more 'modern' language

7. Donations

- Maureen McNulty \$100
- James Maltby \$100
- Tom Sparrow \$100
- Brian McLean \$10,000

8. Posters / Raffle Tickets/ WestJet tickets

- Board members were asked to take raffle basket tickets and tickets for the WestJet Raffle to sell and then bring back to the agency at the next Board meeting

Next Regular Meeting: Wednesday October 25th, 2017 – 7:30 pm

Adjournment (8:55 pm)

Pam Crowe, Board President

Joanne Schroeder, Executive Director

Date: _____

Date: _____