

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 25TH, 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 September 27, 2017 (*attached*)

2. Reports:

- Operational
 - Executive Director’s report and schedule to October 31, 2017 (*attached*)
 - UpdatED (*attached*)
- Community Relations
 - Facebook User October 2017(*attached*)
- Staffing (*attached*)
 - i. Project Inclusion Support Worker posting
 - ii. Friendship Project coordinator
- BCACDI
 - Email from Jason Gordon titled “BCACDI Member’s Update” and attachment dated Oct. 3 and Oct. 15 (*attached*)

3. Committee Reports:

- a) Minutes from Program Managers Meeting (*attached*)
- b) Health and Safety Committee:
 - October 19, 2017 (*available at meeting*)
- c) Accessibility Committee
 - Next meeting November 1, 2017

4. Correspondence

5. Press:

- Article in Comox Valley Record, titled _____ dated _____, 2017 (*attached*)

PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held September 27, 2017 and all written reports on the October 25, 2017 Consent Agenda
 - a. Dated and Signed: Yes No
 - b. Directors' volunteer time for the month of October 2017
2. Topic:
 - a. SLP Program Manager
3. Unfinished business arising from the minutes of the September 27, 2017 meeting
 - a. Telethon
 - b. Xmas Parade
 - c. Board Vests
4. New Business
 - a. Potential New Board Member
5. Board Development
 - a. Board Manual (*attached*)
6. Standing Items
 - a. Executive/Finance
 - i. Financial Statements (*attached*)
 - b. Capital Project
 - c. CARF
 - i. Code of Ethics (*attached*)
 - ii. Working Alone Policy (*attached*)
7. Donations
8. Next Regular Meeting:
 - Wednesday, November 22, 2017

7. Adjournment

Nov. 22nd – OT Program Manager
Jan 24, 2018 - ?