

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 25, 2017 AT 7:30 PM**

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

Meeting called to order at 7:30 pm.

1. Motion to accept minutes of Board meeting held on September 27, 2017 and all written reports on the Consent Agenda dated October 25, 2017.

RESOLVED, THAT THE MINUTES OF THE MEETING HELD SEPTEMBER 27, 2017 AND ALL WRITTEN REPORTS ON THE CONSENT AGENDA DATED OCTOBER 25, 2017, BE ADOPTED AS CIRCULATED AND READ.

DENNIS / CHRISTINE . . . CARRIED

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

2. SLP Program Manager

- Presentation by Jennifer Lewis, Program Manager and Charlotte Smith, SLP

3. Unfinished business arising from the minutes of the September 27, 2017 meeting:

- a. Telethon

- Happening in 10 days
- If you don't have a job and are available to help, please let Lorraine or Pam know

- b. Xmas Parade

- November 19<sup>th</sup> – Sunday around 10:00am for line up
- We have the truck from SLEGG. There are lots of staff that are willing to decorate
- Joanne will check if Jennifer Lewis is willing to spearhead the decorating of the float
- Pam will check to see if SLEGG will give us the truck for Friday through Sunday so that it can be decorated on Friday afternoon by staff members
- Would be good to include a 'Thank You' banner
- Joanne will look for volunteers to supervise the kids and take charge on Sunday

- c. Board vests

- They cost \$45 - \$60 each for fleece vests
- Pam will bring her vest to Joanne. Joanne will bring to HiTec to ensure that we get the same vests with our new order (nylon)

4. Potential New Board Member

- Celine Gummer is a Kindergarten teacher at ValleyView School
- Keenly interested in being on the Board
- Joanne and Pam will meet with her
- When looking at new Board members we like to also know what background they can bring to the Board
- Also good to look at the gender balance of the Board members, cultural background, etc

5. Board Development

- CARF documents will be available online to ensure current documents are available to Board Members, but plans and policy that affect the Board will be printed to be in the new Board manual
- Overview to the Board of Directors and the Table of Contents to be reviewed by Board members prior to next Board meeting
- Please submit any feedback to Joanne
- Once approved, Joanne and Sandi will compile a new Board Orientation Manual for every Board member
- Updated Board Orientation Manual – to be brought forward to next month

6. Standing Items

a. Executive / Finance

- Resolved the Pathways to Healing Program funding issue. They simply forgot to send us the check. It has been received and deposited now
- Received a \$10,000 grant for Touchpoints Training
- We are receiving donations for the Capital Project
- Received \$300 from Canadian Western Bank “volunteer grant” due to Jean-Marc’s service hours on the board. It will be allocated to the Building Fund, too
- It will be the end of December before we hear anything regarding our Gaming Grant application
- The City of Courtenay refused our application for aid; likely due to our tax exemptions each year (100% and 40% - for the parking lot)
- YTD we are approximately \$100,000 over our position reported in 2016 because we are now reporting our gaming grants in a new way that more accurately reflects how the funds are used as per the Gaming Branch requirements
- TAP, Jumpstart, and the therapies are the beneficiaries of the gaming grants, so these line items are the most affected by the reporting change. It is best, this year, to compare only our expenses year over year
- We will be making a change in our reporting to the Board that reports our receivables, as well

b. Capital Project

- Cale LaCasse and Worksafe will be coming to the building to look at the process of demolition, with respect to asbestos, etc and the hazmat survey
- They will be discussing if we can demolish only the back portion of the building or will we have to re-side the whole building
- Getting amazing support from all the engineers and contractors
- Waiting to find out about the landscaping provisions
- Our second open house was very uneventful. None of the neighbours came and only one woman from the community came, and she was very interested in the centre as her son also has autism.
- Children’s Health Foundation requested a status report on our project, but they did not ask for any specific requests
- Not expecting anything to come from the gaming application – too many organizations apply
- Pam made contact with one of the executives from WestJet’s Calgary Head Office and learned that WestJet has different funds that they specifically target toward children’s causes. He recommended that we should look at their website and check out these opportunities
- On Sunday, Joanne will be presenting to 8 Lions Clubs, thanks to the Baynes Lions. She will be able to present on the new Centre to all the Lions’ clubs
- On November 1, Joanne and Pam will be presenting to Strathcona Sunrise Rotary Club. On November 5, Pam and Joanne will be presenting to the Courtenay Rotary Club
- Strathcona Sunrise surprised Pam and Joanne with the news that we will be receiving \$10,000 from Ribfest this year. They are appreciative of the assistance of many of our Board members in putting on that event, too
- We are still on track for breaking ground on April 1
- Some of these larger donations will be reported as part of the Telethon, but it will not be entirely focussed on

- the Capital project, as operating funds must also be part of the equation
- Jason from BCACDI has been lobbying the new government in the hopes that there will be more funding available for children with special needs. Currently they are focused on their Universal Childcare plan

c. CARF

i. Working Alone Policy

- Usually the incidents involve family pets, we don't usually have problems with the families

MOTION THAT THE WORKING ALONE POLICY BE ADOPTED AS CIRCULATED AND READ.

CHRISTINE / DIANE . . . CARRIED

ii. DRAFT Code of Ethics Package

- The draft policy has been more simplified than our older one (from 10 pages to 1 page)
- The Bulkley Valley Child Development Association has one similar on their website
- Sandi to email previous Code of Ethics to Pam
- Brought forward to next meeting

iii. Confidentiality Policy

- Very little change to this policy
- Proposed that computer screens should be programmed to require log in after 30 minutes Board members think that was too long before requiring a new log in
- Accepting and providing permissions via email is a new change, too

iv. Conflict of Interest Policy

- Sandi to email out the Conflict of Interest agreement to the Board of Directors
- Joanne, their program manager, and the therapist will meet, discuss and sign the agreement in order to proceed with their employment at the agency
- Joanne has surveyed other Executive Directors to see how their agencies handle the private practice issue
- The new policy states that it is permissible to provide services outside the agency in private practice as long as the services do not replicate services that are available through the agency
- Delta's REACH program has a policy that is similar to the proposed one

These policies, as a package, will be brought forward to our November Board meeting

7. Donations

- Telethon!

8. Board of Directors photo

- Propose that we have a group shot at the January Board meeting

9. Christmas Luncheon

- Joanne will check with Wendy to see if Project Inclusion can do a lunch for the Board on the second week of December (for Board members only)
- We could also do an evening get together in December. Christine and Dennis will organize something for Saturday December 2 (might include spouses – will be decided by Christine and Dennis)

Next Regular Meeting: Wednesday November 22<sup>nd</sup>, 2017 – 7:30 pm

Adjournment (8:55 pm)

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Pam Crowe, Board President

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Joanne Schroeder, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_