

Executive Director's Report Nov. 23rd – Jan. 24th, 2018

Financial/Fundraising/Donations/Public Relations:

- Gaming Grant for Capital project
- Presentation to Courtenay Rotary
- Presentation and donation from Courtenay Kiwanis

Programs and Services:

- TAP restructuring
- Review of Family Advocate role

Staffing/volunteers/students:

- All Performance reviews completed
- Staff Christmas party at Roy's Town
- Restructuring of Behaviour Consultant role in TAP
- Jenn Coombs Lead Interventionist in TAP
- Dixie Hunt Scott assuming Aboriginal Consultant role
- Jenn McInnes increasing one day in IDP

Facility and Equipment:

- Office space planning
- Handyman posting
- Capital planning

Highlights:

- Gaming Grant
- Vacation
- Staff Christmas party
- Performance Reviews

Executive Director's Schedule – to Jan. 24th, 2018

| Date | Activity |
|---------|---------------------|
| Nov. 23 | Performance Reviews |

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| Nov. 23 | BCACDI Board meeting |
| Nov. 23 | Regional IDP/SCD meeting |
| Nov. 23 | Meeting with Courtenay Kiwanis |
| Nov. 24 | Performance Reviews |
| Nov. 27 | Early Years Collaborative |
| Nov. 29 | School District early learning reviews |
| Nov. 30 | Capital meetings |
| Nov. 30 | Performance Reviews |
| Nov. 30 | Staff Christmas party |
| Dec. 4 | Performance Reviews |
| Dec. 4 | Early Years funding group |
| Dec. 5 | PTHP evaluation meetings |
| Dec. 5 | ISP review meeting |
| Dec. 5 | Courtenay Rotary |
| Dec. 11 – Jan. 22 | Vacation |
| Jan. 22 | Program Managers |
| Jan. 23 | Capital meetings |
| Jan. 23 | Friendship project meetings |
| Jan. 23 | Circle of Security Lunch and Learn |
| Jan. 24 | CIP meeting at MCFD |
| Jan. 24 | Accessibility Committee |