

## Executive Director's Report Mar 1<sup>st</sup> to March 21<sup>st</sup>, 2018

### Financial/Fundraising/Donations/Public Relations:

- Chamber of Commerce mixer planning
- Dab and Donate
- 2018.19 Financial planning

### Programs and Services:

- Training on report writing in Nucleus Labs
- Touchpoints training for April Statz in Boston
- Friendship Project governance meeting
- Review of all MCFD funded programs with contract manager

### Staffing/volunteers/students:

- OT Student for 8 weeks from McMaster
- Charlotte Smith accepts speech position in Campbell River

### Facility and Equipment:

- Handy person interviews
- Storage Clean Out
- Tree removal and clearing

### Highlights:

- BCACDI
- Meeting with Minister Chen
- 2018.19 Financial Planning

### Executive Director's Schedule – to Mar. 21<sup>st</sup>, 2018

Date	Activity
Mar. 1 and 2	BCACDI Provincial Meeting
Mar 5	Touchpoints Planning
Mar, 6	Social Planning Society
Mar. 6	Therapy Team meeting
Mar. 7	Meeting with Chamber to plan for Mixer
Mar. 8	Storage clean out
Mar. 9	Meeting with MCFD Contract manager
Mar. 12	Meeting with Mary Ruth on Communications
Mar. 12	Program Managers
Mar. 12	Meeting with Friendship Project Family Governance
Mar. 13	Interview for Handy person
Mar. 13	Training for Facilitators for Community Health Network
Mar. 14	Community Health Network Forum
Mar. 16	Meeting with Minister Chen and BCACDI Advocate
Mar. 19	Early Years Collaborative
Mar. 20	HR meeting re: TAP
Mar. 20	MCFD re: CYSN Family Support
Mar. 20	CLBC re: Friendship Project
Mar. 21	Meeting with Children's Health Foundation
Mar. 21	Finance Committee

