

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
BOARD OF DIRECTORS
WEDNESDAY, MARCH 21ST, 2018 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.

1. Minutes:

1. Minutes of a Board meeting February 28, 2018 (*attached*)

2. Reports:

- Operational
 - Executive Director’s report and schedule to March 31, 2018 (*attached*)
- Community Relations
 - Facebook March 2018 (*attached*)
- Staffing (*attached*)
 - i. Autism Interventionist recruitment Posting March 2018 25 hours week (*attached*)
 - ii. Jumpstart Casual Posting – successful candidates (*attached*)
 - iii. Project Inclusion Support Worker 1 March 2018 (*attached*)
 - iv. Project Inclusion Support Worker Casual Posting March 2018 (*attached*)
 - v. Supported Child Development Consultant Posting – successful candidate (*attached*)
 - vi. TAP Summer Camp Assistant – successful candidate (*attached*)
 - vii. TAP Summer Camp Coordinator – successful candidate (*attached*)
- BCACDI
 - Emails from Jason Gordon titled “BCACDI Member’s Update” dated March 5 (*attached*) and March 14, 2018 (*attached*) (*with attachment*)

3. Committee Reports:

- a) Minutes from Program Managers Meeting, Feb 20 (*attached*) and March 12, 2018 (*available at meeting*)
- b) Health and Safety Committee:
 - Minutes from meeting held Feb 23, 2018 (*available at meeting*)
- c) Accessibility Committee
 - Notes from a meeting held Feb 28, 2018 (*attached*)

4. Correspondence

5. Press:

PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held February 28, 2018 and all written reports on the March 21, 2018 Consent Agenda
 - a. Dated and Signed: Yes No
 - b. Directors' volunteer time for the month of March 2018

2. Topic:
 - a. Community Integration Program

3. Unfinished business arising from the minutes of the February 28, 2018 meeting
 - a. Chamber of Commerce Mixer
 - b. Project Inclusion Garage Sale

4. Board Development
 - a. Board Education

5. New Business

6. Standing Items
 - a. Executive/Finance
 - i. 2018.19 Budgets for Approval (*available at meeting*)
 - b. Capital Project
 - c. CARF

7. Donations

a. Waypoint Insurance	Feb 23 2018	\$ 1,000	
b. Dab and Donate	March 1 2018	\$ 1,155	*Capital Project
c. Benevity Fund (Suncor)	March 8 2018	\$ 120	*Capital Project

8. Next Regular Meeting:
 - Wednesday, April 25, 2018

7. Adjournment

Upcoming Meetings' Topics/Guests

April 25th – Jumpstart
 May 23rd – Strategic Planning
 June 27th – AGM