

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, FEBRUARY 28, 2018 AT 7:30 PM**

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

Meeting called to order at 7:30 pm.

1. Board Photos
  - Some Board members' photos were taken, but there are some others that are missing; some of the Board members have provided their own. A full Board of Directors photo will be taken at the May Strategic Planning meeting.
2. Introduction of new Board Members: Samantha Schneider and Celine Gummer

MOTION TO APPOINT SAMANTHA SCHNEIDER AND CELINE GUMMER TO THE BOARD OF DIRECTORS.

DEBBIE / DONNALYNN . . .CARRIED

3. Motion to accept minutes of Board meeting – held on January 24, 2018 and all written reports on the Consent Agenda dated February 28, 2018.

RESOLVED, THAT THE MINUTES OF THE MEETING HELD JANUARY 24, 2018 AND ALL WRITTEN REPORTS ON THE CONSENT AGENDA DATED FEBRUARY 28, 2018 BE ADOPTED AS CIRCULATED AND READ.

BRUCE / DEBBIE . . .CARRIED

- i. Dated and Signed: Yes
- ii. Directors' volunteer time for the month of February 2018: Yes

4. Family Support Worker Program
  - Presentation by Sarah Shelin, Family Support Worker
5. Unfinished business arising from the minutes of the January 2018 meeting:
  - a. Communications Committee
    - Joanne will reconvene the Communications committee on March 20 at the CVCDA at noon. She will contact all members via email
    - Mary Ruth and Joanne will meet on March 12 at 10 am to review

- b. Chamber of Commerce Awards
    - Bank of Montreal won the Family Friendly Award
    - This award is given through our Valleychild program
    - Chamber of Commerce decides which nominee is the ultimate award winner
  - c. Welcome and Immigrant Centre
    - Joanne followed up with the Welcome centre
  - d. Board Vests
    - Board members wishing to have a CVCDA vest should contact Sandi by next Friday when the group order will be placed
  - e. Board Luncheon
    - Board luncheon hosted by Project Inclusion was very well done
  - f. Children's Health Foundation
    - Joanne met with their Executive Director Veronica. They are unable to commit to the \$250,000 grant at this time. They have a completely new board and are going through a strategic planning process. We will reconnect with them once they have established their priorities.
  - g. Rick Hansen Association
    - One of our moms gave us the information.
    - They will come and assess our building for accessibility, make recommendations, and then we are able to apply for up to \$20,000 to make those suggested improvements
    - Most of the suggestions revolve around the courtyard and the parking lot
6. Board Development
- a. ED Performance Review
    - Joanne provided a template for the review and Pam will recruit a committee and set a date prior to the March Board meeting
  - b. Updated Board Orientation Manual
    - Hard copy provided to all Board members in attendance
    - Board members are encouraged to review and submit suggestions for additions/corrections to Joanne
  - c. Board Education
    - Governance model education for our Board will be combined with Strategic Planning meeting on May 23, 2018 at 5:00 pm. Dinner will be provided. Perhaps we could bring in a guest speaker on the topic
    - Board function and improved CVCDA knowledge would be interesting. Joanne will provide some names at the March BOD meeting
7. New Business
- a. March 24th Garage Sale / Storage Cleanout
    - Wendy has offered to come by and pick up donated items, but bringing items to the CVCDA is also OK
    - Joanne will be at the Garage Sale cooking and selling hotdogs
    - Bruce has offered to bring a utility trailer and a truck if we need it
    - Mary Ruth has offered to assist with the garage sale
    - Possibly some of the fixtures left in the storage area would be able to be donated to Habitat for Humanity
    - Samantha offered to assist with the garage clean up
  - b. Update on Telethon
    - No changes in the dates for the next few years
    - CRTC has awarded a 2 or 3 year license to Shaw TV
    - Currently there is a 3 year plan being created for Shaw TV locally so it is anticipated that the Telethon will be able to proceed as usual
  - c. Chamber of Commerce mixer
    - April 10 at 5:00 pm. All Board members are requested to attend, and please wear your Board vest
    - We will encourage people to wander around to see our whole facility
    - Shaw TV would like to interview people at the mixer that could be compiled and showed at the Telethon
    - Slide show to be showing videos and photos
  - d. Dab and Donate
    - Fundraiser for us hosted by the Avalanche Bar and Grill and the GOAT radio station. These events will be ongoing monthly for one year the first Friday of each month. The next one will be on Friday, April 20, 2018. Joanne will send out a reminder email that includes the times, too. Sandi will continue to post it on Facebook.

- e. Shellfish Festival
  - Pam had an impromptu meetings with Sean Vincent, a promoter from the band Chilliwack and 4 or 5 other tribute bands
  - They would like to organize a fundraiser for us
  - Cost will be approximately \$25 and be held at Marine Park or the Filberg on June 9
  - Very preliminary discussions, but we will be expected to sell tickets
  - The funds would come to us to support the new building
- f. Mayor's cup
  - Roger McKinnon organized the Mayor's Cup golf tournament
  - Last year we were the beneficiary of some of the funds
  - Joanne will contact him

8. Standing Items

- a. Executive / Finance
  - Budgets will be provided at the next meeting.
  - Heat Pump
    - West Isle Plumbing and Heating serviced the heat pump on the top of our main building in February
    - The unit is not working correctly and is running on the 'back up' system at this time. Currently it will produce heat (but not enough to heat the building properly) and it is unlikely that it will be able to cool the building in the summer.
    - It will cost approximately \$3,000 to repair the unit and, recommended, \$8,000 to replace it
    - Joanne will pursue quotes from Thermotec Mechanical and 21 Degrees Mechanical for replacement
- b. Capital Project
  - Funds at RBC
    - Lene contacted RBC where we have the Savings Account with the allocated funds for this project to inquire if there was any type of account or plan that would allow us to earn interest on the sizeable amount of funds that we have in there while still maintaining its liquidity for expenses as they occur
    - .5% interest was the best that they would offer us on a Savings Account; if we decided to place it in a one month cashable GIC the rate would be 1.2%
    - We do not qualify for Commercial rates through RBC
    - This will be discussed with the Finance committee to decide how to proceed. A recommendation will be brought to the March BOD meeting for discussion
    - The City of Courtenay is requiring the CVCDA to provide a covenant to the city to promise that we will keep the current amount of parking intact.

MOTION, TO AGREE TO THE CITY OF COURTENAY'S REQUEST FOR A COVENANT ON THE CURRENT PARKING LOT SPACE (LOT 8) AND PAM CROWE AND DONNALYNN WILSON ARE AUTHORIZED TO SIGN ON BEHALF OF THE BOARD OF DIRECTORS.

BRUCE / MARY RUTH . . .CARRIED

- On March 19, 2018, the request for approval for the development permit will be taken to the Chamber of Commerce Council meeting. Joanne encourages available Board members to attend in person. She will check the agenda and send out a reminder about where this item is on the agenda. The meetings start at 4 pm, but our item may not be up for discussion and vote until later in the meeting.
- Once the permits are approved, it is anticipated that the construction will be completed in 2018

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- a. Technology Plan
  - Sandi was requested to bring back the approximate costs associated with the recommendations in the plan to the March BOD meeting

MOTION, TO APPROVE THE TECHNOLOGY PLAN AS PRESENTED.

DONNALYNN / DEBBIE

. . .CARRIED

Next Regular Meeting: \*\*Wednesday **March 21<sup>st</sup>**, 2018 – 7:30 pm **(PLEASE NOTE DATE CHANGE)**

Adjournment (9:15 pm)

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Pam Crowe, Board President

\_\_\_\_\_  
Joanne Schroeder, Executive Director

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

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