

Executive Director's Report Apr 26th to May 23rd, 2018

Financial/Fundraising/Donations/Public Relations:

- Audit completed
- Final 2018.19 Budgets
- New funds from MCFD
- Renewal of Bear Essentials program
- McHappy Day
- Griffin Fundraiser
- Dunk Tank proposal
- Enabling Accessibility Grant

Programs and Services:

- Staff planning day
- Recreating the Village program
- New funding for SCD and ASCD
- New participant in Project Inclusion
- Project Inclusion road trip to Victoria
- Sibling group being offered
- CPI training offered to new staff

Staffing/volunteers/students:

- Andrea Schabernak SLA for Aboriginal program resigned, recruitment underway
- CIP summer staff recruitment
- Two Masters students at Pathways to Healing
- Completion of OT practicum placement
- .6 FTE new SCD consultant and .75 FTE Aboriginal SCD

Facility and Equipment:

- Building Permit Application continues
- Hazardous Assessment Survey for entire site

Highlights:

- Staff Planning Day
- McHappy Day
- Audit
- New program dollars

Executive Director's Schedule – to May 23rd, 2018

Date	Activity
Apr. 30 th	Case meeting with MCFD
Apr. 30 th	Community Health Network meeting
May 1	Capital Meeting
May 1	Social Planning AGM
May 1	Meeting with new PI parent
May 1	Recreating the Village meeting
May 2	McHappy Day
May 3	Admin Meeting
May 3	Supervision with Family Support Worker
May 7	Staff Planning Day
May 8	Capital Meeting
May 8	CLBC re: Project Inclusion
May 8	Supervision with Therapy Manager
May 9	Touchpoints Planning
May 9	Meeting with IDP team
May 10	Meeting with Provincial Early Years office
May 14	Meeting to plan for Grandparents group
May 14	Early Years Funding Group
May 14	Community Health Network
May 15	Capital Meeting
May 15	Meeting with MCFD re: new funding
May 15	Tour of agency with Cathy Hutch (Griffin Fundraiser)
May 15	Provincial Social and Emotional Development working group
May 16	Meeting with Executive director of Help Fill a Dream
May 22	Capital Meeting
May 22	Finance Meeting
May 23	Non-Profit Administrators
May 23	Accessibility Committee
May 23	BCACDI Board Meeting