

COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION  
BOARD OF DIRECTORS

WEDNESDAY, MAY 23<sup>RD</sup> 2018 AT 5:00 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 April 25, 2018 (*attached*)

2. Reports:

- Operational
  - Executive Director’s report and schedule to May 23, 2018 (*attached*)
- Community Relations
  - Facebook May 2018 (*attached*)
- Staffing (*attached*)
  - i. CIP Posting (Casual) (*attached*)
  - ii. Project Inclusion one-to-one Support Worker (*attached*)
  - iii. Supported Child Development Consultant (*attached*)
- BCACDI
  - Emails from Jason Gordon titled “BCACDI Member’s Update” dated April 30 (*attached*) and May 14 12, 2018 (*attached*) (*attachments*) (*attachments*) (*attachments*) (*attachments*) (*attachments*) (*attachments*)

3. Committee Reports:

- a) Minutes from Program Managers Meeting (*no meeting this month*)
- b) Health and Safety Committee:
  - Minutes from meeting held April 20, 2018 (*available at meeting*)
- c) Accessibility Committee
  - Notes from a meeting held April 25, 2018 (*attached*)

4. Correspondence

5. Press:

- Article in Comox Valley Record, dated May 1, 2018, titled “Tribute concert coming to Comox Marina Park in June” (*attached*)
- Article in Comox Valley Record, dated May 3, 2018, titled “Fundraiser for CVCDA Autism Centre” (*attached*)
- Article in Comox Valley Record, dated May 8, 2018, titled “McHappy Day raises \$9000 for CVCDA” (*attached*)
- Comox Valley Record, dated May 10, 2018, titled “Correction” (*attached*)

## PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held April 25, 2018 and all written reports on the May 23, 2018 Consent Agenda
  - a. Dated and Signed: Yes  No
  - b. Directors' volunteer time for the month of May 2018
2. Topic:
  - a. Strategic Planning (*attachments*)
3. Unfinished business arising from the minutes of the April 25, 2018 meeting
  - a. McHappy Day
  - b. Comox Rocks for Kids
  - c. Rick Hansen Accessibility Grant Application
  - d. Enabling Accessibility Grant
  - e. July 1 Parade/Dunk Tank
  - f. Griffin Fundraiser
4. Board Development
  - a. Board Governance Workshop
5. New Business
  - a. Annual Staff Planning Day
  - b. Topics for Upcoming Meetings
  - c. Chamber Charitable partner
6. Standing Items
  - a. Executive/Finance
    - i. Year End and Audit
    - ii. New program funding
    - iii. 2018.19 Budgets for Approval
  - b. Capital Project
  - c. CARF
    - i. Accessibility Plan
7. Donations
  - a.
  - b.
8. Next Regular Meeting:
  - Wednesday, June 27 @ 5:00pm – Annual General Meeting followed by Regular Board Meeting

## 7. Adjournment

### Upcoming Meetings

August 22<sup>nd</sup> – 7:30 p.m.  
Sept. 26<sup>th</sup> – 7:30 p.m.  
Oct. 24<sup>th</sup> – 7:30 p.m.  
Nov. 28<sup>th</sup> – 7:30 p.m.