

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION
BOARD OF DIRECTORS
WEDNESDAY, SEPTEMBER 25, 2019
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:

Minutes of a Board meeting held June 19, 2019 (*attached*)

2. Reports:

- Operational
 - Executive Director’s report and schedule to Sept. 25, 2019 (*attached*)
- Community Relations
 - Facebook Insights
- Staffing
 - Brendan McCann hired as part time OT
 - Mary Touhey hired as Casual Housekeeper
 - Forest Palumbo hired as part time Family Support Worker
 - Shannon Passmore hired as Pathways Perinatal Consultant
- BCACDI
 - Emails from Jason Gordon titled “BCACDI Member’s Update” and attachments dated June 24th, July 21st, August 10th, Sept. 4th and Sept. 16th

3. Committee Reports:

- a) Minutes from Program Managers/Early Intervention Manger Meetings
- b) Health and Safety Committee:
- c) Accessibility Committee – June 26th and August 28th

4. Correspondence

- a. None

5. Press:

6. Donations

PART II –REGULAR AGENDA

1. Motion to accept minutes of a Board meeting held June 19, 2019 and all written reports on the Consent Agenda dated September 25, 2019
 - a. Dated and Signed: Yes No
 - b. Directors' volunteer time for the months of July, August and September, 2019
2. Topic:
 - a. CARF Timelines and Requirements
3. Unfinished business arising from the minutes of the June 19, 2019
 - a. Executive Director recruitment
 - b. Telethon
 - i. Raffles
 - ii. Volunteers
4. New Business
 - a. Strategic Framework
 - b. Pathways to Healing
 - c. TAP
 - d. CCRR
 - e. T-Lift purchase
 - f. Comox Legion Bingo
 - g. Comox Valley Newcomers
 - h. Comox Rotary
5. Board Development
 - a. Leave of Absence
 - b. By-Law Amendments
6. Standing Items
 - a. Capital Project
 - i. Outdoor Play Area
 - b. CARF
 - i. Accessibility Plan
 - ii. Cultural Diversity Plan
 - c. Executive/Finance
 - i. Financial Update
 - ii. Finance Committee meeting dates
7. Next Regular Meeting:

Regular Board meeting Oct. 23rd @ 7:30 p.m
8. Adjournment