

**COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 23, 2019 AT 7:30 PM**

Attending:	Pam Crowe	President
	Diane Daigle	Vice-President
	Jean-Marc Jaquier	Treasurer
	Nicole Chow	Director
	Christene Evanochko	Director
	Celine Gummer	Director
	Joanne Schroeder	Executive Director
	Tanner McNabb	Director of Finance and Operations
	Sandi McDonald	Administrative Assistant
Regrets:	Debbie Deschamps	Director
	Arne Einarson	Director
	Christine Helpard	Secretary
	Mary Ruth Snyder	Director
On Leave:	Samantha Schneider	Director
Resigned:	DonnaLynn Wilson	Director

**Meeting called to order at 7:30 pm**

1. Motion to accept minutes of Board meeting – held September 25, 2019 and all written reports on the Consent Agenda dated October 23, 2019.

RESOLVED, THAT THE MINUTES OF THE MEETING HELD SEPTEMBER 25, 2019 AND ALL WRITTEN REPORTS ON THE CONSENT AGENDA DATED OCTOBER 23, 2019 BE ADOPTED AS CIRCULATED.

JEAN MARC / DIANE ...CARRIED

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

2. Topic

- a. CARF Approvals
  - i. Accessibility Plan
  - ii. Cultural Competency and Diversity Plan
  - iii. OH & S Plan

MOTION TO ACCEPT ACCESSIBILITY PLAN, CULTURAL COMPETENCY & DIVERSITY PLAN, AND THE OCCUPATIONAL HEALTH & SAFETY PLAN

CHRISTENE / CELINE ...CARRIED

- b. Strategic Framework and Plan

- There was discussion regarding the framework and plan and it was determined to bring forward to the November Board of Directors meeting for final approval
- The Strategic Plan should be divided into areas of responsibility, with the Board having over-arching responsibility for the entire plan. Financial Stability should be targeted by the Finance Committee, Quality of the Programs should be lead by the Program Managers, and Partnerships within the Community should be the responsibility of the Executive Director.

3. Unfinished business arising from the minutes of the September 25, 2019 meeting:

- a. Executive Director recruitment
  - We received approximately 20 resumes, 4 of which have been shortlisted for an in-person interview; two of these are local candidates, and two are from out of town
  - Interviews will be held at Ives Burger on Nov 18, 19, 20, and 22 at noon.
  - A preliminary set of questions will be sent to each of the selected applicants so that they have time to consider how they might answer the questions in the interview
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- b. Telethon
  - i. Raffles
    - Need to sell tickets. The books are \$100 each, up from \$42 last year due to incorporating both prizes (basket and WestJet tickets) into one draw and increasing the ticket price from \$2 to \$5.
  - ii. Volunteers
    - Lorraine has organized and contacted all volunteers for the Telethon
  - iii. Silent Auction
    - The Silent Auction is live on 32auctions.com
- c. Rear Accessibility
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- d. Mayor's Cup
  - Pam and Brooklyn received a cheque from the Mayor's Cup

4. New Business

- a. Rotary Applications
  - Request of funding for playground
  - Will also submit requests to Courtenay Rotary/ Comox Valley Rotary, and Cumberland Rotary for \$5,000
  - Our budget is \$35,000 but we have already received some funding through the McDonald's McHappy days
- b. BCACDI update
  - In the final stages of provincial data rollup report
  - Gathered data from all organizations across the province
  - Stats submitted included number of children on waitlists, number of children served, etc
  - The information gleaned will be used in provincial advocacy
  - Once complete, the collective data will be shared to the agencies, and Joanne will forward on to Board of Directors here
  
  - BCACDI will become a non-profit society and will then be able to access gaming funds
  - Currently, BCACDI is funded solely through membership dues and grants from MCFD
- c. Christmas parade
  - Did not have a float in the July 1<sup>st</sup> parade so is there any interest in participating in the Christmas parade in December? There is little interest by the staff in putting together a float for this parade, but Joanne will ask again
- d. Sensory Santa
  - We will be hosting a Low-Sensory Santa on December 7 in our decorated Boardroom
  - This is in partnership with the Autism Society of BC and the Autism Parents group
  - Parents will need to make an appointment for their child(ren) to see Santa
  - We will likely have to turn some people away as we can only host approximately 16 families in the time allotted to us with the Santa
  - Santa will have some gifts for the kids to hand out
- e. Landmark Theatre
  - The local theatre is close to rolling out a new initiative. They will be closing on Saturday mornings and offering parents a lower stimulation alternative for their children

- Parents will be able to bring their own snacks and the lighting of the theatre will be a little brighter

f. Board Retirement

- DonnaLynn Wilson has submitted her resignation from the Board of Directors

g. Xmas Function

- We will be holding a Christmas luncheon here at the agency and will approach Project Inclusion to prepare the food for it. Joanne will check with Wendy to see when would work best for everyone
- We can invite DonnaLynn and express our appreciation for her long time on the Board of Directors

h. Newcomers Club

- The Newcomers Alumae Club invited Joanne and Pam to make a presentation at their meeting
- They gave us a \$100 honorarium for presenting to them, and we sold a bunch of raffle tickets there, too

i. Bayne Sound Lions

- They are doing their famous walk from Fanny Bay to the Sid Williams Theatre on November 3, 2019
- Joanne went down for a photo opportunity with the organizers

j. Kindling for Kids

- Russ and Sharon Nelson hosted a ‘Happy Hour’ and invited Diane Daigle and April Statz to attend and show their appreciation
- They will be selling bags of split kindling for \$25
- Part of the proceeds of the kindling will come to us and part will go to the Canucks Foundation
- Bags of kindling are also available from Reliable Autobody
- It was suggested that the story of “kindling for kids” would make a good addition to our newsletter

k. Newsletter

- Brooklyn is building the newsletter distribution list
- Joanne will ensure that the Board members receive the Newsletter

5. Board Development

- a. By-Law Amendments (tabled until January 2020 meeting)

6. Standing Items

a. Capital Project

- Outdoor Play Area
- Cost will be approximately \$35,000, but we will need to get a formal quote

b. CARF

c. Executive/Finance

- Financial Update
  - A six-month update was handed out and questions answered by Tanner
- Gaming Inquiry
  - We need to refile last year’s report. We have 60 days to refile. We will also have to have a new application in for more funding by the end of November.

7. Diane made a request to change the meeting start time from 7:30pm to 7:00, moving forward

8. Next Regular Meeting:

Regular Board meeting **November 27<sup>th</sup>, 2019 at 7:00 pm**  
Joanne will send out reminder of the earlier start time.

9. Finance Committee meeting will be Nov 13, 2019 at noon. Lunch will be provided.

Adjournment (8:50 pm)

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Pam Crowe, Board President

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Joanne Schroeder, Executive Director

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

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