

Chilliwack Child and Youth Coordinator–MONTHLY REPORT–May 2012

CYC Activities: Some activities listed here also capture the Early Years mandate. The activities listed do not include all related paperwork, Emails and communications, research, phone calls, or requests for information.

ABC CONFERENCE/CONSULTATION:

- Communications–all related communications of event–save the date, schedule of day, workshop descriptors, E mails regarding event, creating registration process with website developer, monitoring registration, collating registration, creating attendance lists for check in
- Part of Oversight group as well as Working Group
- Secured venue and responsible for all communications between working Group and venue
- Catering–set up catering for event–numerous meetings, ongoing communication of expectations, connect caterer to venue
- Creation of handouts for package and slides for presentation
- Technology–was go– between venue and working group and presenters to arrange for projectors, technology to support presentations–E mailed some items to venue prior to event for conversion
- Assisted with check in process the morning of event
- Set up: before and after
- In process of creating a manual to help with planning of future events
- Will be future meetings to address what worked, what we could improve for next year

CYC:

- Prepare minutes and agenda for group
- Give updates of pertinent Early Years projects
- Have been in process of creating an Aboriginal Partnerships list in preparation for June's meeting

- Reminders and communications to group

CAT TEAM:

- Part of group–communications with Amanda to organize meetings, discuss strategies for group
- Meeting in June to discuss future direction of group in regards to fundraising and various tasks
- Last meeting hosted at Gateway
- Looking at year long education and activities in Chilliwack
- Number of potential speakers lined up
- Need to find a Sub committee from CYC to align with

REGIONAL CYC:

- Involved in past meeting with this group
- Future meeting set for Friday, June 8th

CYC WEBSITE:

- Promotional materials for ABC Conference–pens and magnets promoting website
- Part of Steering Group that provides direction for website
- Posting minutes and agendas
- Ongoing Communication with Annette–forwarding news to post, as well as templates created regarding Summer Programming

COMMUNITY OUTREACH/TRAINING:

- CLCS Open House
- YMCA HEALTHY KIDS DAY–part of display is regarding CYC and website
- Suicide Prevention Training
- Sharing information regarding the website throughout community
- Created packages of promo materials

WEBSITE STEERING GROUP:

- **Part of group providing direction to the development of the site**
- **Work closely with Annette**
- **Provide suggestions to make the site user friendly and parent friendly**
- **Planning to create sustainability plan for ongoing costs (Kiwanis)**