

September 25

Our Mission : We collectively engage, educate, and inform our communities to enhance early years supports and services for children (conception to age 8), their families, and the Comox Valley.

Comox Valley Early Years Collaborative

Meeting Minutes



Date: [Insert Date]



Time: [Start – End]



Location / Platform: [Insert]



Chair / Facilitator: [Name]



Minutes Prepared By: [Name]

1. Attendance

Present:

- [Name – Role]
- [Name – Role]

Regrets / Absent:

- [Name – Role]
-

2. Welcome & Opening Remarks-

[Brief notes about introductions, acknowledgements, or opening remarks]

3. Follow-up on action items from last meeting:

- [Action Item] – [Status / Outcome]

Our Mission : We collectively engage, educate, and inform our communities to enhance early years supports and services for children (conception to age 8), their families, and the Comox Valley.

5. Updates & Reports

Collaborative Updates:

- [Key updates, decisions, or announcements]

Project / Program Updates:

- [Project Name] – [Progress, key points, challenges]
 - [Project Name] – [Progress, key points, challenges]
-

6. Discussion Items & Decisions

Topic	Discussion Summary	Action Item / Next Steps	Lead / Responsible	Due Date
[Topic 1]	[Key discussion points]	[Action]	[Name]	[Date]
[Topic 2]	[Key discussion points]	[Action]	[Name]	[Date]

7. Community & Member Sharing

[Notes from members/community partners sharing updates or opportunities]

8. Action Items Summary

- [Action Item 1] – [Lead / Responsible] – [Deadline]
- [Action Item 2] – [Lead / Responsible] – [Deadline]

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9. Next Meeting



Date & Time: [Insert]



Location / Platform: [Insert]

November 25

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Time: [Start – End]



Location / Platform: [Insert]



Chair / Facilitator: [Name]



Minutes Prepared By: [Name]

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9. Next Meeting



Date & Time: [Insert]



Locati

January 26

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Comox Valley Early Years Collaborative

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Time: [Start – End]



Location / Platform: [Insert]



Chair / Facilitator: [Name]



Minutes Prepared By: [Name]

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9. Next Meeting

 **Date & Time:** [Insert]

 **Locati**

March 26

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Time: [Start – End]



Location / Platform: [Insert]



Chair / Facilitator: [Name]



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9. Next Meeting

 **Date & Time:** [Insert]
 **Locati**

May 26

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