

THURSDAY, JANUARY 27, 2022

MINUTES

Date: Thursday January 27, 2022

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Sherry Culling
Claire Campbell

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Director of Finance & IT
Angie Punnett, Associate Administrator
Julie Pilkey, Recording Secretary

Regrets:

Guests: Dave Mendicino
Gail Degagne
Jennifer Hamilton-McCharles, Nugget

ITEM		ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Sherry Culling and seconded by Claire Campbell that the meeting be called to order at 7:08 p.m.”</i></p> <p>Res. #01-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Add 5.2 – Budget to Actuals Add 5.3 – 2022 Operating Budget</p> <p><i>“Moved by Mark King and seconded by Claire Campbell that the agenda for this meeting be adopted, as amended.”</i></p> <p>Res. #02-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Claire Campbell and seconded by Mark King that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #03-22 <u>Carried</u></p>	

3. Approval of Minutes	
<p>3.1 Approval of Minutes of the Meeting held on November 25, 2021</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the minutes for the Regular Meeting held on November 25, 2021, be adopted as presented.”</i></p> <p>Res. #04-22 <u>Carried</u></p>	
4. Business Arising	
<p>4.1 COVID-19 Update</p> <p>Common Rooms are closed due to the Omicron variant. Isolation and loneliness is taking its toll on the tenants. The OHT is looking at home health check-ins. Looking at funding and reaching out to other programs for assistance.</p> <p>There is a rise in incidents with homeless taking shelter in vestibules, and causing vandalism. North Bay police adding additional patrols. Added security monitoring, cameras and providing education to tenants for their safety.</p>	
5. Castle Arms Operations	
<p>5.1 Castle Arms Operations Update</p> <p>See Operations Report included in package.</p> <p>5.2 Budget to Actuals:</p> <p>CAI, CAII, CAIII – Budget to Actuals at December 31, 2022</p> <p><i>“Moved by Mark King and seconded by Claire Campbell that the Board approve the CAI, CAII, CAIII Budget to Actuals at December 31, 2021, as presented.”</i></p> <p>Res. #05-22 <u>Carried</u></p> <p style="text-align: center;">CAIV – Budget to Actuals at December 31, 2022</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the Board approve the CAIV Budget to Actuals at December 31, 2021, as presented.”</i></p> <p>Res. #06-22 <u>Carried</u></p> <p style="text-align: center;">CA-Mattawa – Budget to Actuals at December 31, 2022</p> <p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the Board approve the CA-Mattawa Budget to Actuals at December 31, 2021, as presented.”</i></p> <p>Res. #07-22 <u>Carried</u></p> <p>5.3 2022 Operating Budget:</p> <p>CAI, CAII, CAIII – 2022 Operating Budget</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the Board approve the CAI, CAII, CAIII - 2022 Operating Budget, as presented.”</i></p> <p>Res. #08-22 <u>Carried</u></p> <p style="text-align: center;">CAVI – 2022 Operating Budget</p> <p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the Board approve the CAIV - 2022 Operating Budget, as presented.”</i></p> <p>Res. #09-22 <u>Carried</u></p>	

	<p align="center">CA-Mattawa – 2022 Operating Budget</p> <p><i>“Moved by Mark King and seconded by Claire Campbell that the Board approve the CA-Mattawa - 2022 Operating Budget, as presented.”</i></p> <p>Res. #10-22 <u>Carried</u></p>	
	6. New Business	
	<p>6.1 North Wing Jamie noted a group has come forward to provide assisted living/retirement living. Suggestions to create suites, congregate dining, a la carte services, etc. Jamie to update the Board when more information becomes available. Discussed a Day Care option for staff support. A future presentation will be provided to the Board. Billy to resend the North Tower/Wing presentation that was previously presented to the Board.</p>	
B.	CORRESPONDENCE	
	B.1 Thank you card from a tenant, Barb Stewart (CA3-211)	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	TBD	
E.	ADJOURNMENT	
	<p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the meeting be adjourned at 8:09 p.m.”</i></p> <p>Res. #11-22 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting - January 27, 2022
Jennifer Carriere - Castle Arms Operations Coordinator
Billy Brooks - Director of Finance & IT

❖ CASTLE ARMS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ 2022 Ontario Renovates:

Castle Arms were successful in securing funding from the Ontario Renovates programs. We have been approved to update all the carpeting in the common hallways of the CA1, 2 & 3 buildings. An RFQ has gone out to 3 local contractors.

❖ COVID Restrictions:

With COVID restrictions increased during the month of January, we have had to close our common rooms once again. In an effort to encourage social time for tenants we have found creative ways to allow for some activities to continue. The tenants in CA1 have organized a 50-50 ticket sale in the lobby on Wednesdays. We provide a table and chair for them and the proceeds go towards their annual Christmas dinner. Some tenants have done the same thing in the lobby of CA2 and they have also had a small jewelry sale. We bring tenants into the common rooms to pick out books from the lending library and allow some to be left in the lobby on the side-table. We will be happy to have our common rooms available to the tenants once again on January 31st, 2022.

We have sent a reminder to tenants that face coverings must be worn at all times in the common areas and the staff have been reminded to encourage tenants to keep wearing their masks.

❖ Emergency Exit Lights:

We have upgraded the Emergency Exit lights in the CA1, 2 & 3 buildings with the help of FGA Trades. They proposed a brighter, cheaper and easier to install solution which resulted in upgraded lights at less than half the cost of using our life safety contractor.

❖ FINANCIAL UPDATE (Billy Brooks, Director of Finance & IT):

Financial update to be presented at the Board Meeting