

THURSDAY, MARCH 31, 2022

MINUTES

Date: Thursday March 31, 2022

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Sherry Culling

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
Monique Peters, Family Council

ITEM		ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the meeting be called to order at 6:54 p.m.”</i></p> <p>Res. #12-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Note – the Castle Arms meeting scheduled for March 3, 2022 was cancelled, due to time.</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #13-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #14-22 <u>Carried</u></p>	

	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on January 27, 2022</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the minutes for the Regular Meeting held on January 27, 2022, be adopted as presented.”</i></p> <p>Res. #15-22 <u>Carried</u></p>	
	4. Business Arising	
	<p>4.1 COVID-19 Update</p> <p>Common Rooms are open again. Masks are recommended to be worn in all common areas but not a requirement.</p> <p>All extra surface cleaning has been reduced back to regular cleaning.</p>	
	5. Castle Arms Operations	
	<p>5.1 Castle Arms Operations Update</p> <p>See Operations Report included in package.</p> <p>Jamie noted the Jillian Duchesne has moved over to Castle Arms as the Health and Wellness Coordinator. She will be providing programming and activities for the tenants. There is also a plan to have a community BBQ with the neighbours and tenants as a thank you for enduring the noise and inconvenience associated with the ongoing construction. Due to the loss of space and removal of existing gazebos and the pergola, other gazebos and gardens will be installed.</p> <p>5.2 Financial Update:</p> <p>Update included in package.</p>	
	6. New Business	
	No new business noted.	
B.	CORRESPONDENCE	
	No items noted	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Next Meeting – Wednesday April 27, 2022 @ 5:00 p.m. + Annual General Meeting	
E.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be adjourned at 7:02 p.m.”</i></p> <p>Res. #16-22 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting - March 31, 2022
Jennifer Carriere - Castle Arms Operations Coordinator
Billy Brooks - Chief Financial Officer & IT

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

- ❖ Jennifer was on vacation. No updates to report at this time.

❖ **FINANCIAL UPDATE (Billy Brooks, Chief Financial Officer & IT):**

❖ **Year End Audit**

BDO began their audit work on March 15th, 2022 relating to the preparation of Castle Arms' January to December 2021 Year End Financial Statements.

Work has progressed on schedule. The draft Audited Financial Statements are expected to be presented for Board approval in late April 2022. An updated budget-to-actual performance summary for 2021 will be presented at that time as well as showing final results.

❖ **Q1 Year-to-date Budget-to-Actuals (January to March 2022)**

Reporting on Castle Arms' 2022 budget performance will begin with Q1 unaudited results presented at the first regular Board meeting following March 31st.

Further details and analysis will be presented on those results after the usual consultation and discussion with Castle Arms staff has occurred.