

# CASTLE ARMS NON-PROFIT SENIORS APARTMENTS BOARD OF MANAGEMENT MEETING



**THURSDAY OCTOBER 10, 2018**

## MINUTES

**Date:** October 10, 2018

**Location:** Cassellholme Garden Room

**Present:** Chris Mayne  
Tanya Vrebosch  
Sherry Culling  
Dean Backer  
Tamela Price-Fry

**Staff:** Jamie Lowery, Chief Executive Officer  
Julie Pilkey, Recording Secretary

**Guest:** Shani Giroux, Director of Human Resources

**Regrets:** Mark King  
Walter Ross

ITEM		ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>“Moved by Tamela Price-Fry and seconded by Sherry Culling that the meeting be called to order at 5:00 p.m.</i></p> <p><b>Res. #24-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the agenda for this meeting be adopted as presented.”</i></p> <p><b>Res. #25-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Sherry Culling and seconded by Tanya Vrebosch that no member present has declared a conflict of interest.”</i></p> <p><b>Res. #26-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>3. Approval of Minutes</b>	
	<p>3.1 Approval of Minutes of the Meeting held on May 24, 2018</p> <p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the minutes for the Regular Meeting held on May 24, 2018, be adopted as presented.”</i></p> <p><b>Res. #27-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>4. Business Arising</b>	
	No Business Arising	

<b>5. Castle Arms Operations</b>	
<p>5.1 Castle Arms I, II, II – August 2018 – Budget to Actual Expenses</p> <p>Ric noted lower electricity costs. Alzheimer’s Society has agreed to pay \$500.00 per month, rental for the Board Room space with a renewed commitment to move into the north wing after the rebuild.</p> <p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the Castle Arms I, II, II – August 2018 – Budget to Actual Expenses, be adopted as presented.”</i></p> <p><b>Res. #28-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<p>5.2 Castle Arms IV – August 218 – Budget to Actual Expenses</p> <p>Ric noted lower electricity costs and lower taxes</p> <p><i>“Moved by Tanya Vrebosch and seconded by Sherry Culling that the Castle Arms IV – August 2018 – Budget to Actual Expenses, be adopted as presented.”</i></p> <p><b>Res. #29-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<p>5.3 Castle Arms Mattawa – August – Budget to Actual Revenue &amp; Expenses</p> <p>Ric noted there are 11 seniors on the waiting list.</p> <p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the Castle Arms Mattawa – August 2018 – Budget to Actual Revenue &amp; Expenses, be adopted as presented.”</i></p> <p><b>Res. #30-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p>The Board agreed for Ric to send out the Castle Arms I, II, III Proposed Operating Budget for 2019, via an email vote, as the next Board meeting is scheduled after the deadline of November 7, 2018.</p>	
<b>6. New Business</b>	
<p>6.1 Cannabis Policy</p> <p>Handout – revised section to the Castle Arms Tenant Lease Agreement now include cannabis use and the growth of marijuana.</p>	
<b>B. CORRESPONDENCE</b>	
No items noted	
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>	
No items noted	
<b>D. DATE OF NEXT MEETING</b>	
November 21, 2018 – Regular Board Meeting, Cassellholme Garden Room	
<b>E. ADJOURNMENT</b>	
<p><i>“Moved by Dean Backer and seconded by Tamela Price-Fry that the meeting be adjourned at 5:17p.m.”.</i></p> <p><b>Res. 31-18</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

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Secretary

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Chairman